

REGULAR BOARD MEETING

Monday, February 27, 2017

7:30 p.m.

AGENDA

Call To Order:

Pledge of Allegiance:

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

Approval of Minutes: Committee Meeting February 13, 2017
Regular Meeting February 13, 2017

Approval of Disbursements: Warrants 021517, 022017, 022117
022417, 022717 = \$ 305,412.48

Financials: January

Correspondence:

Old Business:

1. Approve IGA with Village of Mundelein for Police Services
2. Approve Administrative Manual

New Business:

1. Award Fertilizer and Pesticide Bid
2. Award Water Slide Renovation/Restoration Bid
3. Approve Part Time Wage Ranges
4. Declare Equipment as Surplus
5. Review of Executive Session Minutes

Board Business:

Staff Reports:

Service Anniversaries: Joe Albert 2000 (17); Rick Hanzel 2007 (10);
Tracie Ouimet (1);

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:

Rules for Public Comment:

- A. At the start of the period for public comment the board President or acting chairperson will advise the public:
 - 1. The amount of time permitted for public comment;
 - 2. That all speakers state their names and addresses before addressing the Board;
 - 3. To avoid repetitive comments, testimony and general questions; and
 - 4. To appoint only one person to speak on behalf of a group.
- B. Each person will be permitted to speak one time only, unless the Chair determines the allowing a speaker to address the Board again will contribute new testimony or evident germane to an issue on the agenda for that meeting.
- C. Unless a representative spokesperson is appointed in the manner described in rule E, all comments from the public will be limited to no more than three (3) minutes per person.
- D. Groups may register a representative spokesperson by filing an appearance form no later than one (1) hour in advance of a meeting. The appearance form must designate (i) the number of people the designee represents for the purpose of making public comment; (ii) the subject matter of the public comment; and (iii) whether the subject matter is germane to an item on that meeting's agenda. Any person identified as being represented by a group spokesperson shall be deemed to have waived their opportunity to speak independently unless the Chair determines that allowing such a speaker to address the Board will contribute new testimony or evidence germane to an issue on the agenda for that meeting.
 - 1. A representative spokesperson who timely files a complete appearance form to speak on a matter germane to the agenda shall be permitted to speak for three (3) minutes for each person being represented, up to a maximum of fifteen (15) minutes.
 - 2. A representative spokesperson who timely files a complete appearance form to speak on a matter not germane to the agenda shall be permitted to speak for three (3) minutes for each person being represented, up to a maximum of nine (9) minutes.
- E. The Board shall not respond to questions posed during public comment. All questions shall be recorded by the Board secretary and a response shall be presented either during the next regular Board meeting or in writing before such meeting.
- F. All comments must be civil in nature. Any person who engages in threatening, slanderous or disorderly behavior when addressing the Board shall be deemed out-of-order by the presiding officer and his or her time to address the Board at said meeting shall end.

Approved 4/14/2014 Board Meeting

Mundelein Park & Recreation District
Committee of the Whole
February 13, 2017

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

Present were Commissioners DOLAN, FRASIER, KNUDSON, McGRATH and ORTEGA. Staff present included Executive Director RESNICK.

Executive Director RESNICK informed the Board that the new Group Exercise Membership changed for the format of how staff were charged for exercise classes. Anyone with a Fitness Membership can purchase an annual Group Exercise Membership for \$109 and this is what staff is recommending for employees. The other option for them would be to pay 50% of the monthly rate if they do not want to purchase an annual membership. This would be \$17.50 per month.

Due to the new Travel Reimbursement Policy the Board must approve by roll call vote all expenses for employees or Board travel for educational functions. Last month the Board approved the expenses that were expected for the year. Recently, staff heard of a turf equipment technician training that would benefit the District's mechanic John Rodgers to attend. The program will be held in March in Bloomington, Minnesota. Commissioner DOLAN asked if this was within the budget and if the only reason it was being brought to the Board was due to the new law. Executive Director RESNICK said there were funds in the budget and if the new law was not in effect, it would not have been brought to the Board for approval since the Board has already approved the budget.

All Full Time Wage Ranges were reviewed as compared to the agencies selected for each position and presented to the Board. Commissioner ORTEGA thought that the lower end of some ranges were either fine as is or could possibly be lowered. Commissioner DOLAN said the bottom of the Day Care Director range could be lowered since if this would be filled by an internal candidate, the change in pay would be more than a 25% increase.

Executive Director RESNICK let the Board know the application and self-assessment for the Illinois Distinguished Agency program had been completed and would be submitted.

The Board was reminded that SRACLC Executive Director John Buckner would be at the meeting to give an update on the agency.

The Board was given a recap of sessions attended by staff at the recent IAPD/IPRA Conference. Overall staff reported a good experience and felt the time and money invested in this conference was beneficial to staff and the agency overall.

The Board was reminded they will need to sign annual waivers if they wish to renew facility memberships.

Marketing Specialist Christa Lawrence will attend the next Board meeting to give a presentation on the District's branding campaign.

Executive Director RESNICK informed the Board that the bids were out for the Chalet project. The bid opening will be March 2 and contract recommendations will be given to the Board at the March 13 meeting. W.B. Olson, Construction Manager John Emser said he felt some items would be higher than budgeted now that final documents were prepared. He is estimating it could be \$177,000 over the last estimate, but hoping for a competitive market.

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, FEBRUARY 13, 2017 AT 7:30 P.M. AT THE
MUNDELEIN COMMUNITY CENTER ADMINISTRATION OFFICES,
1401 NORTH MIDLOTHIAN ROAD, MUNDELEIN, ILLINOIS**

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

He then directed the secretary to call the roll. Commissioners DOLAN, FRASIER, KNUDSON, McGRATH and ORTEGA were present. Staff present included Executive Director RESNICK.

Commissioner ORTEGA moved to approve the minutes of the Committee Meeting and Regular Meeting minutes from January 23, 2017, 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 012417, 012517, 012717, 012817, 020317, 020717, 020817, 021017 and 021317 in the amount of \$528,344.44, 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.

Commissioner DOLAN moved to approve amending the Personnel Policy Manual allowing the purchase of Group Exercise Memberships for Full Time and Regular Part Time employees at the current Premium Add On annual rate or 50% off the current monthly rate, 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 DOLAN, McGRATH, FRASIER, ORTEGA and KNUDSON voting yes.

Commissioner FRASIER moved to approve sending John Rogers to Turf Technician Training in Bloomington, Minnesota on March 14-17 at an estimated cost of \$1,220, second by Commissioner McGRATH. President KNUDSON repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners FRASIER, McGRATH, DOLAN, ORTEGA and KNUDSON voting yes.

Commissioner DOLAN moved to approve the 2017 Full Time Wage Ranges as presented by staff with one adjustment as discussed, 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 FRASIER showed the recent Mundelein Review article on the awards received by staff.

Executive Director RESNICK informed the Board she met with Police Chief Gunther regarding the Intergovernmental Agreement with the Village for Police Services. Chief Gunther and Executive Director Resnick feel the current agreement is working well and are not making any recommended changes. The IGA will be presented to both Boards for approval.

Executive Director RESNICK suggested delaying the purchase and implementation of the financial software for one year. With the recent changes in managed care of the District's technology, it has become unclear if the current network and equipment are stable enough. She explained some of the recent discoveries of past practices by our former vendor and said the lack of oversight was alarming. Commissioner DOLAN asked if the current software was being supported still. Executive Director RESNICK said it is and that the person who uses the software the most is Superintendent of Business Services & Technology Linda Miller and she is in favor of waiting a year.

SRACLC Executive Director John Buckner gave each Board member a Spring brochure and annual report. He pointed out that they are hosting a dance at the Regent Center soon and will hold their track and field program at the Mundelein Community Center. He said their biggest challenge is finding available space in each of the communities they serve. He said their fund raising efforts have been good and have meant a new vehicle for the agency every couple of years. He complimented the Park District staff on being helpful finding inclusion staff. Commissioner McGRATH asked if there was anything more the Park District could do to help SRACLC. Mr. Buckner said more space would be helpful, but he understands park district programs take priority and believes SRACLC is given all the space that can be given to them.

There being no further business, Commissioner ORTEGA moved to adjourn at 7:59 p.m., second by Commissioner McGRATH. The motion was unanimously approved.

Secretary

MEETING REMINDER
MONDAY, FEBRUARY 27, 2017

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

Action Items

Old Business

1. Approve IGA with Village of Mundelein for Police Services
2. Approve Administrative Manual

New Business

1. Award Fertilizer and Pesticide Bid
2. Award Water Slide Renovation/Restoration Bid
3. Approve Part Time Wage Ranges
4. Declare Equipment as Surplus
5. Review of Executive Session Minutes

Updates

1. Review IPRA Environmental Report Card
2. Statement of Economic Interest
3. Binder of Documentation
4. Branding Presentation
5. January Police Report

New Business

The intergovernmental agreement with the Village of Mundelein for Police Services is expiring. Staff met with the Chief of Police and both parties agree the current agreement is working well and no changes are needed. The new agreement will be in effect March 2017 through March 2021.

Staff recommends approving an IGA with the Village of Mundelein for Police Services for four years at \$50,000 per year.

The Board has reviewed and commented on updates to the Administrative Manual. The District's Attorney has also reviewed the manual and all comments have been addressed.
Staff recommends approving the Administrative Manual as presented.

Old Business

Golf Course Superintendent Ron Doruff prepared specifications for the purchase of numerous fertilizers and pesticides. Attached is a spreadsheet of the bids submitted and his recommendations. The lowest bid is not always recommended because some distributors offer deals for packages and some generic products are not considered equal. The total amount to be accepted is \$79,283.44 and the budget is \$80,000.

Staff recommends accepting the following bid totals: Reinders Inc, \$1,927.00; Pendelton Turf Supply Inc, \$8,403.50; Van Diest, \$3,408.94; Sanctuary, \$19,800.00; Prime Turf, \$5,250.00; GPM, \$11,335.00; Arther Clesen Inc, \$29,159.00.

Building Maintenance Supervisor Joe Albert prepared bids and advertised for the water slide renovation/restoration. Three bids were received. Joe has contacted the low bidder's references and is satisfied they can perform the work.

Company	Bid Bond/ Cashier Check	References	Prevailing Wage Form	Total
The Slide Experts Franktown, CO	Cashier Check	Yes	Yes	48,750.00
SlideCare LLC Avon Lake, OH	Bid Bond	No	Yes	93,487.00
Fischer Bros. LLC Eau Claire, WI	Bid Bond	No	No	92,943.80

Staff recommends awarding a contract to The Slide Experts in the amount of \$48,750.00.

Staff researched area park districts and business to determine if any of the part time wage ranges should be adjusted. Recommended adjustments are for Swim Instructor, Indoor Pool Desk Attendant, Big & Little Teacher I and II, Accounting Clerk, IT Staff, Marketing Assistant, Sponsorship Coordinator, Pro Shop Attendant, Park View Childcare, Fitness Floor Attendant, Front Desk Attendant, and Registration Clerk.
Staff recommends approving the Part Time Wage Ranges as presented.

Golf Course Maintenance staff have determined they no longer have a need for a front end loader and would like to dispose of it through an auction.
Staff recommends declaring the Case Super E 580 E Front End Loader as surplus and available for sale.

All Executive Session Minutes have been reviewed and attached is a list of all sealed or new Executive Session Minutes, including the subject matter and whether they should be released.

Staff recommends releasing Executive Session Minutes from January 28, 2013 (only the portion on real estate already purchased, June 9, 2014; September 28, 2015 and January 11, 2016. Minutes to remain sealed include September 11, 2006; November 11, 2006; December 5, 2006; December 6, 2006; April 28, 2008, April 13, 2009; June 14, 2010; September 13, 2010; April 25, 2011; May 23, 2011; February 13, 2012; March 26, 2012; June 11, 2012; June 25; January 14, 2013; January 28, 2013; February 11, 2013; September 9, 2013; October 28, 2013; April 14, 2014; June 9, 2014; November 24, 2014; April 13, 2015; September 28, 2015; October 26, 2015; March 14, 2016; May 9, 2016; July 25, 2016; August 8, 2016; October 10, 2016; and October 24, 2016.

Updates

The IPRA Environmental Report Card is enclosed for the Board's review. The District last completed this Report Card in June of 2011. At that time our score was 47 out of 100 and indicated we "are doing OK and should be proud of what it has accomplished, but it still has much to work on." Our current score is 80 out of 116 or 69%. This means "Your agency is doing a good job, and certainly more than most public agencies." Had we received a 71% we would have been considered "very good". We will continue to strive to improve this score.

Everyone should have received an email asking them to fill out the Statement of Economic Interest. If you did not, let me know and I will check with the County.

Marketing Specialist Christa Lawrence will make a presentation on how the District will be approaching our branding project. She has class at CLC until 8:00, so the presentation won't be until 8:15 or so.

Meeting Reminder
February 27, 2017
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The Binder of Documentation for 2016 is enclosed. Staff will review all benchmark documents to determine if there are any trends, positive or negative, and determine what actions should be taken.

The January Police Report is enclosed.

**INTERGOVERNMENTAL AGREEMENT BETWEEN
THE MUNDELEIN PARK DISTRICT
AND THE VILLAGE OF MUNDELEIN
FOR POLICE PROTECTION FOR PARK DISTRICT PROPERTY**

THIS AGREEMENT is made and entered into between the **Village of Mundelein**, a municipal corporation located in Lake County, Illinois, hereinafter referred to as the "Village" and the **Mundelein Park District**, a park district located in Lake County, Illinois, hereinafter referred to as the "Park District".

WHEREAS, the legal authority for the parties to enter into this agreement is established by:

- a. Article VII, Section 10 of the Illinois Constitution which provides as follows:

Units of local government and school districts may contract or otherwise associate among themselves, with the State, with other states and their units of local government and school districts, and with the United States to obtain or share services and to exercise, combine, or transfer any power or function, in any manner not prohibited by law or by ordinance. Units of local government and school districts may contract and otherwise associate with individuals, associations, and corporations in any manner not prohibited by law or by ordinance. Participating units of government may use their credit, revenues and any other resources to pay costs and to service debt related to intergovernmental activities; and

- b. The Illinois Governmental Cooperation Act (5 ILCS 220/1 et seq., Illinois Revised Statutes) which provides, in part, as follows:

220/3. Intergovernmental Agreements. Any power or powers, privileges or authority exercised or which may be exercised by a public agency of this State may be exercised and enjoyed jointly with any other public agency of this State and jointly with any public agency of any other state or of the United States to the extent that the laws of such other state or of the United States does not prohibit joint exercise or enjoyment.

220/5. Intergovernmental Contracts. Any one or more public agencies may contract with any one or more other public agencies to perform any governmental service, activity or undertaking which any of the public agencies entering into the contract is authorized by law to perform, provided that such contract shall be authorized by the governing body of each part to the contract. Such contract shall set forth fully the purposes, powers, rights, objectives, and responsibilities of the contracting parties.

c. 70 ILCS 1205/4-7. The board of any park district may employ engineers, attorneys, clerks, and other employees, including a police force, as may be required, and may define and prescribe their respective duties and compensation. The members of the board and all police officers appointed by the board shall be conservators of the peace within and upon the parks, boulevards, driveways, and property controlled by that park district, and shall have power to make arrests subject to the provisions of the Park District Police Act.

d. 70 ILCS 1325/1 grants certain police powers to park police officers.

WHEREAS, on March 10, 2013 the Park District and the Village entered into that certain Intergovernmental Agreement between the Mundelein Park District and the Village of Mundelein for Police Protection for Park District Properties, which agreement expired on March 31, 2017; and

WHEREAS, it is in the best interest and general benefit of the citizenry of the park district and the village that the park district and village enter into another agreement for the enforcement of laws and ordinances on property and in facilities owned and maintained by the park district located within and outside of said village with the intention of the parties to exercise to the fullest extent permitted by law the authority granted to them under those provisions; and;

WHEREAS, the village and the park district share a common interest in protecting and preserving the peace and dignity of the general citizenry within their boundaries; and

WHEREAS, the village police department has demonstrated competence, integrity, and ability in enforcing laws and maintaining order; and

WHEREAS, the park district desires the police force of the village to continue to use its enforcement powers upon the park district lands.

NOW, THEREFORE, the parties to this agreement, in consideration of the mutual covenants and stipulations hereinafter set forth, agree as follows:

1. The purpose of this agreement is to maintain the village and park district in a cooperative arrangement to provide the most efficient police protection and police services to their respective jurisdiction.

2. The park district expressly authorizes the police officers employed by the village to enter upon the parks owned by the park district for the purpose of enforcing the statutes of the United States of America and the statutes of Illinois and the ordinances of the Village of Mundelein and the Mundelein Park District ordinances which occurs on park property.
3. The park district agrees to designate an employee(s) of the park district who will be available twenty four (24) hours a day to respond to reasonable requests of the village police department to sign complaints for violation of park district ordinances when such violations do not occur in the presence of a village police officer.
4. The village agrees to provide the police protection services to the park district within its parks, to patrol such parks and to take reasonable steps to enforce the statutes of the United States of America and State of Illinois and the ordinances of the Village of Mundelein and the Mundelein Park District within such parks.
5. The village agrees that its police officers will be directed to testify in court in cases in which they are witnesses to violations of federal statutes, state statutes, and village and park district ordinances. The village shall provide the park district with a monthly activity report as to all arrests made and offenses investigated by the police department on park district property. The Chief of Police or his designee shall meet with the Executive Director of the park district or his/her designee to review monthly activities and to exchange information that is mutually beneficial.
6. The village by its Mayor and Board of Trustees hereby authorize and direct the village police department to enforce the laws of the United States of America, State of Illinois, and the ordinances of the park district and ordinances of the village in and upon the premises and facilities maintained by the park district.
7. The village police officers shall at all times be subject only to the direction and control of the Chief of Police of the village in the discharge of their normally assigned duties as police officers and shall not respond to orders or directions from any park district officer or employee. All request by the park district for police protection shall be made directly to the Chief of Police or the subordinate designated by the Chief of Police, which requests shall be made by the Executive Director of the park district or a subordinate so designated by the Executive Director of the park district.

8. For all purposes of this agreement, the term "police protection" shall include by way of example, but not limitation, conducting routine, periodic surveillance, patrol, to inspect, and safeguard the parks, park patrons and the facilities and equipment located in the various parks or all facilities utilized by the Park District, making arrests on view of the offense, on reliable report of witnesses or upon warrants for violation of the penal ordinance of the park district, the village, the State of Illinois, and the United States.

9. The village and/or police department has the authority to enforce the ordinances of the park district specifically described in *Exhibit A*, attached hereto and made a part hereof, or any future amendments made thereto. (*Exhibit A: Ordinance Code Providing for the Regulations and Restrictions Governing the Use of the Park System of the Mundelein Park & Recreation District*).

10. The park district shall pay the village the following amounts for police services provided under this agreement:

March 2017 to March 2018 \$50,000.00

March 2018 to March 2019 \$50,000.00

March 2019 to March 2020 \$50,000.00

March 2020 to March 2021 \$50,000.00

The park district shall make such annual payments in two (2) installments. The first installment shall be for \$25,000.00, and shall be due June 31st each year, beginning in 2017. The second installment payment shall be for \$25,000.00, and shall be due January 31st each year, beginning in 2018.

11. The park district has disbanded its police force, although it may hire such part-time officers as it deems necessary to enforce its snowmobile and water safety ordinances.

12. This agreement shall be binding on the parties for a period of four (4) years from the date of this agreement and shall take effect immediately upon the acceptance of this agreement by the Board of Trustees of the village and Board of Commissioners of the park district. Either party may cancel this agreement by providing six (6) months' notice, in writing, sent certified mail to the other party. In the event of cancellation by either party, the payments for police services due herein shall be prorated.

13. This agreement has been discussed and approved by each party hereto prior to the date of execution thereof, and this agreement is executed by each party through proper corporate action authorizing same.

14. Each party to this agreement shall maintain liability coverage through the Illinois Risk Management Association by the village and the Park District Risk Management Agency by the park district. Each party shall indemnify the other and hold them harmless from all claims occasioned by this agreement and each party shall add the other as an additional insured to their policies with the Illinois Risk Management Association and Park District Risk Management Agency.

15. This agreement shall supersede the Intergovernmental Agreement between the Village and the Park District entered into May 13, 2013.

IN WITNESS WHEREOF, the Mayor and Clerk of the Village and The President and Secretary of the park district have affixed their respective hands and seals.

DATED this 27th day of February, 2017

MUNDELEIN PARK DISTRICT,
An Illinois Municipal corporation

VILLAGE OF MUNDELEIN,
An Illinois Municipal corporation

By: _____
Bob Knudson, President

By: _____
Steve Lenz, Mayor

Attest: _____
Margaret Resnick, Secretary

Attest: _____
Katy Timmerman, Village Clerk

Attachment: Mundelein Park District Ordinance Code Manual

Ordinance Code Providing for the Regulations and Restrictions Governing the Use of the Park System of the Mundelein Park & Recreation District

WHEREAS, The Mundelein Park & Recreation District is a municipal corporation duly organized under an act of the General Assembly of the State of Illinois entitled "An Act to Provide for the Organization of Park Districts and the Transfer of Submerged Lands to those Bordering on Navigable Bodies of Water", and

WHEREAS, it is deemed advisable to collect the various Ordinances and Regulations of the Mundelein Park & Recreation District into one Ordinance Code to provide a single instrument for the governing of the business operation of the Park District, the use of parks/land and the policing of them and other facilities of the District, and the enforcement of rules affecting personal conduct of patrons and employees of the District:

Therefore, Be It Ordained,
by
the Commissioners
of the
Mundelein Park & Recreation District,
in
Lake County, Illinois

Chapter I	Scope
Chapter II	Traffic Regulations
Chapter III	Park Regulations – Conduct
Chapter IV	Enforcement
Chapter V	Waters of Diamond Lake ~ Rules and Regulations
Chapter VI	Construction and Repeal

CHAPTER I

Scope

SECTION 1.01 DESIGNATION

This Ordinance shall be known as the "Ordinance Code of the Mundelein Park & Recreation District, Lake County, Illinois" and the same may be so cited and referred to for purposes of identification.

SECTION 1.02 SCOPE

This Ordinance shall apply to and be enforced in all of the territory originally embraced in, heretofore added to, and which may hereafter be embraced in the boundaries of said Mundelein Park & Recreation District, and in all parks, public places and other property and facilities of every kind owned by or within the jurisdiction of the District, whether within or outside the boundaries of said District.

SECTION 1.03 DECLARATION OF CONTROL

The premises heretofore planned or plotted for park purposes as Asbury Park, Cambridge Country Park, Cardinal Terrace Park, Carl Sandburg Community Gym, Clearbrook Park, Community Park Chalet, Diamond Lake Recreation Center, Diamond Lake Sports Complex, Fairhaven Park, Gordon Ray Park, Hanrahan Park, Hickory Park, Indian Trails Park, Keith Mione Community Park, Kracklauer Park, Lake Front Boat Launch, Leo Leathers Park, Lincoln Park, Lions Field, Lone Tree Park, Longmeadow Park, Maurice Noll Park, Memorial Park, Orchard Basin Park, Orchard View Park, Bob Lewandowski North Shore Park, Regent Center, Scott Brown Park, Steeple Chase Golf Course, Lakewood Heights Vaughn-Griglak Park, John Wiech Park, Wilderness Park, Woodlands Park, Wortham Park and any other areas, playgrounds, playing fields, buildings and other public areas and facilities as may hereafter be acquired, leased, plotted or appropriated by the appropriate corporate motion of the District, are hereby declared to be in the possession and control of the Mundelein Park & Recreation District. Whenever, in this Ordinance, premises of the District are referred to, such reference shall be to and include all land, waters, buildings and other structures in the possession and under contract to the Mundelein Park & Recreation District.

SECTION 1.04 CONSTRUCTION OF WORDS

Whenever in this Ordinance the following terms are used, they shall have the meanings respectively ascribed to them in this section:

- (1) *Board* Board of Park Commissioners.
- (2) *District* Mundelein Park & Recreation District, Lake County, Illinois.
- (3) *Driver* Every person who drives or is in actual physical control of a vehicle.
- (4) *Ordinance* Mundelein Park & Recreation District Ordinance Code.
- (5) *Owner* Person who holds the legal title to a vehicle or other property of any kind; or, in the event that a vehicle or other property is the subject of an agreement for the conditional sale or lease, then such conditional vendee or lessee or mortgagor shall be deemed the owner for the purposes of this Ordinance.
- (6) *Parking* The standing of a vehicle, whether occupied or not, other than temporarily for the purpose of and while actually engaged in loading or unloading.
- (7) *Park System* All of the land, parks, roadways, parking lots, waterways, structures and other property of every kind owned by or within the jurisdiction of the District, now or hereafter whether within or without its boundaries.

- (8) *Person* Every individual, firm, partnership, association, corporation or organization of any kind.
- (9)) *Vehicle* Every device in, upon or by which any person or property is or may be transported or drawn upon a roadway.

SECTION 1.05 STATUTORY CONTROL

This Ordinance shall be subject to and controlled by "The Park District Code" of the State of Illinois and all other laws affecting the District.

CHAPTER II

Traffic Regulations

SECTION 2.01 RESTRICTED MOTOR VEHICLE AREA

No person other than employees or Commissioners of the District in the performance of their duties or authorized personnel shall bring to use any motor vehicle within the Park System except upon designated driveways or parking areas established for that purpose, including but not limited to sidewalks, grass areas, baseball diamonds and playground areas.

SECTION 2.02 PARKING

Any motor vehicle parked in the Park System at any place in a manner or for a length of time prohibited or declared to be unlawful by any Ordinance or sign of the District, is, if occupied, hereby declared to be an obstruction and a public nuisance.

SECTION 2.03 UNATTENDED MOTOR VEHICLE

No motor vehicle shall be left unattended while the motor of such is running and no motor vehicle shall be left without a driver on any grade or incline unless the vehicle is secured against moving.

SECTION 2.04 VEHICLE EQUIPMENT

It shall be unlawful to drive any vehicle in the Park System whose lights, brakes and exhaust system are not in accordance with the rules of the State of Illinois under the vehicle code.

SECTION 2.05 STARTING PARKED MOTOR VEHICLES

No person shall start a motor vehicle which is stopped, standing or parked unless and until such movement can be made with reasonable safety.

SECTION 2.06 BACKING

The driver of a vehicle shall not back said vehicle unless such movement can be made without interfering with other traffic and with reasonable safety.

SECTION 2.07 UNNECESSARY NOISE

It shall be unlawful to operate a vehicle that makes a loud or unnecessary noise which either annoys, disturbs, injures or endangers the comfort, repose, health, peace or safety of others within the Park System.

SECTION 2.08 DRIVING WHILE INTOXICATED

No person who is under the influence of intoxicating liquor, narcotic drugs or any controlled substances shall operate any vehicle in the Park System.

SECTION 2.09 SIGNS

No person shall disobey Park System all traffic signs, or deface, injure, move, or interfere with any official sign or signal.

SECTION 2.10 LIQUOR IN VEHICLE

It shall be unlawful for any person to transport, carry, or possess any alcoholic beverage in or upon or about any motor vehicle in the Park System.

SECTION 2.11 IMPOUNDING

Any vehicle which has been declared to be an obstruction and a public nuisance as provided for in this Ordinance may be removed and impounded in a storage area by any Village of Mundelein Police Officer. Before the owner or other person entitled to possession of any impounded vehicle shall be permitted to redeem the same he shall furnish sufficient evidence of his identity and ownership of the vehicle, present payment for towing, storage and other necessary charges and expenses, and sign a receipt for the vehicle.

SECTION 2.12 PARKING LOTS

No person shall park or place any vehicle or any property of any kind in the Park System so as to obstruct or interfere with traffic or travel, or endanger the public safety. No person shall park any vehicle in any of the following areas, except where otherwise designated:

- (A) On lawn areas and grounds
- (B) In front of public or private driveways
- (C) In any position to block another car or vehicle legally parked
- (D) At any place where official signs prohibiting parking have been posted by the Park District, or
- (E) Within 7 1/2 feet of either side of a fire hydrant.

SECTION 2.13 SPEED

No person shall drive any vehicle within the Park System at a speed greater than 10 miles per hour; or greater than is reasonable and proper with regard to traffic conditions and the use of the roadway; or at a speed that endangers the safety of any person or property.

SECTION 2.14 BICYCLES

- (A) No person shall ride a bicycle other than on the right-hand side of the road paving as close as conditions permit. Bicycles shall be kept in a single file when two or more are operating as a group. Bicyclists shall at all times operate their machines with reasonable regard to the safety of others, signal all turns, pass to the right of any vehicle they are overtaking, and pass to the right of any vehicle they may be meeting. No person shall ride any other person on a bicycle.
- (B) No person shall leave a bicycle in a place other than a bicycle rack when such is provided and there is space available. No person shall leave a bicycle on the ground or pavement or set against trees, or in any place or position where other persons may trip or be injured by it.
- (C) No person shall ride a bicycle on any road between thirty (30) minutes after sunset and twenty (20) minutes before sunrise without an attached headlight plainly visible at least two hundred (200) feet, and without a red taillight or red reflector plainly visible from at least two hundred (200) feet from the rear of the bicycle.

SECTION 2.15 ATTEMPT TO ELUDE A POLICE OFFICER

Any driver or operator of a motor vehicle who, having been given a visual or audible signal by a Peace Officer directing such driver or operator to bring his vehicle to a stop, willfully fails or refuses to obey such direction, increases his speed, extinguishes his lights, or otherwise flees or attempts to elude the Officer, is guilty of a Class "B" misdemeanor. The signal given by the Peace Officer may be by hand, voice, siren, or red or blue light, provided the Officer giving such signal be in Police uniform. If driving a vehicle, such vehicle shall be marked showing it to be an official Police vehicle.

SECTION 2.16 OBEDIENCE TO OFFICERS

Officers of the Village are hereby authorized to direct traffic in accordance with provisions of this Section, or in emergencies, as public safety or convenience may require. It shall be unlawful for any person to fail or refuse to comply with any lawful order, signal or direction of an officer. Except in case of an emergency, it shall be unlawful for any person not authorized as a Officer to direct or attempt to direct traffic.

SECTION 2.17 ILLINOIS VEHICLE CODE APPLICATION

No person shall fail to comply with all applicable provisions of the Illinois Vehicle Code, Chapter 95 1/2, in regard to equipment and operation of vehicles, in addition to regulations contained in this and other Ordinances.

SECTION 2.18 HANDICAPPED PARKING

It shall be unlawful to park any motor vehicle except a motor vehicle bearing registration plates or a certificate issued to handicapped persons, in any handicapped parking facility as designated by the Mundelein Park and Recreation District. The provisions of Chapter 95 1/2, Sections 501, 501.1, 501.2 and 501.3 of the Illinois Revised Statutes of 1985 shall apply to the prosecution of any person who is alleged to have violated any provision of this Section, and said Sections of Chapter 95 1/2 are hereby adopted by reference and made a part of this Ordinance.

CHAPTER III

Park Regulations - Conduct

SECTION 3.01 DISORDERLY CONDUCT

No person shall act in such an unreasonable manner as to alarm and disturb another and provoke a breach of the peace.

SECTION 3.02 ASSAULT AND BATTERY

- (A) No person shall, without legal justification, engage in conduct which places another in apprehension of receiving a battery.
- (B) No person shall, without legal justification, intentionally or knowingly by any means:
 - (1) cause bodily harm to another; or
 - (2) make physical conduct of an insulting or provoking nature.

SECTION 3.03 IMPROPER BEHAVIOR

No person shall use any abusive, threatening, profane, indecent or obscene language, or language calculated to occasion a breach of the peace, nor induce, commit or perform any indecent or obscene act or behavior, exhibit, possess or transfer indecent or obscene pictures, writings or articles of any kind within the Park System.

SECTION 3.04 MINORS

No parent, guardian or custodian of a minor shall permit or allow a minor to commit any act in the Park System in violation of any Law, Ordinance or Rule of the District.

SECTION 3.05 PUBLIC MEETINGS

No person or organization of any kind shall call or hold any public meeting, exhibition or entertainment of any kind within the Park System unless permission is granted by the District. Payment of expenses and indemnification of the District may be required.

SECTION 3.06 PLAY CLASSES AND CAMPS

No person or organization of any kind shall call or hold any public meeting, exhibition or entertainment of any kind within the Park System unless permission is granted by the District. Payment of expenses and indemnification of the District may be required.

SECTION 3.07 WEAPONS AND MISSILES

No person shall carry fire or discharge any gun, pistol or other firearm, nor throw or cast any stones or missiles in the Park System. No person shall carry or discharge or cause to be exploded, any fireworks or other explosive substances in the Park System. No person shall shoot any bows and arrows, air rifles, toss darts or spears, or fly power driven model aircraft except at such places as may be designated by the Director.

SECTION 3.08 GAMES AND SPORTS

No person shall engage in any sport, game or amusement in the Park System except at such places and times as may be designated by the District and then only under such rules as are prescribed. Nor shall any person walk, remain, or conduct himself upon such portion of the Park System designated for any particular game, sport or amusement in such a way as to interfere with the use of such portion by persons who are using the same for the particular sport, game or amusement for which it has been designated. No person shall engage in any activity in a rough and reckless manner so as to endanger, injure or damage persons or property in any way.

SECTION 3.09 INTOXICATING BEVERAGES - DRUNKENNESS

No person under the influence of intoxicating liquor, narcotic drug or controlled substance shall enter, be or remain in the Park System, nor shall any person bring within, possess, drink, sell or transfer any intoxicating liquors, narcotic drugs or controlled substances within the Park System. This Section shall not apply to wine intended for use and used by any church or religious organization for sacramental purposes.

ALCOHOLIC BEVERAGE POLICY

In accordance with **Public Act 82-917** which provides that "alcoholic liquors may be delivered to and sold in any building owned by a park district under the *Park District Code*, subject to the approval of the governing Board of the District, provided Dram Shop liability and maximum insurance coverage limits in accordance with the Dram Shop Act" are in force, it shall therefore be the policy of the Mundelein Park and Recreation District that the Director shall have the authority to approve by written permit, the dispensing of alcoholic beverages when application to do so follows the following guidelines:

- (A) Permit requests must be submitted a minimum of fourteen (14) days prior to date required. All non-resident applications must be submitted to the Board of Commissioners for review.
- (B) Buildings sanctioned for use are Regent Center. All consumption must take place within the building. Alcoholic beverages dispensed at picnic shelters shall be limited to beer or wine. No glass containers will be allowed at picnic shelters.
- (C) There shall be absolutely no sale of alcoholic beverages under this policy. Use is intended for social use among organized groups, such as family reunions, receptions, civic organization outings or business outings (i.e., company picnics). It is not intended for public events where members of the general public are invited.
- (D) Hours of operation shall be no earlier than 12:00 Noon, and no later than normal Park or building closing time.
- (E) All applicants shall either furnish Dram Shop Insurance in the amount prescribed by law, or apply to be added to the Dram Shop policy of the Mundelein Park and Recreation District. All costs shall be paid by the applicant.
- (F) All applicants shall strictly abide by all applicable laws, whether they be local, state or federal.
- (G) Severability - If in the judgment of the Director, or any sworn Village of Mundelein, Police Officer, any permit holder is violating this policy, the Director or Officer shall have the power to revoke said permit.
- (H) Fee for this permit shall be determined on an annual basis by the Board of Park Commissioners.

SECTION 3.10 INDECENT ATTIRE AND CONDUCT

No person shall appear in or adjacent to any public place under control of the District in a state of nudity, or in indecent or lewd attire, including suitable covering of the upper portion of the body except as permitted in the swimming pool. No person shall make any indecent exposure of his or her person or be guilty of any lewd or indecent act or behavior within the Park System.

SECTION 3.11 SLEEPING IN PARKS

No person shall sleep within the Park System between the hours of 10:00 p.m. and 6:00 a.m.

SECTION 3.12 GAMBLING

Gambling is prohibited within the Park System.

SECTION 3.13 CAMPING

No person shall place, erect or use a hammock, swing, tent or shelter, or otherwise camp or sleep in the Park System, except for organizations which receive written permission from the Director to do so.

SECTION 3.14 BEGGING

No person shall beg or solicit alms or contributions of any kind for any purpose within the Park System.

SECTION 3.15 SELLING

No person shall offer or exchange for sale any article or thing; or do any hawking, peddling or soliciting; or buy or offer to buy an article or thing; or take up any collection or solicit or receive contributions of money or anything of monetary value in or on the Park System, except when authorized to do so by written permit or contract with the Park Board. This Ordinance shall include the offer, exchange or sale of both products and services.

SECTION 3.16 BEACH AREAS

No person shall bring, deposit or leave on the beach premises or adjacent water, any food, beverage or other edibles, glass, metal or other breakable or sharp-edged object of any kind or otherwise litter the beach in any way. No person shall dig or permit the digging of any holes in the ground. No person shall spit on or otherwise defile in anyway the beach grounds or waters.

SECTION 3.17 ANIMALS

- (A) *Birds and Animals:* No person shall attempt to trap, catch, wound, kill or treat cruelly any bird or animal in any park.
- (B) *Dogs and Cats:* No person shall within the park system bring, allow to be loose, drive, lead, carry, or permit any animal on any premise within the Park System, without being leashed, except in connection with Park District sponsored activities, programs, or events where the presence of animals is specifically permitted or required by the Park District as an integral part of such program activity or event. No leash shall be longer than eight (8) feet in length. The owner of every animal shall be responsible for removal and sanitary disposition of any excreta deposited by their animal(s) anywhere in the Park System.
- (C) *Riding Animals:* No person shall lead or allow to be loose upon District property any horse, pony or other riding animal except in areas designated for riding and by written permission of the Director.
- (D) Any animal found within the Park System in violation of this Section may be apprehended, removed to an animal shelter and impounded at the expense of the owner.
- (E) Any birds or animals referred to in sub-paragraphs B, and C of this Section may be brought within the Park System by special permission of the Director.

SECTION 3.18 RESISTING OR OBSTRUCTING A POLICE OFFICER OR EMPLOYEE

No person shall resist any Police Officer in the discharge of his duty, or fail to refuse to obey any lawful command of any such Officer or Park District employee. It is unlawful to in any manner assist any person in custody who is attempting to escape from custody.

SECTION 3.19 DESTRUCTION OF PROPERTY

No person shall willfully deface, disfigure, tamper with, displace or remove any Park District property, bridges, tables, benches, fireplaces, paving or paving material, water lines or other public utilities or parts or appurtenances thereof, signs, notices, placards, whether temporary or permanent, equipment, facilities or park property or appurtenances whatsoever, either real or personal. No person shall fail to cooperate in maintaining rest rooms in a neat and sanitary condition. No person over the age of four (4) years shall use the rest rooms and washrooms designated for the opposite sex.

SECTION 3.20 DESTRUCTION OF LANDSCAPE

No person shall cut away, remove, injure or destroy any tree, sapling, seedling, brush or shrub, whether alive or dead. No person shall pick, gather, uproot, remove or destroy any flower, plant or grass. No person shall remove or cause to be removed any sod, earth, humus, peat, boulders, gravel or sand. No person shall climb upon any tree, plant, fence, or building within the Park System, nor shall any person walk, stand or sit upon monuments, fountains, fences, structures or property of this Park District.

SECTION 3.20 DESTRUCTION OF LANDSCAPE ~ CONTINUED

The District may give rewards to the person or persons (other than Police Officers or Public Officials) who furnish information to the District directly resulting in the arrest and conviction of violators of this Provision. The District shall be the sole judge of any dispute arising over the reward and the person or persons, if any, entitled to share therein. Its decision on any matter connected with the reward shall be final and conclusive.

SECTION 3.21 ERRECTION OF STRUCTURES

No person shall construct or erect any building or structure of any kind, whether permanent or temporary in character, or run or string any public service utility into, upon or across such lands, except on special written permit issued by the District.

SECTION 3.22 REFUSE

No person shall deposit, dump, throw or place any coal, ashes, dust, manure or rubbish of any kind in or upon any part of the Park System. Paper, garbage or refuse matter shall be deposited in receptacles designated for that purpose.

SECTION 3.23 DESIGNATED ACTIVITY AREAS

- (A) *Golf*: No person shall play or practice golf in the Park System except in an established golf setting under the supervision and direction of the District.
- (B) *Baseball and Softball*: No persons shall engage in games of softball or baseball except in those parks which have established diamonds and backstops constructed for that purpose. In those parks having established diamonds, participation in softball or baseball areas other than established diamonds is limited in accordance with signs or notices posted.

SECTION 3.24 PICNICS

- (A) Picnics requiring fires may only be held in those areas where fireplaces, stoves or pits have been provided for that purpose and upon issuance of a permit by the District.
- (B) Picnic permits shall be issued to groups or organizations who conduct the business of their organization within the District. Permits shall be issued to individual or family groups who are predominately District residents, up to fifty (50) in number. In the case of the latter group exceeding fifty (50) in number, approval must be given by the Director. These permits are subject to sub-paragraphs "A," "C" and "D".
- (C) Individuals or organizations holding such permits and dispensing food, soft drinks, dairy products and confections or any products for sale may do so only in the area designated by the Director provided the aforementioned products are sold or given away only to members of the organization attending the function and not to the general public.
- (D) District residents under fifteen (15) in number may picnic without a permit at parks or playgrounds provided they are not violating sub-paragraphs "A" and "C".

SECTION 3.25 RESTRICTED AREAS

No person shall enter upon any portion of the Park System where persons are prohibited by the District as indicated by sign or notice. No person shall enter or attempt to enter any building or area in the Park System when it is closed to the public or scheduled for a specific group or activity, unless by invitation, and where admissions charged, upon payment of the admission fee.

SECTION 3.26 SKATING AND SLEDDING

No person shall skate, sled, toboggan, ski, slide or carry on other similar activity in the Park System except at such places and times as the District may designate for the purpose.

SECTION 3.27 BUILDING USAGE

The buildings within the Park System may be used in accordance with the following use policies and in accordance with established rules and rental agreements:

- (A) The term resident shall include:
 - (1) Groups or organizations organized within the boundaries of the Mundelein Park and Recreation District and for Park District residents;
 - (2) Groups or organizations not organized within the boundaries of the Mundelein Park and Recreation District, but which contain Park District residents.
- (B) Normal operating hours of buildings shall be 9:00 a.m. to 10:00 p.m., unless arrangements have been made in advance to pay a rental fee to extend the closing hour to 11:00 p.m., maximum. Any deviation from the 9:00 a.m. opening hour must have the approval of the Director.
- (C) The operating year for the buildings shall be January 1st to December 31st. Reservations for each succeeding year shall be accepted no earlier than August 1st.
- (D) All groups or organizations using the buildings shall observe the following rules:
 - (1) No alcoholic beverages of any kind may be brought in, consumed or sold in buildings except for religious ceremonies and then only with the consent of the Director.
 - (2) No gambling is allowed in the buildings. The determination of what constitutes gambling shall rest with the Director.
- (E) Individuals or groups shall not deface any portion of the building. All decoration of the buildings for functions must be cleared with the staff in advance of the activity, and put up in an approved fashion.
- (F) Persons whose conduct, action or language is determined by the District to be detrimental to the public may be barred from further use of the building and required to leave the premises, in addition to penalties specified in Section 11.05.
- (G) Organizations holding permits may operate concessions for the sale of soft drinks, dairy products, confections, clothing, furniture or other products not expressly forbidden herein, provided permission has been granted and said organization has conformed to District rental and use regulations.

SECTION 3.28 WATERCRAFT

No watercraft of any kind shall be launched from District property, except by permit only and at such places as designated for that purpose.

SECTION 3.29 SWIMMING

No person shall enter or remain in the water within the Park System.

SECTION 3.30 HOURS OF OPERATION

It shall be unlawful for any person to be present on any District property between sunset and sunrise daily, unless prior approval has been secured.

SECTION 3.31 AVIATION

- (A) No person except as provided in this Code, shall, upon or over any property under the jurisdiction of the Mundelein Park & Recreation District, including Diamond Lake, make any ascent or descent in or from any aircraft, balloon, glider, hang glider, kite, parachute or any similar device. No person, except as herein provided, shall fly over any such property in a hang glider, kite, parachute or any similar device. No person shall, except as herein provided, operate a drone over any such property
- (B) No person, except as provided in this Code, shall assist any person performing the acts set forth in "A" above. Assistance as used herein shall include, but not be limited to, operating a boat which pulls the person committing the aforesaid prohibited acts.
- (C) The Director may issue a permit for any of the aforesaid activities on Park district properties for special events when such activity can be conducted safely for all persons using Park Property.

SECTION 3.32 USE OF VISUAL RECORDING DEVICES ON DISTRICT PROPERTIES Board Approved December 12, 2016

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, no 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 3.33 SMOKING ON DISTRICT PROPERTY

Smoking Prohibited.

No person may use any cigar, cigarette, or electronic cigarette while on District property. Excluding Steeple Chase Golf Club. Use of cigars, cigarettes or electronic cigarettes is prohibited within all parks (excluding Steeple Chase Golf Club), buildings, facilities and vehicles owned, leased or otherwise in the possession or under the control of the District, or within 15 feet of any entrance to, exit from, windows that open and ventilation intakes that serve any building, structure or facility. Use of cigars, cigarettes and electronic cigarettes is also prohibited in all wooded areas on District property, and all other locations on District property where signs are posted prohibiting smoking.

Definition

Prohibited products include clove, bidis, kreteks, e-cigarettes, cigars, cigarillos, pipes, hookah products, weed, herbs and any other smoking products and all nicotine delivery devices that are not FDA-approved as cessation products.

Penalties for Violation

Any person who violates any provision of this ordinance shall be subject to the following penalties: First Offense, Written Warning; Second Offense, \$25.00; Third Offense, \$50.00. In addition any person who is violating this ordinance three or more times in any 12-month period shall be subject to being banned from any district facility for a period of time to be established by the Executive Director, not to exceed one year.

SECTION 3.34 KIDZ CENTRE CAMERA Board Approved December 12, 2016

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.

CHAPTER IV

Enforcement

SECTION 4.01 PERMITS AND PASSES

- (A) Any act prohibited by or under this Code or any other Ordinance or Rule of the District, provided such act be otherwise prohibited by Law or Ordinance, shall be lawful to the extent authorized or permitted under the provisions of a permit issued or permission granted by the District.
- (B) Permits shall be issued and permission granted only upon the payment of such fees as may be established from time to time by the District. All terms for the issuance of the permits and granting of permission must be strictly complied with and any violation of same or any other Law, Ordinance or Rule of the District, shall be grounds for revocation of same.

SECTION 4.02 RULES TO OBEY

No person shall violate or disobey any Rule of the District relating to the use and government of the Park System.

SECTION 4.03 EJECTMENT OR ARREST

The Police Force of the Village of Mundelein shall have the authority to eject or place under arrest any person acting in violation of this Ordinance.

SECTION 4.04 SEIZURE OF PROPERTY

The Police Force of the Village of Mundelein shall have the authority to seize and confiscate any property, thing or device in or used in the parks in violation of this Ordinance.

SECTION 4.05 PENALTIES

Any person violating or disobeying any clause or provision of any Section of this Ordinance, or any other regulatory Ordinances or Rules of the District, shall be guilty of a misdemeanor; may be forthwith evicted from the Park System; may have their pass forfeited for the season; and shall be fined upon conviction of not less than twenty five (25) dollars and not more than five hundred (500) dollars for each offense.

CHAPTER V

Waters of Diamond Lake - Rules and Regulations

SECTION 5.01 POLICY

It is the policy of this Park District to promote safety for persons and property in and connected with the use, operation and equipment of vessels on the waters of Diamond Lake.

SECTION 5.02 DEFINITIONS

As used in this Ordinance, unless the context clearly requires a different meaning:

- (A) "Vessel" or "Watercraft" means every description of watercraft, other than a sea-plane on the water, used or capable of being used as a means of transportation on water.
- (B) "Motorboat" means any vessel propelled by machinery whether or not such machinery is the principal source of propulsion.
- (C) "Sailboat" means any watercraft propelled by sail or canvas. Any watercraft propelled by both sail and machinery shall be deemed a motorboat when being so propelled.
- (D) "Owner" means a person, other than a lien holder, having the property in or title to a vessel. The term includes a person entitled to the use or possession of a vessel subject to an interest reserved or created by agreement and securing payment or performance of an obligation, but the term excludes a lessee under lease not intended as a security.
- (E) "Person" includes any individual, firm, partnership, association, corporation or organization, except the United States and the State of Illinois; and includes any agent, trustee, executor, receiver, assignee or other similar representative thereof.
- (F) "Operate" means to navigate or otherwise use a vessel.

SECTION 5.03 REGISTRATION NUMBER DISPLAYED

The owner shall paint on or attach to both sides of the bow (front) of a motorboat or sailboat over twelve (12) feet in length, the registration number which shall be of block characters at least three (3) inches in height. The figures shall read from left to right, be of contrasting color to their background and be maintained in a legible condition. No other number shall be displayed on the bow of the boat. In affixing the number to the boat, a space or a hyphen shall be provided between the IL and the number and another space or hyphen between the number and the letters following. The certificate of number shall be pocket size and shall be available at all times for inspection on the motorboat or sailboat for which issued. On vessels of unconventional design or so constructed that it is impractical or impossible to display identification numbers in a prominent position on the forward half of their hulls or permanent substructures, numbers may be displayed in brackets or fixtures firmly attached to the vessel.

SECTION 5.04 PERSONAL FLOTATION DEVICES

- (A) It is unlawful to operate any recreational boat less than sixteen (16) feet in length or a canoe or kayak unless at least one Coast Guard approved PFD of the following types or their equivalent is on board for each person: Type I, Type II, or Type III (wearable PFDs).
- (B) No person may use a recreational boat sixteen (16) feet or more in length unless at least one Coast Guard approved PFD of the following types or their equivalent is on board for each person: Type I, Type II or Type III or Type IV.
- (C) No person may use a recreational boat sixteen (16) feet or more in length except a canoe or kayak, unless at least one Type IV Coast Guard approved PFD or its equivalent is on board in addition to the PFD's required in paragraph (B) of this Section.

SECTION 5.04 PERSONAL FLOTATION DEVICES (continued)

- (D) When assisting a person on water skis, aquaplane or similar device, there must be one (1) U.S. Coast Guard approved lifesaving device on board for each person being assisted or towed.
- (E) No person may use a recreational boat unless each device required by the Section is:
 - 1. Readily accessible;
 - 2. In serviceable condition;
 - 3. Of the appropriate size for the person for whom it is intended; and
 - 4. Legibly marked with the U.S. Coast Guard approval number.
- (F) No person may operate a personal watercraft or specialty prop-craft unless each person aboard is wearing a Type I, Type II, Type III or Type V PFD approved by the United States Coast Card.
- (G) No person may operate a watercraft under 26 feet in length unless a Type I, Type II, Type III or Type V personal flotation device is being properly worn by each person under the age of 13 on board the watercraft at all times in which the watercraft is underway, however, this requirement shall not apply to persons who are below decks in totally enclosed cabin spaces. This provision shall not apply to a person operating a watercraft on private property.

SECTION 5.05 LIGHTS

- (A) It is unlawful to operate any vessel less than twenty-six (26) feet in length unless the following lights are carried and displayed when underway from sunset to sunrise:
 - 1. A bright, white light aft to show all around the horizon, visible for a distance of two (2) miles.
 - 2. A combination light in the forepart of the boat lower than the white light aft, showing green to starboard and red to port, so fixed as to throw a light from dead ahead to two (2) points abaft the beam on their respective sides and visible for a distance of not less than one (1) mile.
- (B) Watercraft propelled by muscular power when underway shall carry on board from sunset to sunrise, but not fixed to any part of the boat, a lantern or flashlight capable of showing a white light visible all around the horizon at a distance of two (2) miles or more, and shall display such lantern in sufficient time to avoid collision with another watercraft.
- (C) Sailboats equipped with motors and being propelled partly or solely by such motors shall carry and display the same lights required for motorboats of the same class. Sailboats of less than twenty-six (26) feet in length, equipped with motors but being propelled entirely by sail between sunset and sunrise, shall have lighted the combination running light, but not the white light aft. Sailboats twenty-six (26) feet or more in length, equipped with motors but being propelled entirely by sail between sunset and sunrise, shall have lighted the colored side lights suitably screened, but not the white lights prescribed for motorboats.
- (D) Dinghies, tenders and other watercraft, whose principal function is as an auxiliary to other larger watercraft, when so operating, need carry only a flashlight visible to other craft in the area.
- (E) Power driven vessels and sailing vessels at anchor must display anchor lights. An anchor light for a vessel less than 20 meters in length is an all-round white light visible for 2 miles exhibited where it can best be seen. Vessels less than 7 meters are not required to display anchor lights unless anchored in or near a narrow channel, fairway or anchorage or where other vessels normally navigate.

SECTION 5.06 MUFFLERS

Except in case of a motorboat actually competing in a race or regatta sanctioned by the Park District, it is unlawful to use a boat propelled in whole or in part by gas, gasoline or naphtha unless the same is provided with a stock factory muffler, underwater or other modern device capable of adequately muffling the sounds of the exhaust of the engine. The phrase "adequately muffling" shall mean that the motor's exhaust at all times be so muffled or suppressed as not to create excessive or unusual noise. The discharge of cooling water at the water line through the exhaust of an inboard engine shall be considered an adequate muffling device.

SECTION 5.07 WHISTLES

It is unlawful to operate a motorboat without a mouth, hand or power operated whistle, horn other appliance, capable of producing a blast of two (2) seconds or more in duration and audible for at least one-half (1/2) mile. This regulation applies to all motorboats regardless of size of motor.

SECTION 5.08 FIRE EXTINGUISHER

It is unlawful to operate a motorboat anywhere in this State without at least one U.S. Coast Guard approved fire extinguisher, so placed as to be readily accessible and in such condition as to be ready for immediate and effective use.

SECTION 5.09 CARBURETOR ARRESTERS

Carburetors on all engines of motorboats other than those propelled by a detachable outboard motor shall be fitted with or protected by a U.S. Coast Guard approved device for arresting backfire.

SECTION 5.10 VENTILATORS

Except for open boats, all motorboats which use fuel having a flash point of one hundred and ten (110) degrees Fahrenheit or less shall have at least two (2) ventilator ducts, fitted with cowls or their equivalent, for the efficient removal of explosive or flammable gases from the bilges of every engine and fuel tank compartment. There shall be at least one (1) exhaust duct installed so as to extend from the open atmosphere to the lower portion of the bilge, and at least one (1) intake duct installed so as to extend to a point at least midway to the bilge or at least below the level of the carburetor air intake. The cowls shall be located and trimmed for maximum effectiveness and in such a manner so as to prevent displaced fumes from being re-circulated.

SECTION 5.11 SEALING OF MARINE HEADS

No marine head (toilet) on any boat or watercraft operated upon waters of Diamond Lake may be so constructed and operated as to discharge any sewage into the waters, directly or indirectly.

SECTION 5.12 BATTERY COVERS

Every motorboat equipped with storage batteries shall be provided with suitable supports and secured against shifting with the motion of the boat. Such storage batteries shall be equipped with non-conductive shielding means to prevent accidental shorting of battery terminals.

SECTION 5.13 CAPACITY PLATES

Every vessel less than twenty-six (26) feet in length, designed to carry two (2) or more persons and to be propelled by machinery as its principal source of power, or designed to be propelled by oars, shall, if manufactured or offered for sale in this State, have affixed permanently thereto by the manufacturer a capacity plate as required by this Section.

SECTION 5.14 CARELESS OPERATION

- (A) No person shall operate any motorboat in a careless or heedless manner so as to be grossly indifferent to the person or property of other persons; or at a rate of speed greater than will permit him/her to bring the motorboat to an emergency stop with ample clearance.
- (B) No person shall operate a motorboat in a circular course within two hundred (200) feet around another boat or swimmer.

SECTION 5.15 RECKLESS OPERATION

No person shall operate any watercraft, specialty prop-craft, personal watercraft or manipulate any water skis, aquaplane or similar device in such a manner as to endanger the life, limb or property of any person. No person shall operate any recreational motorboat so as to approach or pass another boat in such a manner or at such a rate of speed as to create a hazardous wake or wash. A person convicted of committing a violation of this section shall be guilty of aggravated reckless operation of a watercraft if the violation of this Section resulted in great bodily harm or permanent disability or disfigurement of another, when the violation was a proximate cause of the injuries.

SECTION 5.16 AGE OF OPERATORS LIMITED

- (A) No person under 10 years of age may operate a motor boat.
- (B) Persons at least 10 years of age and less than 12 years of age may operate a motorboat only if:
 - (1) They are accompanied on the motorboat and under the direct control of a parent or guardian, or a person at least 18 years of age designated by a parent or guardian.
- (C) Persons at least 12 years of age and less than 18 years of age may operate a motorboat only if:
 - (1) They are accompanied on the motorboat and under the direct control of a parent or guardian or
 - (2) A person at least 18 years of age designated by a parent or guardian or
 - (3) Such motorboat operator is in possession of a Boating Safety Certificate issued by the Department of Natural Resources, Division of Education or a valid certificate issued by another state, a province of the Dominion of Canada, the United States Coast Guard Auxiliary or the United States Power Squadron.
- (D) Violations of this Section done with the knowledge of a parent or guardian shall be deemed a violation by the parent or guardian and punishable under Chp. 625 Art, 11A of the Illinois Boat Registration and Safety Act.

SECTION 5.17 INTERFERENCE WITH NAVIGATION

No person shall operate any watercraft in a manner which is unreasonable or unnecessarily interferes with other watercraft or with the free and proper navigation of the waters of Diamond Lake. Anchoring under bridges or in heavily traveled channels constitutes such interference, if unreasonable under the prevailing circumstances.

SECTION 5.18 OVERLOADING

No motorboat may be loaded with passengers or cargo beyond its safe carrying capacity, taking into consideration weather or other existing operating conditions. To determine safe carrying capacity, the following criteria shall be considered:

- (A) The total weight of persons, gear or other articles placed aboard which the vessel is capable of carrying with safety under normal conditions.
- (B) The recommended number of persons commensurate with the weight capacity of the vessel and the presumed weight in pounds of each such person. In no instance shall such presumed weight per person be less than one hundred and fifty (150) pounds.
- (C) Clear notice that the information appearing on the capacity plate is applicable under normal conditions.

SECTION 5.19 INCAPACITY OF OPERATOR

The owner of any motorboat, or any person in charge or in control, shall not authorize or knowingly permit the same to be operated by any person who, by reason of physical or mental disability, is incapable of operating such motorboat under the prevailing circumstances.

SECTION 5.20 WAKE-POSTED AREAS

- (A) A wake is defined as a movement of the water created by a boat underway, which is great enough to disturb a boat at rest. But under no circumstances shall a boat underway exceed five (5) miles per hour while in a posted "No Wake" area. "No Wake" areas shall be clearly posted with buoys or appropriate signs. All buoys or signs posting such "No Wake" areas shall meet the specifications as prescribed by the United States Coast Guard or the Illinois Department of Conservation.
- (B) Under no circumstances shall a boat underway create a movement of the water great enough to disturb a boat at rest and under no circumstances shall a boat underway exceed five (5) mph during the period of one-half (1/2) hour after sunset to 7:00 am.

SECTION 5.21 TRAFFIC RULES

- (A) *Passing:* When two (2) boats are approaching each other "head on" or nearly so (so as to involve risk of collision) each boat must bear to the right and pass the other boat on its left side.
- (B) *Crossing:* When boats approach each other obliquely or at right angles, the boat approaching on the right side has the right of way.
- (C) *Overtaking:* One boat may overtake another on either side, but must grant right of way to the overtaken boat.
- (D) *Sailboats and Rowboats:* When a motorboat is approaching a boat propelled solely by sails or oars, the motorboat must yield the right of way to the sailboat or rowboat. However, when a large craft is navigating in a confined channel, the large craft has the right of way over a boat propelled solely by oars or sails.
- (E) No person shall operate a personal watercraft or specialty prop craft between the hours of sunset and sunrise.

SECTION 5.22 REGATTAS AND RACES

The Park District may authorize the holding of regattas, motorboat or other boat races on any waters of Diamond Lake. It shall adopt and may, from time to time, amend regulations concerning the safety of motorboats and other vessels and persons thereon, whether observers or participants. Whenever a regatta, motorboat or other boat race is proposed to be held, the person in charge thereof, shall, at least thirty (30) days prior thereto, file an application with the Park District for permission to hold such regatta, motorboat or other boat race. The application shall set forth the date, time and location where it is proposed to hold such regatta, motorboat or other boat race and it shall not be conducted without written authorization of the Park District.

SECTION 5.23 WATER SKIING

When towing a person on water skis, aquaplane or similar device, at least two (2) competent persons must be in the boat. It is unlawful to water ski from the period of one-half (1/2) hour after sunset to 7:00 am.

All motorboats having in tow or otherwise assisting a person on water skis, aquaplane or similar contrivance, shall be operated in a careful and prudent manner and at a reasonable distance from persons and property so as not to endanger the life or property of any person.

SECTION 5.24 RESTRICTED AREAS

No person shall operate a motorboat within a water area which has been clearly marked by buoys or signs as a bathing, fishing or otherwise restricted area, except in the manner prescribed by the buoys or signs marking the area. In areas designated as "No Wake" areas, no motorboat underway shall exceed 5 miles per hour within the posted "No Wake" area.

SECTION 5.25 INTOXICATION

It shall be unlawful for any person who is under the influence of intoxicating liquor or narcotic or habit forming drugs to operate or be in actual physical control of any watercraft.

- (A) It shall be unlawful for the owner of any watercraft, or any person in charge or in control thereof, to authorize or knowingly permit the same to be operated by any person who is under the influence of intoxicating liquor, narcotic or controlled substance.
- (B) No intoxicating liquors of any type whether in bottles, cans or any type containers shall be allowed to be on, to be attached to, or to hang from any watercraft or vessel.

SECTION 5.26 PASSENGER LOCATION

No person operating a motorboat shall allow a person in the motorboat to ride or sit on the gunwales, tops of seat backs, or in the decking over the bow or stern of the motorboat while the motorboat is underway, unless the person is inboard of guards or rails provided on the motorboat to prevent passengers from being lost overboard.

Nothing in this section shall be construed to prohibit entry upon the decking over the bow or stern of the motorboat for the purpose of anchoring, mooring, or casting off or some other necessary purpose nor to prohibit customary practices while lawfully engaged in commercial fishing under the provisions of the Fish and Aquatic Life Code or hunting and trapping under the provisions of the Wildlife Code.

SECTION 5.27 THROWING DEBRIS INTO LAKE

No person shall be allowed to cast, throw or deposit any bottles, glass, cans, garbage, refuse or any other type of debris into the waters of Diamond Lake.

SECTION 5.28 DRIVING OF AUTOMOBILES, TRUCKS, ETC.

Driving of automobiles, trucks, motorcycles and mini bikes on the frozen waters of Diamond Lake is prohibited.

SECTION 5.29 SNOWMOBILES AND ALL TERRAIN VEHICLES

- (A) Snowmobiles and all terrain vehicles are prohibited from being on the frozen waters of Diamond Lake between the hours of 10:00 p.m. and 8:00 a.m.
- (B) All terrain vehicles with less than four (4) wheels, or continuous tracks are prohibited from being on the frozen waters of Diamond Lake at any time.
- (C) Snowmobiles and all terrain vehicles shall keep a distance of one hundred (100) feet from ice skaters or persons on the frozen waters of Diamond Lake.

SECTION 5.30 BOAT LAUNCHING SITE

- (A) All persons shall close and lock gate immediately upon entering and leaving the Mundelein Park and Recreation District Lake Front Park on Diamond Lake Road, Mundelein, Illinois.
- (B) No vehicle or vessel shall be admitted to the Mundelein Park and Recreation District Lake Front Park boat launch area unless said vehicles and/or vessels are properly registered with the Mundelein Park and Recreation District and display a current Mundelein Park District parking sticker located on the top middle of the windshield of the vehicle and a boat launch sticker displayed on the left bow side of the vessel.
- (C) Swimming and fishing are prohibited at the Boat Launch Site.

SECTION 5.31 FISHING

- (A) No person shall catch or attempt to catch or have within their possession in excess of the creel limit on Northern Pike of three (3) per day. Nor shall any person catch or attempt to catch or have within his/her possession a Northern Pike less than twenty-four (24) inches in length.
- (B) No person shall catch or attempt to catch or have within their possession in excess of the creel limit on Muskellunge of one (1) per day, nor shall any person catch or attempt to catch or have within their possession a Muskellunge less than thirty-six (36) inches in length.
- (C) No person shall catch or attempt to catch or have in their possession in excess of the creel limit on Bass of six (6) per day. Daily harvest limit for largemouth or smallmouth bass, singly or in the aggregate, shall not exceed three fish per day, no more than one of which may be greater than or equal to 15 inches in total length and no more than two of which may be less than 15 inches in total length. (Updated April 25, 2016 Board Meeting)

Section 810.35 of title 17, Chapter I of the Illinois Administrative Code, as amended from time to time, be and hereby is adopted as the rules and regulations for fishing in the Mundelein Park District. www.dnr.illinois.gov/

SECTION 5.32 RAFTS AND PLATFORMS

No person, group or organization shall be allowed to have any raft, platform or structure of any type on the waters of Diamond Lake owned or controlled by the Mundelein Park and Recreation District without the express written consent of said District.

SECTION 5.33 COLLISION, ACCIDENTS AND CASUALTIES: REPORTS

- (A) The operator of a vessel involved in a collision, accident or other casualty, so far as he/she can do so without serious danger to his/her own vessel, crew, passengers and guests, if any, shall render to other persons affected by the collision, accident, or other casualty such assistance as may be practicable and as may be necessary in order to save them from or to minimize any danger caused by the collision, accident or other casualty. The operator shall give his/her name, address and identification of his/her vessel to any person injured and to the owner of any property damaged in the collision, accident or other casualty.
- (B) If the collision, accident, or other casualty results in death or injury to a person or damage to property in excess of \$100.00, the operator shall file with the Park District a full description of the collision, accident or other casualty.
- (C) Reports of accidents resulting in personal injury must be filed with the District on a Park District Accident Report from within seventy-two (72) hours. Accidents which result in loss of life must be reported to the Park District within forty-eight (48) hours.

SECTION 5.34 APPLICATION AND JURISDICTION

The Park District shall, for the purposes of this Ordinance, have full and complete jurisdiction of all waters of Diamond Lake owned and controlled by the Mundelein Park and Recreation District, subject only to the paramount authority of the State of Illinois and the Federal Government with reference to the navigation of the waters of Diamond Lake, and further subject to such powers as may be granted to political sub-divisions of the State and Federal Government.

SECTION 5.35 ENFORCEMENT

It is the responsibility of all Conservation, Police Officers and other employees of the District designated by the Director to enforce this Ordinance and the duty of District Police Officers to arrest any person detected in violation of any of the provisions of this Ordinance.

It is further the duty of all such Officers to make prompt investigation of any violations of the provisions of this Ordinance reported by any other person and to cause a complaint to be filed before the Circuit Court if there seems just ground for such complaint and evidence to support the same. Every vessel subject to this Ordinance, if underway and upon being hailed by a designated Law Enforcement Officer, must stop immediately and lay to and shall maneuver in such a way as to permit such Officer to come aboard.

SECTION 5.36 INSPECTIONS

The District Commissioners, Director and Police may board and inspect any watercraft at any time for the purpose of determining if the provisions of this title are being complied with. If the boarding Officer discovers any violation of the provision of this title, he/she shall issue a summons to the operator of such a boat requiring that the operator appear before a court or magistrate having jurisdiction in the county within which the offense was committed.

SECTION 5.37 PROSECUTIONS

All prosecutions under the provisions of this title shall be brought before a Circuit Court having jurisdiction under the law relative to the enforcement of these provisions.

SECTION 5.38 PENALTIES

- (A) Any person who violates any of the provisions of Sections 5.14, 5.15, 5.16, 5.17, 5.18, 5.19, 5.21, 5.25, 5.39 and 5.41 of this title shall be punished by a fine of not less than \$50.00 nor more than \$500.00, or imprisoned in the county jail for not less than thirty (30) days nor more than six (6) months, or both.
- (B) Any person who violates any of the provisions of Section 5.03, 5.04, 5.08, 5.12, 5.20, 5.26 or 5.27 of this title shall be punished by a fine of not less than \$25.00 nor more than \$100.00.

SECTION 5.39 RESISTANCE TO OFFICERS

It is unlawful for any person to resist or obstruct any Officer or employee of the Park District in the discharge of his/her duties under the provisions hereof.

SECTION 5.40 ICE FISHING STRUCTURE

Although it shall be lawful for fisherman to construct or erect temporary shelters (shanties, sheds tents, etc.) upon the frozen waters of Diamond Lake for use while ice fishing, it shall be unlawful to leave such shelter unattended at any time. It is the intent of this Ordinance that any ice fisherman using such a shelter or structure remove said structure from the frozen waters of Diamond Lake promptly at the conclusion of his/her fishing. In no case shall any such shelter be left unattended or abandoned.

SECTION 5.41 TOWING FLAG

The operator of any watercraft that is towing a person or persons shall display on the watercraft a bright or brilliant orange flag measuring not less than 12 inches per side. The flag shall be displayed at the highest point of the area surrounding the boat's helm as to be visible from all directions, continuously, while the person or person being towed depart the boat in preparation for towing and until re-entry into the boat when the activity has ceased. Display of the flag for purposes other than the activity described in this Section is prohibited.

CHAPTER VI

Construction and Repeal

SECTION 6.01 OWNER LIABILITY

Any person who is owner, registered owner or in control of any animal, vehicle or other property of any kind brought, placed, parked or remaining in the Park System in violation of this Ordinance or any other Ordinance or Rule of the District, shall be deemed *prima facie* responsible for any violation involved and subject to the penalties provided herein.

SECTION 6.02 REPEAL

All Ordinances, Resolutions and Rules in conflict or inconsistent with any of the provisions of this Ordinance are hereby repealed.

Mundelein Park & Recreation District

Administrative Manual

3/28/2011

Updated 7/11/2011

Updated 8/22/2011

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Full Review 02/27/17

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Administrative Policies & Procedures for the Mundelein Park & Recreation District

I. FORWARD

The Mundelein Park & Recreation District is a separate unit of municipal government, established in 1954, governed by a Board of five elected commissioners who serve without pay. It is the purpose of the District to effectively and economically provide recreation programs, facilities, and open space for the residents of the District that are designed to provide wholesome, constructive, and enjoyable leisure time experiences that benefit the individual, the family, and the community. The District administration assists the Board in formulating policy and implementing those policies once they are approved by the Board, employs sound management and financial practices, fosters a positive public image for the District, and provides quality park and recreation programs and services for the residents of the District. The District will comply with all Federal and State laws. Any policy in this manual this is in conflict with such laws shall be inoperative, null, and void insofar as it is in conflict with said law, but the remainder of this manual shall be in full force and effect.

II. PURPOSE

This administrative manual is intended to describe the existing policies of the District as they apply to the administrative management of the District. The Board has reviewed and approved this manual and will periodically review and revise the policies contained in this manual as it deems appropriate.

III. ADMINISTRATIVE OFFICE

The administrative and principal business office of the District is located at the Mundelein Community Center, 1401 N. Midlothian Road, Mundelein, IL 60060.

IV. OFFICIAL RECORDS

District public records as defined by the Park District Code (70 ILCS 1205/1-1 et seq.) the Local Records Act (50 ILCS 205/1, et seq.), the Freedom of Information Act (5 ILCS 140/1, et seq.) and the Open Meetings Act (5 ILCS 120/1 et seq.) shall be made available for inspection and copying in accordance with the rules and regulations of the above stated laws.

V. PARK AND FACILITY USE

A. Philosophy

The District is ever mindful that the public parks and facilities of the community are held in trust by the District for the use and enjoyment of the general public and this use and enjoyment is a valuable right. The First and Fourteenth Amendments of the United States Constitution guarantee to individuals and groups the right of public assembly and expression in traditional and designated public forums. For these reasons, the District intends to make the parks and facilities available for various uses.

B. Use of Parks by Contractors

All contractors shall be required to apply for and receive a permit if they wish to gain access to District property with vehicles, equipment, or supplies for the purpose of contracted work on property near or adjacent to District property.

VI. CONTROL OF PARKS

The Board shall have the authority to establish by ordinance all necessary rules and regulations for the government and protection of parks, boulevards and driveways, and other property under its jurisdiction (70 ILCS 1205/8-1(d)) and to prescribe such fines and penalties for the violation of ordinances as it shall deem proper not exceeding \$1,000 for any one offense (70 ILCS 1205/8-1(e)). Exercising this authority, the Board has adopted, and may from time to time, amend District Ordinances.

VII. NAMING OF PARKS

It is the responsibility of the Board to select names for new parks, buildings, and facilities ("Park Property"), or when appropriate, to change the existing name(s) of Park Property of the District. This statement of policy is intended to define the method of naming or renaming Park Property and to outline the conditions governing the selection of names.

- A. Park Property should be named only after discussion. A four-fifths vote is needed to name a Park Property or to change the name of Park Property of the District.
- B. Park Property may be named after streets, geographical locations, historical figures, events, or concepts.
- C. Park Property may be named after individuals or groups who may have made substantial donations of Park Property or who have made substantial contribution toward the development of Park Property.
- D. In addition, the Board may hold public contests for naming of Park Property. Such contests shall also be subject to policies outlined above and are advisory, not binding.

VIII. PURCHASING POLICY

Supervisory staff has the authority to make purchases up to \$5,000 if the item is budgeted and they secure written quotes and approval from the Department Head. Purchases between \$5,000 and \$25,000 must be approved by a Department Head and the Director, be within budget and written quotes must be solicited. Any purchase over \$25,000 must be advertised for bid and approved by the Board of Commissioners.

IX. ECONOMY OF RESOURCES

The District understands the benefit of the economy of resources and purchasing through the participation in cooperative purchasing. Cooperative purchasing should be pursued whenever pricing and the desired product/service is most economical. Cooperative purchasing programs on the local, regional, state and national level should be identified when appropriate related purchasing is required. The District will seek to identify vendors of environmentally friendly products within the cooperative purchasing programs it participates in.

X. DISPOSITION OF DISTRICT PERSONAL PROPERTY

In accordance with 70 ILCS 1205/8-22, from time to time the District may own personal property that three-fifths (3/5) of the Board members then holding office may find it no longer necessary or useful to the District. In this event, the Executive Director will have the option of selling the items via public auction, without a third party vendor. The Board must approve all items for sale and the highest bid will be accepted (unless a minimum bid is established and not met).

XI. LOAN OF DISTRICT EQUIPMENT

The District shall cooperate with other governmental agencies in the loan of equipment between the agencies. The loan of District equipment shall only be made where the District's operations will not be interfered with and the borrowing agency furnishes the

transportation of the equipment, necessary labor for dismantling and erecting the equipment, receipts for the equipment, and obligates itself to return and replace any equipment lost or damaged while in the borrowing agency's custody. When loaning equipment, the District will follow procedures established by the Park District Risk Management Agency.

XII. PROGRAM REFUNDS

If a program is cancelled by the District, a full refund will be issued. If the participant cancels after registration, a refund request must be made by filling out a refund application (available at the Mundelein Community Center or on the District's website). In order to receive a full refund, forms must be completed and submitted at least five days before the program begins. Refund requests made less than five days before the program begins will be charged a \$5 service fee per registrant, per program. Refund requests received after the program begins will be prorated and a \$5 service fee per registrant, per program will be charged. The \$5 fee is waived if the refund request is due to a medical reason and a physician's note is attached to the request form. Refunds will be issued by check only. No refunds will be issued once the program or session has ended.

XIII. PROGRAM EVALUATIONS

The District understands that customer satisfaction is integral to identifying the needs, wants and desires of its participants and users. The use of recreation program evaluations is therefore required in order to obtain empirical data to interpret the satisfaction levels of program participants. Program evaluations may be conducted during and/or at the conclusion of programs and will be maintained as records for future reference, planning and the provision of quality programs.

XIV. STATISTICS

The District understands the need and value of maintaining and providing statistics to assist in the meeting of the recreation needs of the community. The statistics provide information that is used to assist in measuring the District's ability to meet the District's goals and in measuring satisfaction levels of residents. Obtaining statistics may be performed through numerous mechanisms that include, but are not limited to community level needs assessments, monthly, quarterly and special reports and program evaluations.

XV. EMPLOYMENT OF CERTIFIED AND PROFESSIONAL TRAINED STAFF

The District recognizes the value of professional training and certifications. Certifications from national and state level organizations relevant to positions in the District are highly desirable. The District, in its recruitment and selection of candidates, prefers applicants to possess the appropriate certifications for relevant positions. The District, in its effort to retain certified employees, will make every effort to contribute towards the maintaining of desired certifications of staff through continuing education opportunities.

XVI. CONSERVATION OF NATURAL RESOURCES THROUGH RECYCLING

The District is dedicated to the conservation of natural resources, through the recycling of materials, supplies and waste. Recycling is required for the following materials if adequate resources or methods are available for disposal:

- A. Batteries
- B. Used vehicle oils and coolant
- C. Cardboard
- D. Aluminum Cans

- E. Paper
- F. Toner cartridges
- G. Plastic
- H. Computer/Electronic Equipment
- I. Concrete
- J. Steel

Recycling containers placed in office areas, classrooms, public areas and support facilities will be visible, well marked and easy to locate.

XVII. GIFTS AND BEQUESTS

The District realizes that it may at times be asked to consider accepting gifts and/or bequests. The acceptance of these gifts and/or bequests will be entertained with consideration of the following:

- A. All local and state Ordinances regarding the Illinois Gift Ban Act
- B. All relevant District policy and personnel practices
- C. The overall benefit to the community
- D. The overall benefit to the District
- E. The potential associated costs, liabilities and exposure to/of the District
- F. Any potential reverter clauses attached to gifts to ensure perpetuity of open space/recreation use(s) and assurance the clause(s) can be complied with.

All gifts valued over \$100.00 and all gifts of real estate will be brought to the Board of Commissioners for approval or denial of acceptance.

XVIII. PARTICIPANTS WITH CHRONIC INFECTIOUS DISEASES

A. Statement of Purpose

Participants with identified chronic infectious diseases must notify the District of such condition. Such participants may attend District programs whenever, through reasonable accommodation, their attendance does not constitute a direct threat to the health or safety of themselves or others.

B. Administration of the Policy

Decisions will be made in accordance with applicable law and in conjunction with current, available public health department guidelines concerning the particular disease in question. Individual cases will not be prejudged; rather, decisions will be made based upon the facts of the particular case.

The determination of whether a participant with a chronic infectious disease may attend District programs shall be made in accordance with procedures implemented by the District. Participants with chronic infectious diseases shall maintain all rights, privileges and services provided by law and the policies and procedures of the District.

The District shall respect the right to privacy of any participant who has a chronic infectious disease. Subject to applicable law, the participant's medical condition shall be disclosed only to the extent necessary to avoid a health or safety threat to the participant and others. The number of personnel aware of the participant's condition will be kept at the minimum needed to assure proper care of the participant and to detect situations in which the potential for transmission of the disease may increase. Persons deemed to have "direct need to know" will be provided with the appropriate information and will be made aware of confidentiality requirements.

XIX. AMERICANS WITH DISABILITIES POLICY

A. Statement of Purpose

The American with Disabilities Act (ADA) 42 U.S.C §12101, et seq., was signed into law on July 26, 1990, went into effect January 26, 1992 and was amended effective January 1, 2009. The ADA was designed to eliminate discrimination against people with disabilities. The Act is divided into five major areas, including employment, government services (Title II), public transportation, business and telephone service.

B. Administration of the Policy

The District services, programs and activities are subject to all applicable laws regarding non-discrimination including the Americans with Disabilities Act as amended. Upon receiving a request from a covered individual, the District will make reasonable accommodations to facilitate an individual's participation in programs and activities. When an individual requires an accommodation to participate in a program or service provided by the District, the individual is urged to contact the Administrative Office prior to the activity. Any necessary accommodations can then be discussed with a staff member or the Executive Director. Any other requests or comments regarding the District's rights and obligations under the Americans with Disabilities Act, shall be referred to the Executive Director.

C. Accessibility Study and Compliance

The District will periodically perform a self-evaluation of its accessibility for programs, services and facilities. The evaluation will be performed at a maximum of five years or when a District Master Plan is adopted, whichever comes first. Evaluations may also be performed upon request from local or federal governments, the District's Safety Committee and the District's liability insurance company. The evaluation may include staff and community involvement, an ADA Compliance Officer named by the District, a review of job descriptions and an implementation plan.

D. The District is a member of the special recreation agency commonly known as Special Recreation Association of Central Lake County. Disabled residents of the District who require assistance in participating in regular recreation programs or need to attend specially supervised programs may enroll in recreation programs offered by and through the SRACLC

XX. SMOKE FREE ENVIRONMENT

No person may use any cigar, cigarette, electronic cigarette, clove, bidis, kreteks, cigarillos, pipes, hookah products, weed, herbs and any other smoking products and all nicotine delivery devices that are not FDA-approved as cessation products ("Prohibited Products") while on District property, excluding Steeple Chase Golf Club outdoor areas. Use of Prohibited Products is prohibited within all parks (excluding Steeple Chase Golf Club outdoor areas), buildings, facilities and vehicles owned, leased or otherwise in the possession or under the control of the District, or within 15 feet of any entrance to, exit from, windows that open and ventilation intakes that serve any building, structure or facility. Use of Prohibited Products is also prohibited in all wooded areas on District property, and all other locations on District property where signs are posted prohibiting smoking.

Penalties for Violation

Any person who violates any provision of this ordinance shall be subject to the following penalties: First Offense, Written Warning; Second Offense, \$25.00; Third Offense, \$50.00. In addition, any person who violates this ordinance three or more times in any 12-month period shall be subject to being banned from any District facility for a period of time to be established by the Executive Director, not to exceed one year.

XXI. ENVIRONMENTAL POLICY

A. Statement of Purpose

It is the intent of the District to encourage its residents, participants, employees and members of the Board to set a high standard of leadership and competency in the promotion of sound environmental practices and lifestyles. The District feels it has an obligation to set an example and assume a leadership role in development and use of procedures, practices and environmental applications that promote a healthy environment.

B. Administration of the Policy

The District will achieve its environmental goals through the following procedures:

1. Purchase products for use in facility and park operations that minimize negative environmental impacts, taking into consideration the effects of product production, use, storage, and disposal.
2. Actively seek and implement ways to conserve and protect water and soil, enhance air quality, limit the production and release of damaging pollutants, and protect wildlife.
3. Actively seek and implement ways to conserve energy resources and investigate methods of applying energy technologies.
4. Reduce waste production, reuse and recycle materials from facility and park operations, and handle hazardous and all other wastes according to lawful and safe procedures.
5. Protect and restore indigenous natural communities such as grasslands, woodlands, and wetlands and promote the reclamation, acquisition, preservation and management of other open space areas, including green ways and trails.
6. Provide education and interpretation opportunities for staff and the public that increase appreciation for the natural world and promote environmentally conscious lifestyles, emphasizing selective consumption and low-impact resource use.
7. Limit the use of pesticides and fertilizers in parks and facilities by means such as utilizing drought and disease resistant native species, eliminating or reducing mowing in some areas and by using phosphorous free fertilizers whenever possible. The use of organic fertilizers and supplements will be the first priority when the situation(s) permits.
8. Properly use, store and dispose of hazardous materials according to material safety data sheets and/or manufacturers' labels and properly dispose of all vehicle and equipment fluids and engine parts.

XXII. CITIZEN INPUT POLICY

A. Statement of Purpose

It is the intent of the District to encourage its residents to provide citizen feedback relating to the provision of services, programs, and facilities. The District has an

obligation to solicit citizen input to determine if the best services are being provided, facilities are safe and functional and citizen inquiries are promptly acknowledged. Numerous mechanisms for soliciting citizen input will be used to meet this obligation.

B. Administration of the Policy

The District will solicit citizen feedback through the following practices:

1. Public Meetings – Citizens shall be invited to provide input during the “Visitors” time of each Board meeting.
2. Rec Advisory Committee – Citizens are encouraged to participate in the Rec Advisory Committee in order to study specific problems of the District and offer assistance in the District’s major undertakings.
3. Community Survey – From time to time, a community-wide survey may be administered to help assess the District’s provision of programs, services and facilities. Citizens are encouraged to provide feedback through this quantitative method of measurement. Time between surveys shall not exceed ten (10) years.
4. Customer Comment Cards – Customer comment cards, at times, may be made available at facilities for citizen input. Comment cards may be facility specific or general in scope to measure customer satisfaction, condition of facilities and quality of services.
5. Program Evaluations – District programs at times may request participants to evaluate their satisfaction level in the provision of specific programming in order for District staff to evaluate and improve upon services provided.
6. Public Hearing – The District may at times conduct public hearings to solicit citizen input on specific items and issues. Examples of items and issues may include, but are not limited to, the issuance of debt, site-specific or master planning or other general topics open for discussion and examination.

XXIII. COOPERATIVE USE AND OPERATIONS AGREEMENT

A. Statement of Purpose

The District recognizes the need to cooperatively work with other agencies to economize and effectively provide for leisure programs and to advance the public purposes of agencies involved in protecting the health, safety and welfare of its citizens. This recognized need to form cooperative agreements may result in Intergovernmental Agreements and Public/Private Partnerships.

B. Administration of the Policy

The District may enter into cooperative agreements to include but not be limited to:

1. Intergovernmental Agreements with school districts
2. Intergovernmental Agreements with municipalities
3. Intergovernmental Agreements with other taxing bodies
4. Intergovernmental Agreements with other park districts
5. Public/Private Partnerships with private firms or enterprises

XXIV. REVENUE POLICY

A. Statement of Purpose

The District understands the need to establish fees and charges for certain recreation programs and services. The charging of fees is intended to promote a greater interest and appreciation by participants as they share a portion of the cost of programs and receive a well structured, disciplined program.

B. Administration of the Policy

The District acknowledges that the majority of recreation services should be self-sustaining and preferably contribute to the indirect costs of the program. The District also acknowledges that the contribution towards indirect costs may affect the affordability of fees charged for a program and may not always be applicable. Some programs, such as those that involve considerable expense and serve relatively few, (i.e. golf/fitness) may not be viewed as programs for which taxpayers should be asked to meet the entire cost of providing. In addition, activities and programs that serve a large majority of taxpayers (i.e. special and holiday events), may be offered free to the public as long as funds remain available.

C. Program Fee Classifications

1. Self Sustaining Programs

Self Sustaining Programs are activities that serve a relatively small segment of residents who provide the primary source of revenue for the activity. Examples of these activities include golf, fitness and child development. Fees are intended to cover all direct and indirect costs of the activities.

2. Recreation Programs

Recreation Programs are activities that are targeted toward a broader range of residents that provide opportunities for instruction in sports, special interests and leisure. These activities may involve contractual relationships with providers and/or in-house staffing. Fees will be established to minimally cover all direct costs and preferably make a contribution toward indirect costs.

3. Public Programs

Public Programs are programs that are offered free to the public. Staff will continue to offer free programs as long as funds remain available. Examples of Public Programs include the July 4th Celebration, Spring Egg Hunt and other seasonal programs and special events.

4. Facility Rental Programs

The District will establish user or rental fees for specific facilities within the District. Fees will be intended to cover all direct costs of usage and contribute towards indirect costs. Examples of Facility Rental Programs include shelter rentals, room rentals and special requests. The use of facilities by affiliates may, upon District decision, be provided at no fee. The no fee allowance is intended as a direct method of support towards recognized affiliates who assist in a necessary provision of recreation programming. Examples of affiliates that may receive facility usage at no fee are SRACLC, AYSO, Mundelein Little League and Mundelein Junior Football.

D. Resident/Non-Resident Fees

The District understands that area residents provide tax revenue assistance towards the entire operational costs of the District and are invaluable to the provision of quality parks and recreation programming. Therefore, people not providing tax revenue to the District may be charged higher fees for programs and/or facilities. These non-resident fees will typically be set at 1.1 to 1.5 times the resident fee but may change to provide necessary economic support towards all program fee classifications.

XXV. LAND CASH DONATION POLICY

A. Statement of Purpose

The District, in cooperation with other local units of government and developers, may have a land cash agreement to offset the impacts on the District's facilities and programs specifically and uniquely attributable to proposed developments.

B. Administration of the Policy

The District recognizes that, through negotiations with the Village of Mundelein and developers, the optimal proportional relationship between land and cash donations will be pursued.

C. Policy

The following guidelines set forth the minimum requirements for the preferred characteristics of land to be donated to the District in compliance with a developer and/or sub-divider's impact fee requirements. Further, this policy sets forth the formula for determining the acreage required and, alternatively, the cash and/or capital improvements to be donated in lieu of land.

1. Land Donations

- a. The total land donation attributable to each dwelling unit shall be calculated by multiplying the number of persons generated for each type of dwelling unit as set forth in the Illinois School Consulting Services, copyright 1996 and the minimum density for park and recreation land (15 acres per 1,000 population).

Example: 75-4 BR Detached Single Family Residences

Population = 235.9 (75 D.U. x 3.145)

Land Donation = 235.9 Pop. X 15 acres/1,000 = 3.54 acres

- b. No park donation shall be comprised of less than three (3) acres unless it has unique ecological, historic or recreational value, as determined by the Board in its sole discretion. In the event the required land donation pursuant to paragraph one is less than three (3) acres, the donation shall be made in cash in lieu of land as described below.
- c. All park land donations shall be properly graded and seeded consistent with plans approved by the District staff.
- d. All land donations shall be conveyed by warranty deed. The developer shall pay for the provision of an owner's title insurance policy on ALTA For 1992 with extended coverage and an ALTA/ASCM survey of the subject property.
- e. Developer shall be liable for all taxes that have accrued up to the date of the closing for the donation. For all taxes that are not yet due and payable, the District shall receive a credit at closing equal to 105% of the most recently ascertainable taxes prorated to the day prior to closing.
- f. All land donations shall be segregated from adjacent residential lots by fencing installed by the developer. Split rail fencing is the minimal type of fencing permitted, but developers are encouraged to install fencing in a style that is compatible with surrounding areas.
- g. No hazardous materials, utility equipment, pumping or lift stations, manholes, model homes, construction machinery or any other equipment will be placed or allowed to remain on land donation sites after the conveyance of title.

- h. Wetlands, open waters, drainage easements and storm water control ponds will not be accepted as part of a park land donation without the express written consent of the Board.
 - i. Commercial recreation facilities shall not be considered as a credit towards the required park land donation calculated above. Private recreational facilities available only to a limited class of people, such as by residence, ownership or membership, shall not be considered as a credit towards the required park land donation without prior express written approval of the Board.
 - j. The park land donation relative to its estimated service area shall be reasonably accessible to all residential dwelling units and, if possible, centrally located. The District shall discourage any park land donation that requires the principal residents to be served by such park to cross a major arterial road.
 - k. All land donations shall be conveyed no later than the time when the development/subdivision reaches 90% occupancy, unless otherwise permitted by mutual agreement.
 - l. No donations shall be required for property developed exclusively for commercial or industrial use.
2. Cash/Capital Donations
- a. In the event cash shall be donated in lieu of land, the amount of cash to be donated shall be calculated by multiplying the total land acreage required to be donated (as calculated above) and the fair market value of property at the time of the donation. As a benchmark, the Board has determined the fair market value of real property in Mundelein as of January 1, 2009, is \$100,000 per acre. This rate will be reviewed periodically and may be adjusted.
Example: 74-4 BR Detached Single Family Residences
 $3.54 \text{ acres} \times \$100,000/\text{acres} = \$354,000$
 - b. Ten percent (10%) of cash donations shall be payable upon filing of the Plat of Subdivision with the balance to be paid upon the issuance of each building permit.
 - c. The developer may request a donation of in-kind capital improvements in lieu of cash of an equivalent value as calculated in paragraph 1 above. In this event, the developer must submit for approval to the Board, a detailed plan depicting the improvements, including, where applicable, architectural drawings, engineering plans and a survey. Fences and the provision of grading and seeding shall not be considered in-kind donations.
 - d. In each case where a developer is granted authority to make an in-kind donation of capital improvements, the following conditions must be satisfied:
 - i) Developer must provide a performance and payment bond in an amount equal to 110% or more of the cost of the proposed improvements.
 - ii) Developer shall indemnify, defend and hold the District, its officers, employees, agents and volunteers (the "Protected Group") harmless from and against any claim, liability, damage, judgment or cost arising either directly or indirectly from the Developer's construction of the proposed improvements.

- iii) At all times when the developer is performing construction of any kind on property that is owned by or shall be conveyed to the District, it shall maintain commercial general liability insurance with limits of not less than \$1,000,000 per occurrence, and \$2,000,000 aggregate. Developer shall provide District with a certificate of insurance evidencing such coverage with an endorsement naming the Protected Group as primary, non-contributory additional insured's and which requires 30 days advance written notice of any change, modification or cancellation of such insurance.
 - iv) Developer shall covenant and agree not to suffer or permit any mechanics' lien to be placed against the subject property with respect to work or services claimed to have been performed for or materials claimed to have been furnished to Developer. In case any such lien attaches, or claim for lien is asserted against the District or against any monies, bonds or warrants due or to become due from the District, the Developer shall covenant and agree to cause such bond claim, lien or claim for lien to be immediately released and removed of record.
 - v) In the event such lien or claim for lien is not immediately released or removed, the District, at its sole option and in addition to any other available rights or remedies, may take all action necessary to release and remove such lien or claim for lien (it being agreed by Developer that the District shall have no duty to investigate the validity thereof) and Developer shall within 7 days of written notice reimburse the District for all sums, costs and expenses (including reasonable attorney fees) incurred by the District in connection with defending against or removing such lien. In the event Developer fails to reimburse District as provided herein, such amount shall be added to the value of the donation required to be made by the Developer.
 - vi) All capital improvements shall be conveyed to the District by a customary bill of sale and shall be free from all encumbrances, liens and claims of creditors.
 - vii) Developer shall assign all applicable manufacturer warranties for any equipment and materials incorporated into the in-kind donation and shall provide the District a one (1) year warranty on all labor and materials.
3. Developer Impact Fee Donation Agreements
- a. Regardless of whether the applicable donation is to be in the form of land, cash or in-kind capital improvements, the terms of each donation shall be set forth in writing in a Builders Impact Fee Agreement containing provisions substantially in compliance with this Policy. The Village of Mundelein will be given copies of all Builders Impact Fee Agreements.
 - b. In the event of a conflict between this Policy and a Builders Impact Fee Agreement, the terms of the Agreement shall control.

XXVI. ABUSED AND NEGLECTED CHILD REPORTING

A. Statement of Purpose

The District will maintain a policy and procedure covering the requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/41, et seq.).

B. Administration of Policy

As the District serves a significant number of children in its programs and services, it is mandated to comply with the Abused and Neglected Child Reporting Act. The Act states that staff who have a reasonable cause to believe a child may have been abused or neglected shall immediately report or cause a report to be made to the Department of Children and Family Services. Under no circumstances shall any person in charge of any or all parts of the District exercise any control, restraint or modification or other change in the report or the forwarding of such report to the Department.

C. The Policy

Everyone must take child abuse and neglect seriously. Child abuse is the mistreatment of a child, which causes injury or puts the child at risk of physical injury. Abuse can be physical, sexual, or emotional. Neglect happens when parents or caregivers fail to provide adequate supervision, food, clothing, shelter, or other basics for a child.

Being an employee of the District involved in recreational programming, you are a Mandated Reporter. This means that you must make a report if you have reasonable cause to suspect abuse or neglect. Under the law, you have immunity from liability and your name cannot be given out unless ordered by a hearing officer or judge. However, as a Mandated Reporter, failure to report constitutes a class A misdemeanor.

The following guidelines should be followed:

- Don't call the child's parents to ask if an allegation is true.
- Don't try to investigate the situation yourself.
- Don't wait a few weeks to see if the situation improves.
- Don't promise a child who confides in you that you won't tell anyone what he/she has said.
- Don't ignore a child who makes a statement about abuse.
- Don't tell everyone else in the District what you suspect.
- Don't fail to report if you suspect abuse or neglect.

Basic Procedure:

1. Abuse or neglect is suspected.
2. Inform your immediate supervisor and document reasons for suspicion; fill out Child Abuse Suspicion Documentation, do not use Incident Report. Supervisor contacts Supt. of Recreation.
3. Supt. of Recreation contacts DCFS Hotline 1-800-25-ABUSE / 1-800-252-2873 and cooperates in answering questions. DON'T tell the hotline worker that your report is an emergency unless a child is in imminent danger of abuse or neglect.
4. If it is suspected that the child is in immediate risk of harm or has been injured, the Police must be called.
5. Superintendent should inform Executive Director and Risk Manager of what has taken place.
6. If DCFS decides there is reason to make a formal report, you must cooperate with them in whatever way possible and continue to document anything you think could help in the investigation. If a formal report was not made at this time, continue to monitor the child, document any future suspicions, and report them to DCFS.

**Mundelein Park & Recreation District
Child Abuse Suspicion
Documentation**

Child's Name: _____ Age: _____
Address: _____ City: _____
State _____ Zip _____

Nature of suspected abuse or neglect (include when and where it occurred if possible):

Name of suspected perpetrators (include relationship to child):

Any other information you think may help: _____

Person making report: _____ Date: _____

Supervisor report referred to: _____

Date DCFS called: _____

Was enough information provided for DCFS to make a Formal Report? ____

XXVII. BEHAVIOR MANAGEMENT POLICY

A. Statement of Policy

The District is dedicated to providing safe and enjoyable programs, activities, facilities and work environment for all residents, staff and volunteers. The following Code of Conduct provides expectations and standards for all persons regarding appropriate behavior when involved in District programs or activities, when using District facilities or when providing such services.

Code of Conduct

1. Show respect to all participants, staff and volunteers.
2. Use appropriate language when communicating with participants, staff and volunteers. Foul and obscene language will not be tolerated.
3. Do not purposely cause bodily harm to participants, staff and volunteers.
4. Do not communicate threats, inappropriate comments or actions that may be considered as any type of harassment, direct threats or actions that pose a threat by gesture, words or actions.
5. Exhibit tolerance and courtesies and commonly accepted behavior towards our diverse community.
6. Display respect and do not damage equipment, supplies and facilities.
7. Exhibit good sportsmanship at athletic events, whether as an active participant or spectator.
8. The use, suspected use or consumption of alcohol on District property is prohibited unless approved for select events. If alcohol is approved for on or off property events, it is expected that all participants and spectators will exhibit good judgment and exercise moderation when alcohol is consumed.

B. Administration of Policy

The District reserves the right to dismiss without refund any participant or spectator who violates the behavior management policy. In addition, if it is believed that such actions pose a threat to the general safety or welfare of other participants, the individual or group may risk expulsion from District properties and/or facilities.

This Behavior Management Policy is the framework for providing a safe and enjoyable recreation experience for all participants. Additional rules, expectations of behavior and conduct may be developed for specific programs and athletic programs as deemed necessary by the District.

C. District Code

This Behavior Management Policy is supplemental and in addition to the District Code, neither of which shall be interpreted to be mutually exclusive. In the event of a conflict between the Behavior Management Policy and the District Code, the more specific provision shall apply.

D. The Policy

All participants are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make programs safe and enjoyable for all participants. Additional rules may be developed for specific programs as deemed necessary by staff.

The agency insists that all participants comply with a basic behavior code. All participants shall:

1. Show respect to all participants, staff, and volunteers. Participants should follow program rules and take direction from staff.
2. Use appropriate language when communicating with participants, staff and volunteers. Foul and obscene language will not be tolerated. Participants shall not communicate threats, inappropriate comments or actions that may be considered as a type of harassment, direct threats or actions that pose a threat by gesture, words or actions.
3. Not purposely cause bodily harm to self, other participants, volunteers or staff.
4. Display respect and not damage equipment, supplies, and facilities.
5. Not possess any weapons.
6. Exhibit good sportsmanship at athletic events whether as an active participant or spectator.
7. Use or consume alcohol or illegal substances on District property. If alcohol is approved for on or off property events, it is expected that all participants and spectators will exhibit good judgment and exercise moderation when alcohol is consumed.

DISCIPLINE

A positive approach will be used regarding discipline. Staff will periodically review rules with participants during the program session. If inappropriate behavior occurs, a prompt resolution will be sought specific to each individual's situation. The agency reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.

PROCEDURES

Upon registration or entry into the program, the parent/guardian should be solicited for any information regarding special accommodations needed for the participant. If any of these special accommodations are behavior related, the parent/guardian should be contacted for information about any behavior modification programs in place at school or home. Attempts should be made to utilize these in the program. Also, the inclusion coordinator from the Special Recreation Association (SRA) should be contacted for guidance. Documentation should be maintained regarding any problem behaviors, special accommodations, and behavior modification programs.

If the participant exhibits inappropriate actions, the following guidelines should be followed:

1. Program leaders should determine the severity of the action and immediately take steps to correct it. These may include but are not limited to:
 - A verbal warning.
 - A supervised time-out from the program. (Most experts agree that a minute a year is a good rule of thumb for time-outs). The type of time-out may vary according to the situation (observational: from sidelines of activity; exclusion:

away from the group but within view of the activity; seclusion: time-out area with staff member present away from view of the activity). If physical restraint is used to protect against injury, the time-out should be documented on a conduct report. Any conduct report made should be given to the full-time supervisor.

- A suspension from the program for a designated time period. When determining the time frames of suspension, staff should consider the severity of the actions; the length of the program or activity; any past behavior issues with the individual; and willingness to improve their inappropriate behavior.
 - Dismissal from the program or activity. If inappropriate behavior persists or the behavior completely disrupts a program, removal from the program or activity may be necessary. Once again, the District reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.
2. If a participant receives a time-out or a suspension, the supervisor of the program will contact the parent/guardian. The supervisor should explain the inappropriate actions that were observed by the staff. Documentation is required as well as communication with the program supervisor who will discuss with the Superintendent of Recreation.
 3. Communication between staff and parent should be ongoing regarding any further incidences of inappropriate behavior. Some other options may be discussed with the parent/guardian including:
 - Transfer to another program where inappropriate behavior may be less prone to occur.
 - Limited/reduced time frame that participant is allowed to attend the program.
 4. Appeals by the participant and/or participant's parent/guardian should be directed to the Executive Director.

WHEN TO CONTACT THE POLICE:

- If a participant makes a direct threat of hurting himself, another participant, or staff, call the parent/guardian immediately. If a parent/guardian is not available, call the police.
- If a participant becomes overly aggressive and violent, call the police.

XXVIII. VOLUNTEER POLICY

A. Statement of Purpose

Volunteers are a vital part of the District's ability to provide services by providing an economical workforce as well as contributing expertise and support to supplement the District's staff.

A volunteer is any person who has been accepted in the District volunteer program and provides a non-compensated service to the District. Specific programs/facilities that benefit from a volunteer work force may include youth athletics and recreation programs, museum, and community-wide special events.

B. Recruiting Volunteers

The following resources can be utilized to attract community volunteers:

- District Seasonal Brochure
- District Website
- District School Fliers
- Program fliers (i.e. Learning Center, Fitness, Dance)
- News Releases
- Registration Forms
- Village Newsletter

C. Volunteer Application Process

- All volunteers must complete a volunteer application
- All volunteers are required to provide references
- All volunteer references should be verified
- Volunteers must complete all required forms that are available with Human Resources, including a background check.

D. Orientation

All volunteers must receive an orientation. The orientation can be completed through the Human Resource Department or the program/facility supervisor.

E. Training

The volunteer should be provided with an appropriate training program that should include a job description/volunteer task list, schedules, relevant training manuals, program equipment, appropriate clothing (t-shirt, hat, etc.) and may be scheduled for specialized training (First Aid/CPR, coaches training, etc.)

F. Communication

Volunteers will be provided with appropriate District Staff phone numbers and procedures.

G. Feedback/Evaluation

Volunteers should be provided with an opportunity to give input on program(s) in which they are volunteering by completing a performance evaluation. Volunteers should also be evaluated on their performance.

H. Recognition

The District utilizes numerous methods of volunteer recognition, including listings in brochures and publications, recognition ceremonies and gifts such as gift cards, etc.

XXIX. FINANCE AND BUSINESS OPERATIONS

A. INVESTMENT POLICY

1. Scope of Investment Policy

This investment policy applies to the investment activities of all funds of the District. All financial assets shall be administered in accordance with the provisions of this policy.

2. Objectives of Investment Policy

The purpose of this policy is to establish investment guidelines for District officials who are responsible for the safekeeping of public funds.

- a. The District's investment portfolio shall be managed in a manner to avoid any transaction that might impair public confidence in the District. Investments shall be made with judgment and care, not for speculation but for investment,

considering the probable safety of the principal as well as the probable income to be derived.

- b. Safety of principle is the foremost objective of the Investment Policy of the District. Each transaction shall first ensure that principal losses, whether through defaults or erosion of value via fluctuations in market prices, are avoided.
- c. The District's investment portfolio shall remain sufficiently liquid to enable the District to meet present and anticipated cash flow requirements.
- d. The investment portfolio should be designed with the objectives of maximizing return while securing both safety and liquidity.

3. Responsibility for the Investment Program

Responsibility for the investment program will be delegated to the Executive Director and the Superintendent of Business Services & Technology of the District. No person, unless authorized by the Executive Director and/or Superintendent of Business Services & Technology, shall make investment transactions on behalf of the District.

The Executive Director and the Superintendent of Business Services & Technology shall be responsible for all investment transactions undertaken, and furthermore, shall establish a system of internal controls to regulate the activities in the portfolio.

4. Investment Selection

While striving to achieve the objectives of this investment policy, and limited by the State statutes, the District has approved the following for investment of public funds:

- a. U. S. Treasury Bonds, Notes and Bills
- b. Other securities which are guaranteed by the full faith and credit of the United States of America
- c. U. S. Government Securities, including US Agencies and Instrumentalities, that are rated "AAA".
- d. Interest-bearing savings and money-market accounts, certificates of deposit and time deposits constituting direct obligations of any bank as defined by the Illinois Banking Act and insured by the Federal Deposit Insurance Corporation.
- e. Illinois Trust

5. Collateral

The District may require that funds on deposit in excess of insured limits be secured by a form of collateral. The District will accept any of the following assets as collateral:

- a. U. S. Government Securities
- b. Obligations of Federal Agencies

The amount of collateral provided shall not be less than 110 percent of the fair market value of the net amount of District funds on deposit at each financial institution.

Pledged collateral shall be held by the District, the Federal Reserve or kept in a safekeeping account by a third party and evidenced by a safekeeping receipt.

6. Financial Institutions

With respect to bank accounts maintained at financial institutions, it shall be the policy that the District will not maintain funds on deposit in any financial institution that is not a member of the F.D.I.C. The bank(s) where our checking account(s) are held will be located within the District boundaries.

7. Location

The District will maintain operating and investment accounts in financial institutions within the District whenever possible.

8. Financial Records

It will be the responsibility of the Superintendent of Business Services & Technology of the District to maintain current Annual Financial Reports of all financial institutions in which the District maintains funds in an account. The Superintendent of Business Services & Technology will maintain adequate records such as current statements of financial condition, statements of income, etc. that he/she deems necessary to provide information on the financial stability of the District.

B. AUTHORIZATION FOR ISSUING AND SIGNING OF CHECKS

The Executive Director and any Board member are authorized to sign District checks with Board approval.

1. Checks issued prior to Board approval.

On occasion, District checks may be signed and issued without prior Board approval. Such checks are routine, due for payment each month, or are financially advantageous to remit promptly, such as:

- Pension/State/Federal Government obligations
- Insurance premiums and reimbursements
- Refunds to customers/users when paid with cash or check (credit card transactions will receive refund back to the original cred card used)
- Trips and special events
- Petty cash reimbursements
- Liquor purchases
- Vendors who offer discounts for early payment
- Utility bills
- Past due items
- Emergencies
- Replacement check for a lost or destroyed check
- Payroll

These “interim” or “manual” checks are to be documented and approved by the Board at the next regularly scheduled meeting. Payroll Registers with Department totals and the gross payroll will be provided to the Board. All other checks to be issued shall be done so after the Board’s approval of the detailed Board report that itemizes each check to be issued by listing vendor, amount, invoice date and number and general ledger account being charged for the expenditure. The Board will review accounts payable warrants and payroll reports at the official semi-monthly Board meetings and vote on final approval.

All accounts payable, payroll, and interim checks require two authorized signatures as applied through the software or original signatures. Pre-Check Registers must be compared to the Check Registers and approved by the Executive Director.

C. INTERNAL AUDITING

The Superintendent of Business Services & Technology shall periodically conduct such audits and investigations and implement such changes as are needed to guarantee the proper conduct of District activities related specifically to the collection and disbursement of funds, accounting allocation of those funds, budget administration, and inventory of material, supplies and equipment.

The Human Resource Manager shall periodically conduct such audits, and investigations and implement such changes as are needed to guarantee the proper conduct of District activities related specifically to employment records, authorizations, contracts, reports of hours worked and wages paid, and shall periodically conduct a surprise payroll audit.

D. FINANCIAL AND "OFFICIAL" RECORDS RETENTION

The District shall comply with any and all requirements of the Illinois Local Records Act (50 ILCS 205/1,et.seq.) which regulates the preservation or disposal of public records of all units of local government. The District may extend mandatory time lines for preservation and will identify those timelines within the appropriate procedures manual.

Since different types of records have different years of retention; they should be stored in boxes by their specific types. The boxes shall be coded with the dates, volume/size of box, and date to be disposed of (i.e. records dated December 2013 with a retention period of 3 years may be disposed of December 2016). Electronic records will be maintained as required by the Illinois Local Records Act.

E. PAYMENT CARD INDUSTRY DATA SECURITY

It is the policy of the District to comply with the Payment Card Industry Data Security Standards (PCI-DSS) for the protection and security of payment card information.

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. In order to minimize risk, only those data elements on the payment card that are needed for District business should be stored.
2. Access to payment card holder data should be limited to District employees requiring such information to complete assigned job tasks.
3. Payment card data on an internet connected computer or processed through the internet, should be protected through a secure network with periodic monitoring of its security.
4. Paper and electronic media that contain cardholder data should be physically secure and identified as confidential information.
5. Payment card data on documents should be redacted, if feasible, when no longer needed for District business. Documents with legible payment card data should be

destroyed in accordance with the Local Records Act (50 ILCS 205/1, et seq.) with appropriate security handling.

6. Security awareness training should be provided for District employees involved in payment card processing.
7. The District should assure that its relationships with payment card service providers comply with PCI-DSS.
8. The Director should be promptly notified of any information security breach.

F CASH RECEIPTS

Daily Cash Balance (income) reports should be generated for each day's operation at each location.

1. The report should have the following attachments:
 - Cash register tape (where used)
 - Cashier's Drawer Count
 - Copy of deposit slip when deposit is prepared at the location
 - Credit card receipts
 - Redeemed gift certificates
 - Passes and or complimentary certificates
 - Void documentation

Supervisors shall review and approve the report and sign it.

2. The report, attachments and money for deposit will be turned into the Administrative offices the following day with the exception of weekends/holidays. Friday, Saturday, Sunday and Holiday activity will be turned in the next business day.
3. A written explanation of any Overage or Shortage will be placed on the Cashier's Drawer Count or Daily Cash Balance Report.
4. In the event deposits cannot be made daily and/or the Daily Cash Balance Reports cannot be turned in on a timely basis, the Business Manager will be notified.

G. DEPOSIT OF FUNDS

The District shall designate a bank, or banks, or other financial depository institutions in which funds of the District may be deposited.

Designated depositories must furnish copies of the last two (2) annual statements of condition and financial reports required by the Division Director of Financial Institutions, or the Comptroller of the Currency, to the District. In addition, all depository institutions are to be insured by the Federal Deposit Insurance Corporation.

It will be at the discretion of the Superintendent of Business Services & Technology, with the approval of the Executive Director, to determine which institutions would best serve the District. A periodic review and establishment of an approved list of institutions to be utilized shall be made by the Board.

H. PETTY CASH

Funds for the procurement of supplies and services, which by their nature require cash payment (less than \$50) or are incidental in nature, are paid from petty cash funds, as well as, cash used to make change from register drawers are maintained in the following departments and facilities:

- Parkview Fitness Registration – MCC 1st floor
- Indoor Pool – MCC 1st floor

- Recreation Registration – MCC 3rd 1st floor
- Recreation Administration – MCC 3rd floor
- Steeple Chase Golf Club
- Spray Park – Seasonal
- Barefoot Bay – Seasonal
- Diamond Lake Beach – Seasonal

All petty cash disbursements shall be charged to the appropriate expense account and a proof of purchase (receipt) should be attached to the petty cash reimbursement voucher and placed in the petty cash bag until a request for reimbursement is given to the Superintendent of Business Services & Technology for processing. Upon approval of appropriate receipts and allocation of expenses, a reimbursement check will be prepared and issued to maintain each of the petty cash funds. Petty cash and register drawers are audited monthly.

I. MONTHLY FINANCIAL REPORTS

On a monthly basis, staff will provide the Board with a Balance Sheet and Income Statement. The Income Statement will compare current month actual to current month budget and current year-to-date to budgeted year-to-date. The Business Manager will provide a monthly Treasurer's Report to the Board showing Cash and Investments as well as the change in Fund Balance for each Fund.

J. FIXED ASSETS-CAPITAL ASSETS

The Fixed and Capital Asset Policy was established in order to safeguard District assets and to gather and maintain information needed for the preparation of financial statements. Adequate accounting procedures and records for fixed assets are essential to ensure the protective custody of District property and to insure compliance with governmental financial reporting standards.

Fixed asset management addresses the District's investment in property, both real and personal, which is a significant resource.

1. Overview - This policy is intended to ensure compliance with various accounting and reporting standards including Generally Accepted Accounting Principles (GAAP), Governmental Audit Standards (GAS), and any applicable State and Federal capital asset and regulatory reporting related to property. Specifically, it reflects the District's desire to meet the reporting requirements as set forth in the Governmental Accounting Standards Board (GASB) *Statement No. 4 of the Governmental Standards Board, Financial Statements and Management's Discussion and Analysis – for State and Local Governments* (GASB 34).
2. Scope - The Finance Department is responsible for ensuring that all fixed assets are accounted for by Fund and asset category. Department Heads are responsible for ensuring that proper budgeting and purchasing guidelines are followed, that fixed assets are adequately controlled and used for appropriate District purposes and that such fixed assets are identified and secure.
3. Fixed assets of the District that meet the criteria of a Capital Asset are to be shown in the Capital Assets Used by Governmental Funds Group (formerly the General Fixed Assets Account Group) in the Annual Financial Report. The sources through which Capital Assets are acquired are recorded in the accounts and are expressed as "Investment in Capital Assets".

- a. Maintaining these general ledger accounts is recommended as a means of:
 - Maintaining a physical inventory of assets.
 - Fixing accountability.
 - Establishing replacement costs.
 - Determining adequate insurance costs.
 - Preparing a capital asset replacement plan.
 - b. Capital Assets shall possess three characteristics.
 - Must be tangible in nature
 - Must have a useful life of at least 3 years.
 - Must have a value of at least \$5,000.00.
4. Capitalization Policy - All items purchased that have a useful life of at least three years, are of a tangible nature and have a value of \$5,000 or more, not including trade-ins or any applicable tax, license, etc. are considered fixed assets.
5. Classification - Fixed Assets should be classified in one of the following major control groups:
 - a. Land and Improvements to Land – Land is defined as the surface of the earth which can be used to support structures and may be used to grow crops, shrubs or trees. Land is characterized as having unlimited life. Improvements to land consist of betterments, site preparation and site improvements (other than buildings) that ready the land for its intended use. The costs associated with the improvements to the land are added to the cost of the land and are non-depreciable.
 - b. Buildings and Building Improvements – A building is a structure attached to the land, has a roof, is partially or completely enclosed by walls, and is not intended to be transportable or moveable. Building improvements are capital events that materially extend the life of a building, increase the value of a building, or both.
 - c. Land Improvements – Assets (other than buildings) built, installed or established to enhance the quality or facilitate the use of land for a particular purpose. Land improvements are such items as sidewalks/pathways, hard surface courts and their improvements, field renovations and permanent attachments to the land including fences, railings, gazebos, lighting and fountains.
 - d. Machinery, Equipment and Furnishings – These are fixed or movable tangible assets to be used for operations, the benefits of which extend beyond three years.
 - e. Construction in Progress – Construction in progress reflects construction activity status of buildings and other structures, additions, reconstruction, installation and maintenance which are substantially incomplete.
6. Additions and Modifications to Existing Areas - Costs are often incurred in connection with fixed assets after the original acquisition cost has been established. In general, any expenditure which is definitely an addition to a fixed asset, or an integral part of it, that significantly increases the value of, enhances the performance of or changes its useful life, should be classified as a capital

expenditure and the original acquisition cost adjusted. Costs should include any fees to install or otherwise put a fixed asset in place or service.

7. Valuation, Capitalization and Depreciation of Fixed Assets

- a. Valuation – Fixed Assets should be at historical cost including all ancillary charges necessary to place the asset in its intended location and condition for use or market value on the date of acquisition.
- b. Land and Land Improvements – Land is valued at the purchase price plus such costs as legal fees, filing and any work necessary to put the land in condition for its intended use.
- c. Building and Building Improvements, Facilities and Land Improvements – Value is determined as all historical costs, including both acquisition and capital improvement costs. Furniture and equipment are not included as a part of a building, but are included under the Machinery, Equipment and Furnishings category where applicable.
- d. Machinery, Equipment and Furnishings – The actual purchase price is used for valuation of these assets. The cost of extended maintenance/warranty contracts may be included in the cost of the asset if the contract is purchased at the same time as the capital asset.
- e. Vehicles – All equipment that must be titled by the State of Illinois Division of Motor Vehicles and bears a license tag are considered vehicles. Cars, trucks and trailers are examples.
- f. Capitalization of Fixed Assets – Assets are capitalized at the time of acquisition according to the capitalization requirement.
- g. Capitalization Threshold – To be considered an asset for financial reporting purposes, an item must be at or above the capitalization threshold of \$5,000 and have a useful life of three years.
- h. Individual Units – The \$5,000 capitalization threshold applies to both an individual unit, or to an aggregate sum of individual units. An individual office chair with a cost of \$1,500 would not qualify for capitalization, while four \$1,500 office chairs totaling in excess of the capitalization threshold would qualify to be capitalized as a group.
- i. Components – A unit composed of components, such as a computer composed of central processing unit (CPU), monitor, extended memory, etc., would not have the capitalization threshold applied to the individual components, but rather to the unit as a whole.
- j. Repairs and Improvements – Capitalization of repairs and improvements is done only when the repair meets the capitalization threshold and extends the useful life of the asset.
- k. Capital Projects – All capital projects are classified as “Construction in Progress” until completed.
- l. Depreciation – The straight-line method $[(\text{historical cost} - \text{residual value}) / \text{useful life}]$ is used for all but the following exceptions:
 1. Land and improvements to land are inexhaustible assets and do not depreciate over time.
 2. Construction in Progress – Depreciation is not applicable while assets are accounted for as Construction in Progress. These assets are capitalized to

their appropriate capital asset category upon the earlier occurrence of execution of substantial completion contract documents, occupancy, or when the asset is placed into service.

8. Recording and Accounting of Fixed Assets - When an asset is purchased, it is recorded at the moment the District takes delivery of or when placed in service. Assets may be acquired under other arrangements including:
 - a. Purchases on a deferred payment plan.
 - b. Acquisition under capital lease.
 - c. Acquisition by exchange or non-monetary basis.
 - d. Acquisition by issuance of securities.
 - e. Acquisition by donation or self-discovery. (Donated items that meet the criteria for Fixed Assets are approved for acceptance by the Board and added to the asset record. In accordance with GAAP, donated items should be accounted for at the Fair Market Value at the time of acquisition.)
 - f. Acquisition of assets by means other than purchase for cash or donation will be recorded in accordance with GAAP.
9. Disposal of Fixed Assets - A disposal represents the physical removal of an asset from custody or accountability. Assets deemed of no further use to the District may be identified as surplus and may be disposed of as follows:
 - a. Auction – Items identified as no longer of value that are sold at an approved auction.
 - b. Donation – Items no longer of value to the District may be donated to an approved third party non-profit organization.
 - c. Conversion to Another Asset – Items deemed no longer of value in their current condition may be converted to another asset. An example is the plow attachment of a truck that is to be auctioned may be removed from the truck and converted for use on another District vehicle.
 - d. Deletion – Items for which the District no longer has a use, for which there is no interested third party desiring purchase and no option of recouping any cost. These items are disposed.
 - e. Sale – All parameters of the District's Policy for Disposition of District Personal Property, must be followed when items (not applicable to auction or donation) are identified for sale.
 - f. Records - A written record shall be kept of any and all disposition of District property.
10. Physical Inventory - Each department has the responsibility to complete an annual year-end physical inventory of its assigned fixed assets. It is the responsibility of the Department Head to notify the Finance Department of fixed asset acquisition and deletions. Fixed assets are subject to inventory if the original cost of the fixed asset is equal to or greater than \$5,000.
 - a. An asset that costs less than \$5,000 may be requested to be inventoried by a department head. This may include certain machinery and equipment that, due to portability, value outside of the office, or character, is susceptible to theft or loss. It may also include an asset that has been requested by a department to be controlled in order to satisfy an internal (operational) requirement. For example, the District may wish to inventory all computer

hardware and software in order to establish replacement and upgrade requirements.

- b. An asset is required to be controlled and separately reported pursuant to externally imposed reporting requirements. For example, a grant program that has funded the acquisition of a fixed asset may impose a requirement that the fixed asset be tracked and identified as a grant-funded event.
11. Reports - Year-end reports will be processed and maintained within these guidelines. Department inventory reports will be made available upon request. The Finance Department should be notified of any discrepancies found in these reports without delay.
 12. Items not considered Fixed Assets - In order to clarify the question of asset classification, the following list of specific examples is provided:
 - a. Maintenance and Repair/Replacement – The replacement cost of component parts of a fixed asset, not the entire asset itself, during a maintenance and repair operation that also enhances the performance or life of the asset, are not generally considered to be capital asset additions or modifications. For example, replacing an original disk drive with a higher capacity disk drive in a microcomputer, or a more powerful engine in a mower, would be considered maintenance and repair.
 - b. Draperies and carpet – The original purchase of draperies and carpet is considered an addition to the total asset value of the building. Replacement of either of these items is classified as maintenance to the building.
 - c. Supplies – Any supply, regardless of cost, that is not permanent and will be consumed within a year is not considered a fixed asset.

K. WIRE TRANSFERS AND ACH ORIGINATION

Wire transfers can be made to facilitate quick deposits of funds into an account or to move funds from one institution to another in lieu of a check. Wire transfers may be made to expedite the movements of funds, to avoid penalties, late charges, and overdrafts and to maximize interest on excess funds.

The authorized personnel for making transfers are the Executive Director and Superintendent of Business Services & Technology.

Specific transfers currently allowed are:

- Net payroll (bi-weekly)
- Payroll tax withholdings
- IMRF payments
- Social Security deposits
- Medicare deposits
- Bond principal and interest payments
- Procurement card payments
- Sales tax payments
- Accounts payable check runs
- Excess cash investments can only be transferred by the Executive Director unless permission has been given for a specific transaction by the Executive Director to the Superintendent of Business Services & Technology.

L. ANNUAL EXTERNAL AUDIT

At least once annually, an audit of the financial records of the entire District is to be conducted by an accredited certified public accounting firm. The examination is to be made in accordance with generally accepted auditing standards and include such tests of accounting records and other auditing procedures as the firm deems necessary to formulate an "Opinion," in accordance with Generally Accepted Accounting Principles.

The auditor will issue an "in relation to" opinion on the District's combined and individual fund statements and schedules.

The auditor will also be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards.

The auditor will be responsible for compiling and filing the Annual Financial Report with the Comptroller of the State of Illinois.

The Auditor shall communicate in a letter to management and the Board any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the internal control structure, which could adversely affect the organization's ability to record, process, and report financial data consistent with the assertions of management in the financial statements. Reportable District conditions that are also material weaknesses shall be identified as such in the report. Auditors shall be required to make an immediate written report of all irregularities and illegal acts of which they become aware and present such report to the Board.

Funds and Account Groups to be included are:

General Corporate Fund	Recreation Fund
Debt Service Fund	Capital Improvement Fund
General Long-Term Debt Account	Capital Asset Account Group

Special Audits can be conducted at the request of the Board

M. TAX DEPENDENCY POLICY

The purpose of the tax dependency policy is to establish targets related to the District's reliance on property taxes. The District's overall policy is one of Fiscal sustainability, where stabilization comes before growth. The policy will aid the District in developing its future planning to achieve both sustainability and growth.

It will be the goal of the District that, as part of its budget process, property taxes – exclusive of those not subject to the tax cap – account for no more than 45% of total revenues.

N. FUND BALANCE TARGET POLICY

The purpose of this policy is to establish the principles and parameters by which the projected end-of-year *Assigned and Unassigned Fund Balance* target will be defined at the beginning of each budget period. Each year, the budget document will include a discussion of the fund targets established in this policy and an explanation of any *Fund Balance* constraints.

The parameters established in this policy provide a range of acceptable amounts of end-of-year *Spendable, Assigned and Unassigned Fund Balances* for different types of governmental funds.

The policy provides guidance to District staff who monitor the District's fiscal activity and who are responsible for proposing plans to meet the Board's goals.

The District will not propose a budget that would create a *Spendable, Assigned and Unassigned Fund Balance* in excess of the maximum parameters or less than the minimum parameters set forth in this policy, unless the Board resolves that it is in the best interest of the District to do so.

1. Definitions

- a. Capital Assets are long-lived, high-cost assets or improvements that may require funding over a period of several years. The District's capitalization threshold is \$5,000 and the useful life must be at least three years following the date of acquisition.
- b. Cash & Investments Balance is the sum of the account balances in cash and investments. The estimate of the cash balance, as of the last day of the fiscal year, will be used as a target for budgeting for the fiscal year.
- c. Fund Balance is represented in the annually audited financial reports for governmental funds and represents the amount of current resources available. It equals the beginning of year balance, plus all revenues and other financing sources accrued to the fund, minus all expenditures and other financing used accrued to the fund during the year.
- d. Operating Expenses refers to the total amount of budgeted expenses used for regular operations, less the amounts budgeted for Capital Assets.
- e. Non-spendable Fund Balance amounts that are not in a spendable form (such as inventory and prepaid items) or are required to be maintained intact due to legal requirements (such as the corpus of a trust).
- f. Spendable Fund Balance represents that portion of Fund Balance that is in spendable form. Examples of assets that are considered "spendable" are cash, current investments, and property taxes receivable.
- g. Restricted Fund Balance represents amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.
- h. Committed Fund Balance represents amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest-level action to remove or change the constraint.
- i. Assigned Fund Balance represents amounts a government intends to use for a specific purpose. Intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority.
- j. Unassigned Fund Balance is the net resources in excess (surplus) of what can properly be classified elsewhere.

2. Guiding Parameters

A target Spendable and Unassigned Fund Balance is established to provide financial stability, cash flow for operations, and the assurance that the District will be able to respond to emergencies with fiscal strength. It is anticipated that unexpected situations may cause the District to fall below these targets, at which point certain steps will be followed to correct the deficiency, as outlined in this Policy below under "Minimum Targets".

The following parameters will be used as part of the budget process to establish targets for the following funds:

- a. Corporate Fund – The Corporate Fund (General Fund) target limits the Spendable, Assigned and Unassigned Fund Balance to a specific range based on Operating Expenses. The target range is two to four months of annual Operating Expenses.
- b. Recreation Fund – The Recreation Fund's Spendable Unassigned Fund Balance target is a minimum based upon Operating Expenses. It will be no less than two months of Operating Expenses. No maximum is established for this fund as any amounts in excess of the minimum may be transferred to any other fund at the discretion of the Board.
- c. Debt Service Fund – The only activities in this fund are recording the taxes received to pay debt, paying debt and recording the small interest earned. 100% of a Debt Service Fund's Fund Balance is restricted for Debt Service. Because Lake County has historically been so reliable for disbursing tax receipts, this fund's Spendable Assigned Fund Balance target is 100% of the first debt service payment(s) due in the fiscal year prior to June 30th.
- d. Capital Projects Fund – The Capital Projects Fund balance is reviewed in developing the Capital Improvements Program. Debt financing, grants, or interfund transfers can be used to finance projects when balances are not adequate. The Fund Balance of a capital project type fund may be committed or assigned for Construction and Development. Increases and decreases in fund balances are associated with the specific projects planned. Therefore, no specific target is established for this fund.

3. Reporting

Staff will prepare and include in the budget document a schedule that shows the status of the District's balances compared to the targets outlined in this policy. The Director of the District is given authority within this policy to assign fund balance to specific projects or planned expenditures.

4. Minimum Targets

Management will monitor the major revenue collections and the amount of cash available by reviewing the monthly financial reports. During the year, if revenue projections suggest that revenue will not meet expectations and the fund target(s) will not be met by yearend, the Director will take the following actions to reach the goals established in the adopted budget:

- Review expenses with Department Heads

- Reduce capital asset expenditures,
 - Reduce operational expenditures, where appropriate, while maintaining the adopted budget goals,
 - Present to the Board other expenditure control options, including those that might modify the goals established in the adopted budget.
5. Exceptions to the Policy
- If the Board adopts a budget that does not meet the parameters of this policy, then the budget will include a plan for adhering to this Policy within a three-year period.

O. BOND RATING POLICY

This policy has been created to provide guidance to the Board in determining the necessity of obtaining a bond rating for the purpose of providing comfort to investors. The District will consider obtaining a bond rating at such time that it is financially advantageous to do so. Generally speaking, that will be the case when the size of a bond issue is large enough that the cost of obtaining a bond rating, and thus a reduced interest rate, is less than obtaining insurance to provide comfort to investors.

If it is determined that it is not in the best interest of the District to have a bond rating, the Board reserves the right to decline to do so.

P. DEBT POLICY

1. Purpose and Goals of Debt Policy

The District developed this Debt Management Policy to help ensure the District's creditworthiness and to provide a functional tool for debt management and capital planning. The District faces continuing capital infrastructure requirements to meet the increasing needs of its residents. The District limits long-term debt to only those capital improvements that cannot be financed from current revenues. The District does not use long-term debt to fund operating programs.

Consequently, the District needs to anticipate increases in debt levels based upon historical data. With these increases, the effects of decisions regarding the type of issue, method of sale, and payment structure become ever more critical to the District's financial well being. To help ensure the District's credit worthiness, an established program of managing the District's debt becomes essential.

The purpose of this policy is to provide a functional tool for debt management and capital planning, as well as to enhance the District's reputation for managing its debt in a conservative and prudent manner.

2. Goals Related to the Issuance of General Obligation and Revenue Bond Debt

In following this policy, the District shall pursue the following goals when issuing debt:

- Take all practical precautions to avoid any financial decision that will negatively impact current credit ratings on existing or future debt issues.
- Consider market timing.
- Determine the amortization (maturity) schedule that will best fit with the overall debt structure of the District's general obligation debt and related tax levy at the time the new debt is issued. The District may choose to delay principal payments or capitalize interest during project construction. For issuance of revenue bonds, the amortization schedule that will best fit with the overall debt structure of the enterprise fund and its operating cash flow will be

considered. Consideration will be given to coordinating the length of the issue with the lives of assets, whenever practicable, while considering repair and replacement costs of those assets to be incurred in future years as an offset to the useful lives, and the related length of time in the payout structure.

- Consider the impact of such new debt on overlapping debt and the financing plans of local governments that overlap, or underlie the District.
- Assess financial alternatives to include new and innovative financing approaches, including, whenever feasible, grants, revolving loans or other state/federal aid.
- Minimize debt interest costs.
- Level or declining debt service shall be employed unless operational matters dictate otherwise, or except to achieve overall level debt service with existing bonds. The District shall be mindful of the potential benefits of bank qualification and will strive to limit its annual issuance of debt to \$10 million or less when such estimated benefits are greater than the benefits of exceeding the bank qualification limit. Should subsequent changes in the law alter this limit, the District policy will be reevaluated.

3. Debt Issuance in General

a. Authority and Purposes of the Issuance of Debt

The laws of the State of Illinois authorize the issuance of debt by the District. Such laws confer upon park districts the power and authority to contract debt, borrow money, and issue bonds for public improvement projects as defined therein. Under these provisions, the District may contract debt to pay for the cost of acquiring, constructing, reconstructing, improving, extending, enlarging, and equipping such projects or to refund bonds.

b. Types of Debt Issued

- Short-Term. (three years or less) The District may issue short-term debt to finance the purchase of non-capital equipment having a life exceeding one year or provide increased flexibility in financing programs. The District will have no more than 10% of its outstanding general obligation debt in short term debt.
- Long-Term. (more than three years) The District may issue long-term debt that may include, but not be limited to, general obligation bonds, certificates of participation, capital appreciation bonds, special assessment bonds, self-liquidating bonds and double barreled bonds. The District may also enter into long-term leases for public facilities, property, and equipment with a useful life greater than one year.

4. Capital Improvement Program

The Capital Improvement Program (CIP), prepared by staff and approved by the Board, shall determine the District's capital needs. The program shall be a five-year plan for the acquisition, development and/or improvement of the District's capital assets. Projects included in the CIP shall be prioritized, and the means for financing each shall be identified. The first year of the program shall be the Capital Budget. If the current resources are insufficient to meet the needs identified in the Capital Budget, the Board may consider incurring debt to fund the shortfall. The Board, upon advice from the District's financial advisor, may

also consider funding multiple years of the Capital Improvement Program by incurring debt. The CIP should be revised and supplemented each year in keeping with the District's policies on debt management.

5. Structure of Debt Issues

The duration of a debt issue shall not exceed the economic or useful life of the improvement or asset that the issue is financing. The District shall design the financing schedule and repayment of debt so as to take best advantage of market conditions and, as practical, to recapture or maximize its credit capacity for future use, and moderate the impact to the taxpayer. In keeping with the stated goals of this debt management policy, the District shall structure each general obligation issue (except refunding issues) to comply with the rapidity of debt repayment provisions in *Credit Implications* (see number 12 below).

6. Sale of Securities

All debt issues should be sold through a competitive bidding process based upon the lowest offered True Interest Cost (TIC), unless the Board deems a negotiated sale the most advantageous to the District.

7. Credit Enhancements

The District may enter into agreements with commercial banks or other financial institutions for the purpose of acquiring letters of credit, municipal bond insurance, or other credit enhancements that will provide the District with access to credit under terms and conditions as specified in such agreements, when their use is judged cost effective or otherwise advantageous. Any such agreements shall be approved by the Board.

8. Inclusion of Local Institutions

In the interest of promoting Mundelein, whenever practical and in the best interests of the District, local financial institutions are to be offered the opportunity to bid on debt instruments.

9. Authority for Debt

The District may, by bond ordinance, incur indebtedness or borrow money, and authorize the issue of negotiable obligations, including refunding bonds, for any capital improvement of property, land acquisition, or any other lawful purpose except current expenses, unless approved by the Board.

10. Debt Limitation

The debt limitations of the bond laws restrict the District to issues such that the aggregate principal indebtedness of the District does not exceed 2.875% of the taxable real property within the District.

11. Methods of Sale

All bonds shall be sold at a public sale via sealed proposal, except that bonds may be sold at a private sale in accordance with 30 ILCS 350/10 and when the Board deems a negotiated sale the most advantageous to the District. The District may issue short-term notes by negotiated sale if the bond ordinance or subsequent resolution so provides.

All bonds will mature within the period or average period of usefulness of the assets financed; and the bonds will mature in installments, the first of which is payable not more than three years from the date of the bonds.

12. Credit Implications

When issuing new debt, the District should not exceed credit industry benchmarks where applicable. Therefore, the following factors should be considered in developing debt issuance plans:

a. Rapidity of Debt Service Repayment

The District's general obligation bond issues should be structured whereby 100% of the debt will be retired within twenty years. It is also desirable to structure the District's general obligation bond issues so that at least 50% of the principal will be retired within 10 years.

b. Current General Fund Cash Reserve

The District should maintain a General Fund cash and investments balance equal to no less than three months of total annual expenditures, exclusive of capital expenditures (assumed to be expenditures that would be discretionary should the economy deteriorate). The Recreation Fund should maintain a cash and investments balance equal to no less than two months of total annual expenditures, exclusive of capital expenditures. Such calculations, including a projection to December 31st (of the current fiscal year), shall be made on an annual basis by the Superintendent of Business Services & Technology during the budget process.

13. Debt Administration

a. Financial Disclosures

The District shall prepare appropriate disclosures as required by the Securities and Exchange Commission, the federal government, the State of Illinois, rating agencies, underwriters, investors, agencies, taxpayers, and other appropriate entities and persons to ensure compliance with applicable laws and regulations.

14. Review of Financing Proposals

All capital financing proposals that involve a pledge of the District's credit shall be referred to the Superintendent of Business Services & Technology who shall determine the financial feasibility and impact on existing debt of such proposal, and shall make recommendations accordingly to the Executive Director.

15. Refunding Policy

The District should consider refunding outstanding debt when legally permissible and financially advantageous. A net present value debt service savings of at least three percent or greater must be achieved.

16. Investment of Borrowed Proceeds

The District acknowledges its ongoing fiduciary responsibilities to actively manage the proceeds of debt issued for public purposes in a manner that is consistent with Illinois statutes that govern the investment of public funds, and consistent with the permitted securities covenants of related bond documents executed by the District. The management of public funds should enable the District to respond to changes in markets or changes in payment or construction schedules so as to (i) minimize risk, (ii) insure liquidity, and (iii) optimize returns.

17. Annual Evaluation of Refinancing Opportunities

The District shall on an annual basis ensure that an evaluation of the outstanding debt issues is performed to ascertain whether a refinancing is appropriate for any of the outstanding issues.

Q. PROMPT PAYMENT POLICY

This Prompt Payment Policy has been adopted to provide for the monitoring and control of expenses.

1. Approval of Invoices

- a. The District shall approve or disapprove an invoice from a vendor or contractor for goods or services furnished within 30 days after the receipt of such invoice or within 30 days after the date on which the goods or services were received, whichever is later.
- b. When safety or quality assurance testing of goods by the District is necessary before approval or disapproval of an invoice and such testing cannot be completed within 30 days after receipt of the goods, approval or disapproval of the invoice shall be made immediately upon the completion of the testing or within 60 days after the receipt of the goods, whichever comes first.
- c. Written notice shall be mailed to the vendor or contractor immediately if an invoice is disapprove.
- d. If the District fails to approve or disapprove an invoice within the specified 30 day time period, the penalty for late payment of that invoice shall be computed from the date 60 days after the receipt of that invoice or the date 60 days after the goods or services are received, whichever is later.

2. Payment of Invoices

- a. Invoices approved for payment shall be paid within 30 days of the date of invoice.
- b. If payment is not made within such 30 days, an interest penalty may be assessed on the unpaid balance for each month or fraction thereof after the expiration of the initial 30 day period, until final payment is made.
- c. Any time period agreed to by the District and a particular vendor or contractor that exceeds the specified 30 day time period shall supersede the provisions of this Policy.
- d. Payment shall be made to the supplier/contractor within 30 days of completion and acceptance of the project by the District. In turn, the supplier/contractor shall pay each subcontractor according to the provisions of and in compliance with the Local Government Prompt Payment Act (50 ILCS 505/1, et. seq.).

XXX. FINANCIAL ASSISTANCE POLICY

A. Statement of Purpose

The District is committed to providing quality recreation opportunities to all residents. The funds generated by the Mundelein Parks Foundation help resident participate in programs regardless of economic condition.

B. Policy

District residents who qualify for financial assistance may apply for limited recreational scholarship funds to offset the registration cost of many District classes

and programs. A maximum of 50% funding per program and one program per season is available to an individual that meets the eligibility criteria. Other funding sources may provide different levels of assistance depending on their respective criterion.

C. Eligibility

1. All applicants will need to provide their three most recent pay stubs and at least one of the following in order to be considered for a scholarship.
 - Documentation of excessive medical bills or other unusually burdensome financial circumstances.
 - Documentation of participation in at least one of the following:
 - i. Public Aid
 - ii. Food Stamps
 - iii. School Lunch Program
 - iv. Subsidized Housing program
2. Proof of residency is required. Documentation to prove residency for scholarship purposes includes, but is not limited to, current driver's license or state identification, utility bill with the individual applying for scholarship's name listed, printed check or current residency lease.
3. Some activities may be exempt from funding by scholarship. Examples include, but are not limited to: trips, contracted programs, onetime events, open gyms and all CDC programs.

D. Funding

The scholarship fund is typically funded through a donation by the Mundelein Parks Foundation.

E. Administration

1. All scholarship requests will be reviewed and approved by the Superintendent of Recreation or the designated staff member within two weeks of receiving the request.
2. All requests should be turned in by the applicant at least three weeks prior to the start of the program/activity.
3. The appropriate staff will report quarterly to the Board on the number of scholarships awarded and the amount awarded. Names and other personal information will remain confidential.

XXXI. EMERGENCY APPROPRIATION

The Executive Director, after consultation and approval from the President of the Board of Commissioners, is authorized to take immediate action to contract or purchase materials, equipment or services necessary to protect the health or safety of park users and employees or to repair/replace damage to park property, facilities or equipment with either a written (including email) or verbal approval of a majority of the Board. If such action requires amending the annual budget, the Board will take action to make such adjustments.

XXXII. IDENTITY PROTECTION POLICY

A. Introduction and Identification of Act

This Identity-Protection Policy is adopted pursuant to the Illinois Identity Protection Act, 5 ILCS 179/1 *et seq.* The Identity Protection Act requires the District to draft, approve, and implement this Identity-Protection Policy to ensure the confidentiality and integrity

of Social Security numbers (SSNs) that the District collects, maintains, and uses. It is important to safeguard SSNs against unauthorized access because SSNs can be used to facilitate identity theft. One way to better protect SSNs is to limit the widespread dissemination of those numbers. The Identity Protection Act was passed in part to require the District and other local and State government agencies to assess their personal information collection practices and make necessary changes to those practices to ensure confidentiality. All District officers, employees, and agents shall comply with the Identity Protection Act and this Policy at all times.

B. Definitions

The following words shall have the following meanings when used in this Policy.

“Act” means the Illinois Identity Protection Act, 5 ILCS 179/1 *et seq.*

“Board” means the Board of Commissioners of the District.

“District” means Mundelein Park & Recreation District.

“Person” means any individual in the employ of the District.

“Policy” means this Identity-Protection Policy.

“Publicly post” or “publicly display” means to intentionally communicate or otherwise intentionally make available to the general public.

“Redact” means to alter or truncate data so that no more than five sequential digits of a SSN are accessible as part of personal information.

“SSN(s)” means any Social Security number provided to an individual by the Social Security Administration.

“Statement of Purpose” means the statement of the purpose or purposes for which the District is collecting and using an individual’s SSN that the Act requires the District to provide when collecting a SSN or upon request by an individual. An example of a Statement of Purpose for the District is attached to this Policy.

C. Statement of Purpose

The District shall provide an individual with a Statement of Purpose anytime an individual is asked to provide the District with his or her SSN or if an individual requests it.

D. Prohibited Activities

1. Neither the District nor any Person may:

- a. Publicly post or publicly display in any manner an individual’s SSN.
- b. Print an individual’s SSN on any card required for the individual to access products or services provided by the person or entity.
- c. Require an individual to transmit a SSN over the Internet unless the connection is secure or the SSN is encrypted.
- d. Print an individual’s SSN on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless State or federal law requires the SSN to be on the document to be mailed. Notwithstanding the foregoing, SSNs may be included in applications and forms sent by mail, including, but not limited to: (i) any material mailed in connection with the administration of the Unemployment Insurance Act; (ii) any material mailed in connection with any tax administered by the Department of Revenue; and (iii) documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the

accuracy of the SSN. A SSN that is permissibly mailed pursuant to this paragraph will not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.

2. Except as otherwise provided in paragraph 3 below or unless otherwise provided in the Act, neither the District nor any Person may:
 - a. Collect, use, or disclose a SSN from an individual, unless: (i) required to do so under State or federal law, rules, or regulations, or the collection, use, or disclosure of the SSN is otherwise necessary for the performance of the District's duties and responsibilities; (ii) the need and purpose for the SSN is documented before collection of the SSN; and (iii) the SSN collected is relevant to the documented need and purpose.
 - b. Require an individual to use his or her SSN to access an Internet website.
 - c. Use the SSN for any purpose other than the purpose for which it was collected.
3. The prohibitions in paragraph 2 above do not apply in the following circumstances:
 - a. The disclosure of SSNs to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity first receives from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under this Act on a governmental entity to protect an individual's SSN will be achieved.
 - b. The disclosure of SSNs pursuant to a court order, warrant, or subpoena.
 - c. The collection, use, or disclosure of SSNs in order to ensure the safety of: State and local government employees; persons committed to correctional facilities, local jails, and other law-enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a State or local government agency facility.
 - d. The collection, use, or disclosure of SSNs for internal verification or administrative purposes.
 - e. The disclosure of SSNs by a State agency to the District for the collection of delinquent child support or of any State debt or to the District to assist with an investigation or the prevention of fraud.
 - f. The collection or use of SSNs to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.
- E. Coordination with the Freedom of Information Act and Other Laws
The District shall comply with the provisions of the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.*, and any other State law with respect to allowing the public

inspection and copying of information or documents containing all or any portion of an individual's SSN. However, the District shall redact SSNs from the information or documents before allowing the public inspection or copying of the information or documents.

When collecting SSNs, the District shall request each SSN in a manner that makes the SSN easy to redact if required to be released as part of a public records request.

F. Limited Employee Access to Social Security Numbers

Only employees who are required to use or handle information or documents that contain SSNs will have access. All employees who have access to SSNs shall first be trained to protect the confidentiality of SSNs. The training will include instructions on the proper handling of information that contains SSNs from the time of collection through destruction of the information.

G. Embedded Social Security Numbers

Neither the District nor any Person shall encode or embed a SSN in or on a card or document, including but not limited to, using a bar code, chip, magnetic strip, RFID technology, or other technology, in place of removing the SSN as required by the Act and this Policy.

H. Applicability

If any provision of this Policy conflicts with any provision of the Act, the provisions of the Act shall prevail.

This Policy does not apply to:

1. the collection, use, or disclosure of a SSN as required by State or federal law, rule, or regulation; or
2. documents that are recorded with a county recorder or required to be open to the public under a State or federal law, rule, or regulation, applicable case law, Supreme Court Rule, or the Constitution of the State of Illinois; provided, however, that the District shall redact the SSN from such document if such law, rule, or regulation permits.

I. Availability of Policy

The Policy shall be filed with the Board within 30 days of its approval. All District employees shall be advised of the existence of this Policy.

District employees who are required to use or handle information or documents that contain SSNs have been provided a copy of this Policy, which each shall maintain at all times. A copy of the Policy is available to all other employees and any member of the public by requesting a copy from: Executive Director, Mundelein Park & Recreation District, 1401 N. Midlothian Road, Mundelein, IL 60060, 847-566-0650.

J. Amendments

This Policy may be amended by the District at any time. If the Policy is amended, the District shall file a written copy of the Policy, as amended, with the Board and shall also advise all District employees of the existence of the amended Policy. A copy of the amended Policy will be made available to District employees and the public as set forth in the preceding section above.

XXXIII. NEW HIRE REPORTING

The New Hire Reporting Program is part of federal welfare reform (the Personal Responsibility and Work Opportunity Reconciliation Act of 1996) that was signed into law on August 22, 1996. One of the major components is strengthened child support enforcement, including New Hire Reporting.

Under this law employers are required to report all new employees to their state's New Hire Directory within 20 days of the employee's first day on payroll. This also includes re-hires who have been off the payroll for 180 days or more. The agency selected to receive this information in Illinois is the Illinois Department of Employment Security (IDES).

After a new employee or rehired employee completes their orientation paperwork, the Human Resource/Risk Manager will complete the New Hire Reporting form on-line and submit it to the state. The information requested includes the employee's name, address, social security number, and the date the employee started working. A copy of the completed form is kept in the employee's personnel file.

XXXIV. NEEDS ASSESSMENT

Realizing our community changes and that these changes bring with them a variety of needs, it is critical that the District respond to these changing needs of our community. A variety of methods should be utilized as follows:

- A. The agency should undertake a major needs assessment at least once every ten years. Depending on resources available, this assessment may be completed by the agency in the form of a questionnaire or survey, or by an outside organization. The scope of the assessment will be dictated by the resources available.
- B. The District will also utilize available data to evaluate the social and economic environment of the community. Staff will review demographic material from the U.S. Census, along with reports prepared by the Village of Mundelein and statistics from the school districts.

XXXV. RECREATION PROGRAM PHILOSOPHY

It is the responsibility of the District to offer diversified, quality recreation experiences. All Park District programs will give primary concern to residents' ability to participate in programs offered. Programs and activities will be planned with community demographics in mind. It is the desire of the Park District to offer a wide range of programs for all genders and ages.

XXXVI. MOVABLE SOCCER GOAL SAFETY POLICY

A. Introduction

This policy provides guidelines for the use and storage of full-size or nearly full-size movable soccer goals. The District believes these guidelines can help prevent deaths and serious injuries resulting from soccer goal tipover. Publication of the policy is intended to promote greater safety awareness among those who use and maintain movable soccer goals on fields owned or operated by the District.

These guidelines are intended to educate the public and reduce the risk of movable soccer goal tipover. They are not a District standard, nor are they mandated requirements and the District will not supervise compliance. Therefore, the District does not endorse or recognize them as the sole method to minimize injuries associated with movable soccer goals.

B. Rules of Soccer

The guidelines contained in this policy are intended to be compatible with the recommendations for the design and construction of soccer goals, published by the Federation of International Football Associations (FIFA) and the National Federation of State High School Associations.

C. Definitions

For the purposes of this policy, “movable soccer goal” shall mean a freestanding structure consisting of at least 2 upright posts, a crossbar, and support bars that is designed, intended and permitted: (1) to be used by adults or children for the purpose of a soccer goal; (2) to be used without any other form of support or restraining (other) than temporary anchoring devices; and (3) to be moved to different locations.

D. Design/Construction Guidelines

While a movable soccer goal appears to be a simple structure, a movable soccer goal should be constructed with the counterbalancing measures incorporated into the product. The stability of a movable soccer goal depends on several factors. One effective strategy for supplementing the counterbalancing measures incorporated into the product is lengthening the overall depth of the goal to effectively place more weight further from the goal’s front posts (more weight at the back of the goal). A second design selects lightweight materials for the goal’s front posts and crossbar and provides much heavier materials for the rear ground bar and frame members. This tends to counterbalance the forces working to tip the goal forward. Another option uses a heavy rear framework and folds flat when not in use, making the goal much less likely to tip over.

Manufacturers of soccer goals can signify that elements designed to reduce the risk of tipover injuries have been incorporated into the product by indicating the goal is compliant with American Society for Testing and Materials (ASTM) standard F2673-08, or any successive standards, for tip-resistant movable soccer goals.

Following the adoption of this policy, the District will purchase only those movable soccer goals that are consistent with these guidelines; however, the District will continue to use those goals in its existing inventory until the end of their lifecycle in a manner consistent with this policy.

E. Anchoring/Securing/Counterweighing Guidelines

A properly anchored/counterweighted movable soccer goal is much less likely to tip over. There are several different ways to anchor a movable soccer goal. The number and type of anchors to be used will depend on a number of factors, such as soil type, soil moisture content, and total goal weight. The types of anchors recognized by the District to increase the safety of moveable soccer goals include but are not limited to: augers, peg or stake style anchors, J-hook style anchors and sandbags or other counterweights. Net pegs, by themselves, are not recognized as a means to effectively anchor or counterbalance a moveable soccer goal. The District encourages coaches/referees/league officials affiliated with each game to inspect the anchoring/securing/counterweighing measures used for each movable soccer goal and to immediately report any issues to the District. Coaches/referees/league officials are not to move or alter goals in any manner except in case of emergency or with the permission of the District.

F. Guidelines for Goal Storage When Goal is Not in Use

The majority of soccer goal tipover incidents occur when the goals are unattended. Therefore, when goals are stored in a safe manner it reduces the risk of tipover when not being used. When goals are being stored steps should be taken to secure the goals, such as locking goal frames face to face or chaining the face of the goal frames to a permanent and fixed structure, including a fence. If it is a collapsible goal, fold the face of the goal down and lock it to its base. The District does not permit coaches/referees/league officials to move soccer goals and coaches/referees/league officials should not attempt to do so.

G. Safety Tips

Even well designed and counterbalanced goals are subject to tipover incidents. Additional steps may be taken to further reduce the risk of injury. The District encourages coaches/referees/league officials affiliated with each game to:

- Check for structural integrity and proper connecting hardware before every use.
- Report damaged or missing parts or fasteners immediately and not to use damaged or improperly anchored goals.
- Not allow anyone to climb on the net or goal framework.
- Instruct players on the safe handling of and potential dangers associated with movable soccer goals.

The District shall place safety/warning labels in clearly visible locations (placed under the crossbar and on the sides of the down-posts at eye level).

The District will deliver a copy of this policy to the representative of any leagues or teams permitted to use District parks and facilities for soccer purposes and encourage such league to distribute additional copies to each coach, referee and parent/guardian. Any organization which is granted permission by the District, whether by permit, license or other agreement, to use the District's facilities for soccer purposes, shall be required to adopt a movable soccer goal safety policy and place it on file with the District.

XXXVII. RULES FOR PUBLIC COMMENT

- A. At the start of the period for public comment the Board President or acting chairperson will advise the public:
1. the amount of time permitted for public comment;
 2. that all speakers state their names before addressing the Board;
 3. to avoid repetitive comments, testimony, and general questions; and
 4. to appoint only one person to speak on behalf of a group.
- B. Each person will be permitted to speak one time only, unless the Chair determines that allowing a speaker to address the Board again will contribute new testimony or evidence germane to an issue on the agenda for that meeting.
- C. Unless a representative spokesperson is appointed in the manner described in Rule E, all comments from the public will be limited to no more than three (3) minutes per person.
- D. Groups may register a representative spokesperson by filing an appearance form no later than one (1) hour in advance of a meeting. The appearance form must designate (i) the number of people the designee represents for the purpose of making public comment; (ii) the subject matter of the public comment; and (iii) whether the subject matter is germane to an item on that meeting's agenda. Any person identified as being represented by a group spokesperson shall be deemed

to have waived their opportunity to speak independently unless the Chair determines that allowing such a speaker to address the Board will contribute new testimony or evidence germane to an issue on the agenda for that meeting.

1. A representative spokesperson who timely files a complete appearance form to speak on a matter germane to the agenda shall be permitted to speak for three (3) minutes for each person being represented, up to a maximum of fifteen (15) minutes.
 2. A representative spokesperson who timely files a complete appearance form to speak on a matter not germane to the agenda shall be permitted to speak for three (3) minutes for each person being represented, up to a maximum of nine (9) minutes.
- E. The Board shall not respond to questions posed during public comment. All questions shall be recorded by the Board secretary and a response may be presented either during the next regular Board meeting or in writing before such meeting, but in no event shall the Board be obligated to respond.
- F. All comments must be civil in nature. Any person who engages in threatening, slanderous or disorderly behavior when addressing the Board shall be deemed out-of-order by the presiding officer and his or her time to address the Board at said meeting shall end.

XXXVIII. POSTING OF SIGNS

No person shall post any signs on Park District property, except when authorized to do so by written permit or contract. Signs will be limited to two (2) signs per acre and will be permitted on a first come, first serve basis with priority given to Mundelein not-for-profit organizations.

XXXIX. GEOCACHING

Geocaching is a real-world, outdoor treasure hunt using GPS-enabled devices. Participants navigate to a specific set of GPS coordinates and then attempt to find the geocache container hidden at that location. The District supports this fun, outdoor hobby and has set the following provisions to ensure everyone's interests are protected.

General Provisions

Placement of a cache on any District property requires authorization of the Executive Director or Superintendent of Buildings & Grounds. A Geocache Permit Application must be submitted to the Mundelein Park District, 1401 N. Midlothian Road, Mundelein IL 60060. All park rules and policies apply.

Caches cannot be placed in areas that could potentially cause danger to visitors trying to locate the cache; areas not currently open to the public; areas that could negatively impact threatened or endangered species; sensitive wetland, vegetation or wildlife habitat areas where disturbance from activity or trampling could occur; garden areas; developed areas; shelters; buildings; bridges or unsafe terrain; picnic areas; playground areas; or athletic complexes. No cache will be allowed at Steeple Chase Golf Club.

Requirements for Geocache

- Only micro, small or regular containers are permitted (size not to exceed 10" x 10" x 10").
- Geocache containers must be labeled clearly stating what it is and that it has been placed with permission from the District.
- The geocache must not contain any food items or chemicals
- The geocache must not contain any inappropriate, offensive or hazardous material.
- The geocache must be located within three feet of the ground or on the ground.
- No digging or disrupting of the ground is permitted when placing the cache.

- Violation of these requirements will result in removal of the cache by the District personnel and notice given to posting website.

Requirements for Geocache Owners

- The geocache must be maintained and checked periodically to ensure that no problems have occurred.
- Permission must be renewed once every year if the geocache is to be active on Park District land for longer than one year.
- Any notice on geocache website must state that the geocache is placed on District land with permission.

The District assumes no liability for lost, stolen or damaged property.

MEMO TO: Board of Park Commissioners

FROM: Ron Doruff, Golf Course Superintendent

SUBJECT: Fertilizer and Pesticide Bid Results – February, 2017

I e-mailed the bid specs to 12 companies we do business with. The notice for the bid was published in the local newspaper and no additional calls were received requesting bid documents. Eleven (11) bids were received. Attached please find the bid recap for the Fertilizer and Pesticide bid which was opened on January 25, 2017 at 1:30 p.m.

I propose the bids be awarded as follows:

Reinders Inc.	TOTAL \$ 1,927.00
Pendelton Turf Supply Inc.	TOTAL \$ 8,403.50
Van Diest	TOTAL \$ 3,408.94
Sanctuary	TOTAL \$ 19,800.00
Prime Turf	TOTAL \$ 5,250.00
GPM	TOTAL \$ 11,335.00
Arther Clesen Inc.	TOTAL \$ 29,159.00
Site One	TOTAL \$ 0.00
ConServ FS	TOTAL \$ 0.00
Pro Grow	TOTAL \$ 0.00
Growing Solutions	TOTAL \$ 0.00

GRAND TOTAL \$ 79,283.44

BID RESULTS 2017

	Reinders	ConServ	Pro Gro	Pendelton	Site One	Van Diest	Clesen	Growing Solutions	Sanctuary	Prime Turf	GPM
FUNGICIDES											
Docket (2 x 2.5 gals) 20 cs / 100 gals	3740	3480.00	Alt 4480.00	Alt 3043.60	Alt 3400.00	Alt 3428.00	3700.00	--	--	--	--
Trinity (2 x 2.5 gal) 2 cs / 10 gal	1680	1937.50	1030.00	1822.00	2054.20	1863.00		--	--	--	--
Honor Intrinsic (3 x 36 lbs) 108 lbs	Alt 2539.98	Alt 2539.98	Alt 5079.96	11340.00	7619.94	Alt 7619.94		--	--	--	--
Tebucanzal (4 x 1 gal) 3 cs / 12 gal	564	648.00	Alt 960.00	586.80	696.00	618.48	561.00	--	--	--	--
Emerald (50 x 0.49 lbs) 1 cs / 24.5 lbs	6631.81	6631.81	6631.81	6636.81	6631.81	6636.80		--	--	--	--
Affirm WDW (3 x 2.4 lbs) 3 cs / 21.6 lbs	1987.20	---	1987.20		1987.20	1987.20	1987.20	--	--	--	--
Spectro 90 DF (4 x 5 lbs) 7 cs / 140 lbs	1680.00	Alt 1897.92	---	1820.00	1514.80		---	--	--	--	--
X zemplar (2 x 114 oz) 2 cs / 456 oz	6858.24	Alt 3429.12	Alt 3429.12	6858.24	6858.24	6858.24		--	--	--	--
Lexican Intrinsic (4 x 21 oz) 3 cs / 252 oz	Alt 3758.16	5637.24	5637.24	5637.24	5637.24	5637.24		--	--	--	--
Propoconzole (2 x 2.5 gals) 5 cs / 25 gals	1255.00	1425.00	1850.00		Alt 1309.00	1232.00	1275.00	--	--	--	--
INSECTICIDES											
Acelepryn (64 oz / bottle) 2 bottles / 1 gal		---	---	---	1927.00	1927.00	1927.00	--	--	--	--

WETTING AGENT									
Sixteen 90 (1 x 5 gal) 10 drums / 50 gals	--		Alt 4060.00	2600	Alt 2000	---	2420.00	3900.00	---
HERBICIDES									
Confront (4 x 1 gal) 3 cs / 12 gal	1785.36	Alt 1392.00	1788.00	1005.00	1490.52	1274.88	1647.00	---	---
Quinclorac (6 x 1 lbs) 6 cs / 36 lbs	1188.00	1411.20	Alt 1656.00	1219.50	1154.52	---	1290.00	---	---
Banvel (2 x 2.5 gals) 1 cs / 5 gals	---	372.75	Alt 352.00	---	358.46	---	255.00	---	---
Drive 750 DF (6 x 1 gal) 6 cs / 36 gal	1657.92	1170.00	1728.00	---	4852.60	4179.60	---	---	---
SEEDS									
Penncross (1 x 25 lbs) 8 bags / 200 lbs	1586.00	1480.00	1808.00	---	1415.68	---	1512.00	---	---
GROWTH REGULATOR									
Cutless 50 WSP (60 x 8 oz) 1 drum / 60 lbs	7770.00	7770.00	7770.00	7770.00	7770.00	7770.00	7770.00	---	---
FERTILIZER									
Gypsum Greens Grade (80 x 50 lbs) 2 ton / 4,000 lbs	---	536.80	1772.00	---	800.00	528.00	576.00	---	---
Gypsum (1000 or 2000 lbs bags) 24 ton 1/2 Late March; 1/2 late Nov	---	6720.00	6672.00	---	---	5712.00	6672.00	---	---

Mundelein Park District Part Time Wage Ranges

Aquatics

	Current	
Cashier	\$8.25-10.25	
Concessions	\$8.25-10.25	
Lifeguard	\$8.25-13.00	
Maintenance	\$8.25-15.00	
Manager	\$10.00-17.00	
Swim Instructor	\$7.75-18.00	\$8.25-18.00
Private Instructor	\$15.00-22.00	
Aquatics Assistant	\$11.00-\$18.00	
Indoor Pool Desk Attendant	\$8.75-\$11.00	\$8.25-12.00

Athletics

Building Staff	\$8.75-20.00
Program Staff	\$8.75-20.00

Big & Little

Teacher II	\$16.00-21.00	\$17.00-24.00
Teacher I	\$14.00-16.00	\$14.42-17.00
Assistant Teacher	\$12.00-16.00	
Day Care Staff	\$10.38-16.00	

Corporate

Administrative Staff	\$9.00-16.00	
Accounting Clerk	\$12.00-20.00	
Boat Ranger	\$11.00-15.00	
IT Staff	\$15.00-30.00	\$20.00-30.00
Interpreter	\$10.00-25.00	
Marketing Assistant	\$14.00-20.00	\$14.00-22.00
Risk Manager	\$18.00-30.00	
Sponsorship Coordinator	\$15.00-25.00	plus commission

Dance/Preschool

Dance Instructors	\$9.50-25.00
Preschool Class Aides	\$11.00-17.50
Preschool Class Instructors	\$13.00-20.00
Theater Instructors	\$10.00-25.00
Day Camp Staff	\$8.50-14.00
Day Camp Directors	\$13.00-19.00

Golf

Bartender	\$8.50-11.50	
Beverage Cart	\$7.75-10.00	
Cart Attendant	\$8.25-11.00	
Custodial	\$9.00-14.00	
Kitchen Staff	\$8.75-16.00	
Pro Shop	\$8.75-13.00	\$8.75-14.00

Starter/Ranger	\$8.25-11.00
Wait Staff	\$7.50-10.00

Park View

Front Desk Supervisor	\$11.00-23.00	
Fitness Instructors	\$20.00-50.00/class	
Child Care	\$8.25-10.00	\$8.25-12.00
Fitness Floor	\$8.25-13.00	\$8.25-14.00
Front Desk	\$8.25-15.00	\$8.25-16.00
Front Desk Lead	\$14.00-19.00	
Housekeeping	\$9.00-14.00	
Party & Program Staff	\$8.25-15.00	

Regent Center

Building Staff	\$8.75-18.00
Program Staff	\$15.00-35.00

Rec Connection

Director	\$16.00-25.00
Site Coordinator	\$13.00-19.00
Site Staff	\$11.00-15.00

Recreation Staff

Facility Rental Supervisors	\$10.00-20.00	
Head Registrar	\$12.00-17.00	
Registration Clerks	\$9.50-11.50	\$9.50-14.00
IT Staff	\$20.00-30.00	
Office Staff	\$12.00-18.00	
Recreation Department Asst.	\$11.00-23.00	

Executive Session Minutes to release:

January 28, 2013 – Acquisition of Real Estate (not all released)

June 9, 2014 – Personnel

September 28, 2015 – Personnel

January 11, 2016 – Personnel

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 – Acquisition of Real Estate

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 (some held, some released)

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

June 9, 2014 – Acquisition of Real Estate

November 24, 2014 – Employee Performance

April 13, 2015 – Employee Performance

September 28, 2015 – Acquisition of Real Estate

October 26, 2015 – Acquisition of Real Estate

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

October 10, 2016 – Acquisition of Real Estate

October 24, 2016 – Acquisition of Real Estate

Reviewed February 27, 2017

**MUNDELEIN PARK AND RECREATION DISTRICT
BOARD OF PARK COMMISSIONERS
MUNDELEIN, LAKE COUNTY, ILLINOIS
EXECUTIVE SESSION
September 28, 2015**

President KNUDSON called Executive Session to order at 7:54 pm and directed the Secretary to call the roll. Commissioners FRASIER, KNUDSON, McGRATH, and ORTEGA were present. Staff present at the invitation of the Board included attorney Chuck SMITH and Director RESNICK.

Mr. SMITH reviewed his letter dated September 28, 2015 regarding the tax objection filed against the District. He explained that the total accumulation of funds is based on the fund balance as of January 1 and the requested levy amount. Due to this the District had funds in excess of two times the three year average expenditures in 2010, 2011, 2012 and 2013.

Commissioner FRASIER how much the proposed settlement would total. Mr. SMITH said the attorney who filed the lawsuit has agreed to 40% of the overage in the Special Recreation Fund and has agreed to not seek anything in the Police or Museum Funds. This would be \$30,190.68. Commissioner FRASIER asked if the courts sided with the other side, what would be the total cost. Mr. SMITH said it could cost the District the entire \$75,476.71 that was being disputed plus the fees from his firm to argue the case.

Commissioner McGRATH asked if there was anything the District could do to ensure this does not happen in future years. He asked if there was anything else these law firms were looking at. Mr. SMITH said this firm looks at all levies, including each fund. He is drafting a resolution for the District to pass if there will be a fund balance in excess of two times annual expenditures.

It was noted by the Executive Director that there was no action item on the agenda related to this topic so the Board could not vote to approve or deny this settlement. Mr. SMITH said the next court date was October 15 so action at the October 12 Board meeting would be fine.




Executive Director RESNICK informed the Board the third topic for the executive session was the staff's recommendation to eliminate the IT Specialist position. She explained that since bringing the majority of the IT functions in house, the District is spending in excess of \$130,000 a year and not finding the results acceptable. A proposal was received from a current vendor to manage our network for an annual cost of \$77,004 and if the District entered into a three year

contract, we would receive one year of service at no charge. Additionally we would pay for one of their employees to be onsite as long as the District felt this was necessary. Executive Director RESNICK said she felt after the first quarter working together, this could be cut back from three days a week to one or two.

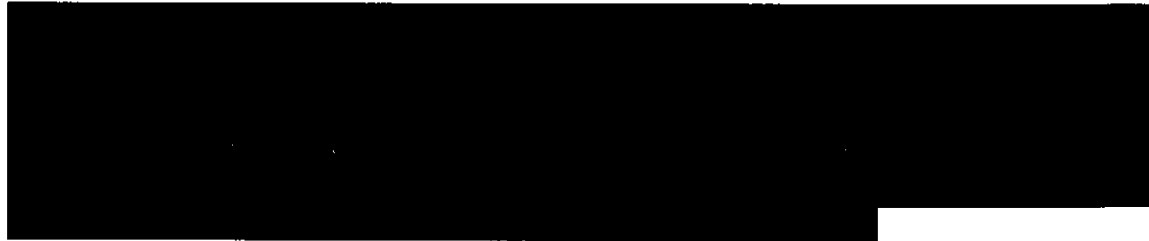
The Board asked about the employee currently in this position. Executive Director RESNICK said this is Micky Nguyen. He is trying very hard to serve staff and maintain our network, but he does not have the skills needed and the job was not properly designed to serve the District. The ultimate scenario is three employees to handle software, hardware and the network, but this is not affordable. President KNUDSON asked if a severance would be offered. Executive Director RESNICK did not recommend this as the employee has not been with the District a year and would be paid for unused vacation time. She anticipated this change occurring about November 1st. President KNUDSON asked about offering Mr. Nguyen a consulting position to help the District transition from in-house to outsourcing IT services. Executive Director RESNICK said she didn't feel he had the skills to assist.

Commissioner FRASIER moved to adjourn from Executive Session, second by Commissioner McGRATH at 8:28 pm. A roll call vote was taken with Commissioners FRASIER, McGRATH, ORTEGA and KNUDSON voting yes.


Secretary

**MUNDELEIN PARK AND RECREATION DISTRICT
BOARD OF PARK COMMISSIONERS
MUNDELEIN, LAKE COUNTY, ILLINOIS
EXECUTIVE SESSION
JUNE 9, 2014**

President FRASIER called Executive Session to order at 7:37 pm and directed the Secretary to call the roll. Commissioners DOLAN, FRASIER, KNUDSON, McGRATH and ORTEGA were present. Staff present Director RESNICK.



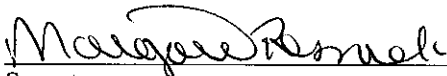
Director RESNICK updated the Board on the Union contract negotiations. She said the members had rejected the District's offer and arbitration has been set to begin June 25. She shared with the Board the pay rates of area park districts and golf courses. The District's starting rates are higher than the average but the high end of the ranges are lower than the high end average.

The sticking point at this times seems to be the removal of a three year step increase for the full time staff and low wages for the seasonal golf staff.

President FRASIER suggested longevity bonuses to separate and reward the long term employees. He suggested we check with the Village on their recent contract negotiations. Director RESNICK asked the Board if there was any leeway for her during the arbitration. The concenses was that the District's pay rates were competitive coupled with generous benefits so there was no need to change the offer.

The Board asked the Director to investigate what benefits will continue for Union members if they strike and if there is a strike vote, is the District allowed to share an informational letter.

Commissioner DOLAN moved to adjourn from Executive Session, second by Commissioner KNUDSON at 8:02 pm. A roll call vote was taken with Commissioners DOLAN, KNUDSON, McGRATH, ORTEGA and FRASIER voting yes.


Secretary

**MUNDELEIN PARK AND RECREATION DISTRICT
BOARD OF PARK COMMISSIONERS
MUNDELEIN, LAKE COUNTY, ILLINOIS
EXECUTIVE SESSION
JANUARY 28, 2013**

President McGRATH called Executive Session to order at 8:34 pm and directed the Secretary to call the roll. Commissioners DOLAN, FRASIER, KNUDSON, McGRATH, and SIEMERS were present. Staff present Director RESNICK.

Director RESNICK stated the purpose of the Executive Session is to discuss real estate.

[REDACTED]

[REDACTED]

Commissioner DOLAN asked what had become of the property adjacent to Clearbrook Park. Director RESNICK said she had not been able to determine who owned Shady Lane, which leads to the property. She had contacted the County, Village and Township and the Assessors' Office believed it was included in the property along Route 45 which is owned by Amos Financial in Highland Park. She was going to attempt to speak with someone there regarding access to the property.

[REDACTED]

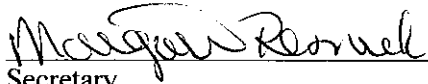
[REDACTED]

[REDACTED]

[REDACTED]

Commissioner DOLAN suggested the District continue to pursue the property next to Clearbrook Park.

Commissioner DOLAN moved to adjourn from Executive Session, second by Commissioner FRASIER at 8:55 pm. A roll call vote was taken with Commissioners DOLAN, FRASIER, KNUDSON, SIEMERS and McGRATH voting yes.


Secretary

**MUNDELEIN PARK AND RECREATION DISTRICT
BOARD OF PARK COMMISSIONERS
MUNDELEIN, LAKE COUNTY, ILLINOIS
EXECUTIVE SESSION
JANUARY 11, 2016**

President KNUDSON called Executive Session to order at 7:04 p.m. and called the roll. Commissioners DOLAN, FRASIER, KNUDSON, McGRATH and ORTEGA were present.

President KNUDSON said the purpose of the Executive Session was to discuss the Executive Director's contract. He said the proposed language was the same with the exception of the rate of pay.

Commissioner ORTEGA suggested putting something in that included a specific percentage increase annually. Commissioner DOLAN said this was a good idea but if the economy changed this could tie the Board's hands. He suggested using specific District's for range comparisons. The Board would choose "similarly recognized and accredited organizations". The Executive Director's salary range would be determined annually based on these comparisons.

This should be added to number two and will read "any salary and other adjustment made will be in the form of written minutes and shall be based on compensation ranges of similar positions at similarly recognized organizations".

President KNUDSON asked if the Board wanted to stay with a three year contract. The consensus of the Board was to remain at three years.

Commissioner FRASIER suggested Margaret Resnick as the Board's selection of Employee of the Year but he said she didn't want that. Commissioner DOLAN asked if any of the Board members were familiar with the three suggested nominees. Commissioners FRAISER, McGRATH and ORTEGA they knew some of them.

Commissioner DOLAN suggested that a golf course employee should be nominated as Steeple Chase had a very good year and he didn't think Ron Doruff or Bill Brolley had received the award in the past. Commissioner FRASIER agreed with Bill Brolley if he had not received the recognition in the past.

The consensus of the Board was to award it to Bill Brolley if he had not been recognized in the past. If he had, Denise LeBeef would be their nominee.

Commissioner FRASIER moved to adjourn from Executive Session at 7:18 p.m., second by McGRATH and unanimously approved.



An Introduction to IPRA's Environmental Report Card



Thank you for taking an interest in the Illinois Park and Recreation Association's (IPRA) Environmental Report Card. The Report Card was created by the Environmental Committee to help park agencies across Illinois assess their environmental impact and stewardship.

As park agencies, we often are the first responders of sustainability, managing green space or natural areas within our communities. Managing these resources and greening our operations is important to ensure we are good stewards of the environment. This Report Card can help!

Use the Report Card to work within your organization and assess your level of environmental stewardship practices. Find out what you are doing, what you are not doing, and most importantly what you can do in the future. There may be multiple departments or bureaus within your organization that will need to give input. So assign one staff person to coordinate filling in the Report Card.

If you can, get input from your organization's leadership team or board members, and explain the benefits of collecting this data using the Report Card. You can't manage what you can't measure, and this Report Card will help you assess your environmental impact. It will help you quantify environmental initiatives or green practices that may be important when applying for grant funding. And it can help identify areas for further assessment that impact your organization's budget such as energy efficiency improvements.

There are two versions of the Report Card. The first Report Card was developed in 2006 in response to IPRA members asking whether or not there was a tool available for agencies to evaluate their management and operations in the area of environmental protection. The original Report Card provided a general scoring and grading system out of a total of 100 possible points to help agencies assess their strengths and weaknesses. That report card will no longer be available, but can be obtained upon request.

This second Report Card, developed in 2011, is an updated version of the first report card and is more specific. There are more possibilities to consider when answering the questions. Because the total possible points are more than 100, the scoring system has changed to percentages rather than points. The grading system to assess your agency is still the same.

The Environmental Report Card is a standard an agency needs to comply with when applying for IPRA's Distinguished Park and Recreation Accreditation. The Environmental Committee's recommendation to agencies that have utilized the first Report Card is to only use it, if you want to, when you need to self-reevaluate your management and operations. This way you are comparing apples to apples. The 2011 Report Card will be the standard, and will be the version required for Accreditation. Because it is more detailed and provides additional choices to the questions, it really is not a comparative tool to the first Report Card.

Once you have completed the Report Card, you will be able to assess your organization's performance as compared to other park agencies in Illinois. Know that you are not alone! The IPRA Environmental Committee meets monthly and is comprised of dedicated green-minded professionals from a variety of park agencies. Let us know how we can help or how you want to get involved.

The Environmental Committee can be reached through the IPRA web-site: <http://www.ilipra.org/>

Good luck!

Environmental Report Card

For Park & Recreation Agencies

INSTRUCTIONS: This is a self-evaluative tool. Please look over each category and determine who within the agency would best be able to answer the questions related to that category. Some questions are repeated in different sections. All questions require a simple "YES" or "NO" response. All "YES" responses receive 1 point, unless indicated at the end of the question. A "NO" response receives no points on that question. A "N/A" response receives no points on that question and does not affect your total points because the question does not pertain to your agency or its practices (i.e. Special Recreation Associations filling out the evaluative report card).

GENERAL		YES	NO	N/A	POINTS
1.	Does your agency have an environmental policy/plan or guidelines that help it become more environmentally responsible? (2 points)	<input checked="" type="checkbox"/>	<input type="checkbox"/>		2
	a. Is this policy/plan or set of guidelines/initiatives approved by the board? If you answer YES, proceed to questions 2, 3 and 5. If you answer NO, proceed to questions 4 and 5.	<input type="checkbox"/>	<input checked="" type="checkbox"/>		0
2.	Do all staff members receive an orientation and/or training in regard to your agency's environmental policy/plan?	<input type="checkbox"/>	<input type="checkbox"/>		
3.	Has your agency established a staff-led Environmental Committee or 'Green Team' to encourage implementation of environmental efforts by all staff?	<input type="checkbox"/>	<input type="checkbox"/>		
	a. Does your Environmental Committee or 'Green Team' review and update board-approved policies/initiatives?	<input type="checkbox"/>	<input type="checkbox"/>		
4.	Does your agency have a staff led Environmental Committee or 'Green Team' to encourage implementation of environmental efforts by all staff?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		0
5.	Does your agency make (or has your agency made) use of IPRA's Model Environmental Policy and/or Environmental Toolkit?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		0

TOTAL POINTS (for this section) 2 of 5 (possible)

ADMINISTRATION AND FINANCE		YES	NO	N/A	POINTS
1.	Does your agency dedicate funds in its annual operations budget to support achievement of environmental goals? (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Recycling		<input checked="" type="checkbox"/>		
	Energy Audits		<input type="checkbox"/>		
	Natural Areas Maintenance/Management		<input checked="" type="checkbox"/>		
	Natural Areas Restoration/Re-creation		<input checked="" type="checkbox"/>		
	Native Landscaping		<input checked="" type="checkbox"/>		
	Storm Water Best Management Practices		<input type="checkbox"/>		
	Environmentally Friendly Purchasing		<input checked="" type="checkbox"/>		
	Alternative Fuel and/or Hybrid Vehicles		<input type="checkbox"/>		
	Energy Conservation		<input checked="" type="checkbox"/>		
	Other: Please List				
	TOTAL NUMBER CHECKED			5	
2.	In the last 5 years, has your agency dedicated capital funding towards environmental initiatives? (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Natural Area Restoration/Re-creation		<input type="checkbox"/>		
	Natural Area Public Access		<input type="checkbox"/>		
	Nature Program Facilities		<input type="checkbox"/>		
	Energy Conservation		<input checked="" type="checkbox"/>		
	Permeable Pavement		<input type="checkbox"/>		
	Rain Gardens		<input type="checkbox"/>		
	Bio-Swales		<input type="checkbox"/>		
	Other: Please List				
	TOTAL NUMBER CHECKED			1	
3.	In the past 5 years, has your agency applied for grants to fund environmental goals/initiatives (i.e. recycling, environmental education, natural areas restoration, natural areas acquisition, alternative fuel use, energy conservation, etc.)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
4.	Does your agency use a set of guidelines (EPA's Environmentally Preferred Products (EPP) program, Green Seal.org or similar) to assist in purchasing decisions of environmentally preferred products and services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0
5.	Does your agency make conscious efforts within all departments or have written criteria to purchase products that include the following. (1 point for each checked below, with a maximum of 5 points) check all that apply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Minimal Packaging		<input type="checkbox"/>		
	Recycled and Recyclable Content		<input type="checkbox"/>		
	Renewable Resource Content		<input type="checkbox"/>		
	Minimum 30% Post Consumer Materials		<input type="checkbox"/>		
	Energy Star Rated Appliances		<input checked="" type="checkbox"/>		
	Low VOC Furnishings, Paints, etc		<input type="checkbox"/>		
	Low Toxicity Cleaning products		<input type="checkbox"/>		
	Locally Produced Materials/Products		<input checked="" type="checkbox"/>		
	Other: Please List				
	TOTAL NUMBER CHECKED			2	
6.	Does your agency seek to identify and purchase from vendors of environmentally friendly products through the IPRA Cooperative Purchase Program or similar program? (2 points)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0

ADMINISTRATION AND FINANCE CONT'D		YES	NO	N/A	POINTS
7.	When seeking proposals for professional services, does your agency request environmental references/qualifications as part of the RFP process (i.e. is the firm to be selected 'green,' or if an A/E or LA firm do they have LEED AP's on staff)?		✓		0
	a. Does your agency ask bidders to provide a Statement of Sustainability to ensure bidders are also incorporating sustainability into their firm's practices, policies and procedures related to waste minimization, energy efficiency, water efficiency, staff and education.				
		YES	NO	N/A	POINTS
8.	Are procedures in place to evaluate positive enduring effects of environmental goals/initiatives?		✓		0
	a. Are procedures in place to examine the cost of impacts and efficiencies of various plans and programs following implementation?				
		YES	NO	N/A	POINTS
9.	Does your agency collaborate with other agencies/organizations on environmental efforts?	✓			1

TOTAL POINTS (for this section) 1 of 1 (possible)

FACILITY MANAGEMENT & MAINTENANCE		YES	NO	N/A	POINTS
1.	Does your agency provide opportunities for staff to recycle waste products in office areas, lunchrooms, work areas, etc.?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 <input type="text"/>
	a. Are staff encouraged to recycle via policies, training, memoranda and notices?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 <input type="text"/>
		YES	NO	N/A	POINTS
2.	Does your agency provide opportunities for patrons to recycle waste products in public areas including lobbies, classrooms, facilities, etc.?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 <input type="text"/>
	a. Are patrons encouraged to recycle via education, policies, promotion and signage?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0 <input type="text"/>
		YES	NO	N/A	POINTS
3.	Are recycling containers visible, well marked and easy to locate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 <input type="text"/>
		YES	NO	N/A	POINTS
4.	Are outside concessionaires required to minimize the use of disposable products? (2 points)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0 <input type="text"/>
	a. Are outside concessionaires required to offer recycling for patrons?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		YES	NO	N/A	POINTS
5.	Does your agency encourage the use of electronic communication to conserve paper?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 <input type="text"/>
		YES	NO	N/A	POINTS
6.	Is staff encouraged to use duplexing or double-sided copying of documents?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 <input type="text"/>
		YES	NO	N/A	POINTS
7.	When contracting printing vendors or purchasing from vendors, does your agency specify:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 <input type="text"/>
	a. Paper for printing needs that is free of chlorine-bleaching in its manufacturing?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	b. Paper that contains 30% or more post consumer recycled content?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	c. Other: Please List	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		YES	NO	N/A	POINTS
8.	Do restrooms and locker rooms have water saving devices (low flow showers and toilets, and motion activated faucets)? Check only one.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 <input type="text"/>
	a. Are at least 50% of fixtures low flow or motion activated?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	b. Are at least 75% of fixtures low flow or motion activated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	c. Are 100% of fixtures low flow or motion activated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		YES	NO	N/A	POINTS
9.	Do restrooms and locker rooms have hand dryers in lieu of paper towels?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 <input type="text"/>
	a. Do 100% of your restrooms/locker rooms have hand dryers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 <input type="text"/>
		YES	NO	N/A	POINTS
10.	Does your agency conduct energy audits?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0 <input type="text"/>
	a. Following audits, does your agency make changes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	b. After making changes, does your agency record differences in impact?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		YES	NO	N/A	POINTS
11.	Is energy-efficient lighting used (compact fluorescents, T-8 fluorescents or LEDs)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 <input type="text"/>
	a. Are 100% of new or replacement lighting needs energy-efficient?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 <input type="text"/>
		YES	NO	N/A	POINTS
12.	Are lights, where appropriate, on motion activated occupancy sensors?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0 <input type="text"/>

FACILITY MANAGEMENT & MAINTENANCE CONT'D		YES	NO	N/A	POINTS
13.	Is energy efficiency included as a specification when purchasing/replacing major appliances (i.e. EPA Energy Star rating)?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
14.	Are hot water heaters and hot water pipes insulated?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
15.	Are on-demand/tankless hot water heaters utilized where appropriate?		<input checked="" type="checkbox"/>		0
		YES	NO	N/A	POINTS
16.	Do facility HVAC systems included energy-saving features such as min./max. settings to reduce use during down time, interior recycling, regular cleaning and efficiency inspections, etc.?	<input checked="" type="checkbox"/>			1
	a. Are particulate filters (with MERV8 rating or better) used in HVAC systems?		<input checked="" type="checkbox"/>		0
		YES	NO	N/A	POINTS
17.	Does your agency promote the use of environmentally-friendly, low toxicity and/or fragrance free cleaning products that meet Green Seal, LEED or other standards? (2 points)	<input checked="" type="checkbox"/>			2
		YES	NO	N/A	POINTS
18.	Does your agency seek to minimize the use of petroleum-based cleaners, solvents and inks?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
19.	To improve and protect indoor air quality does your agency seek to purchase low VOCs (volatile organic compounds) products?		<input checked="" type="checkbox"/>		0
	a. Does your agency seek to purchase carpets that meet Carpet and Rug Institute Green Label or other standards?				
		YES	NO	N/A	POINTS
20.	Does your agency consider the use of sustainable, reclaimed and/or local materials when remodeling/renovating facilities?		<input checked="" type="checkbox"/>		0
	a. Are building materials removed during remodeling/renovation reclaimed or recycled?				
		YES	NO	N/A	POINTS
21.	Does your agency properly dispose of/recycle any of the following per Material Safety Data Sheets (MSDS) or manufacturer's labels (1 point for each checked below, with a maximum of 5 points) check all that apply	<input checked="" type="checkbox"/>			
	Energy Efficient Lighting		<input checked="" type="checkbox"/>		
	Batteries				
	Electronics		<input checked="" type="checkbox"/>		
	Ink and Toner Cartridges		<input checked="" type="checkbox"/>		
	Paints		<input checked="" type="checkbox"/>		
	Cleaning Products		<input checked="" type="checkbox"/>		
	Other: Please List				
	TOTAL NUMBER CHECKED				5
		YES	NO	N/A	POINTS
22.	Does your agency have an integrated pest management program in place to reduce the use of pesticides within facilities? (2 points)		<input checked="" type="checkbox"/>		0
		YES	NO	N/A	POINTS
23.	Does your agency make use of alternative energy systems to provide energy and/or conserve energy, such as passive or active solar systems, wind energy, or geo-thermal energy at any of your facilities? (2 points)		<input checked="" type="checkbox"/>		0

TOTAL POINTS (for this section) 2 of 3 (possible)

FLEET MAINTENANCE AND MANAGEMENT		YES	NO	N/A	POINTS
1.	Does your agency perform regular engine tune-ups and scheduled preventative maintenance of motorized vehicles and equipment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
		YES	NO	N/A	POINTS
2.	If you perform regular maintenance, does your agency recycle and/or properly dispose of all vehicle fluids and engine parts?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
		YES	NO	N/A	POINTS
3.	Does your agency properly use, store and dispose of hazardous materials according to Material Safety Data Sheets (MSDS) and/or manufacturers labels, as required by law?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
		YES	NO	N/A	POINTS
4.	Does your agency have a safety policy and training procedures in place regarding the handling of hazardous waste?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
		YES	NO	N/A	POINTS
5.	Does your agency provide the appropriate work environment with appropriate ventilation and safety gear for employees when handling hazardous materials, as required by law?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
		YES	NO	N/A	POINTS
6.	Does your agency have a program to conserve fuel and energy with respect to fleet operations (e.g. mileage/fuel efficiency tracking, no idling policy)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0
		YES	NO	N/A	POINTS
7.	Does your agency actively fund or apply for grants that promote and provide the Means for the use of clean energy (i.e. bio-diesel, liquid propane/LPG, compressed Natural gas/CN, use of electric utility or golf carts, etc.)? (2 points)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2
		YES	NO	N/A	POINTS
8.	As part of your Equipment Asset Program, what percentage of your total fleet has been replaced with alternative fuel and/or hybrid vehicles? Check only one.	<input type="checkbox"/>			0
0% - 0 points					
1-10% - 1 point					
11-20% - 2 points					
21-30% - 3 points					
30-50% - 4 points					
>50% - 5 points					
		YES	NO	N/A	POINTS
9.	Does your agency limit the use and refueling of, or not use at all, gas powered equipment and vehicles during ozone action days or when the Air Quality Index exceeds 100 (orange coded days) or higher?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0

TOTAL POINTS (for this section) 7 of 9 (possible)

PARKS & NATURAL RESOURCES MANAGEMENT		YES	NO	N/A	POINTS
1.	Does your agency have natural resource management plans in place for District natural areas?		<input checked="" type="checkbox"/>		0
		YES	NO	N/A	POINTS
2.	Does your agency dedicate funds in its annual operations budget for natural resource best management practices? (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>			
	Restoration of Natural Areas				
	Re-creation of Natural Areas				
	Control Exotic Species		<input checked="" type="checkbox"/>		
	Increase Biodiversity/Wildlife Habitat				
	Storm water Best Management Practices (bio-swales, rain gardens, permeable paving)		<input checked="" type="checkbox"/>		
	Improve Water Quality				
	Bank Stabilization		<input checked="" type="checkbox"/>		
	Sediment & Erosion Control				
	Integrated Pest Management Program (to reduce pesticide use w/in parks)		<input checked="" type="checkbox"/>		
	Alternative/Biological Pest Control Practices in lieu of traditional chemical solutions				
	Other: Please List				
TOTAL NUMBER CHECKED		4			
		YES	NO	N/A	POINTS
3.	Does your agency actively apply for grants to fund natural resource best management practices? (1 point for each checked below, with a maximum of 5 points) Check all that apply		<input checked="" type="checkbox"/>		
	Restoration of Natural Areas				
	Re-creation of Natural Areas				
	Control Exotic Species				
	Increase Biodiversity/Wildlife Habitat				
	Storm water Best Management Practices (bio-swales, rain gardens, permeable paving)				
	Improve Water Quality				
	Bank Stabilization				
	Sediment & Erosion Control				
	Integrated Pest Management Program (to reduce the use of pesticides w/in parks)				
	Alternative/Biological Pest Control Practices in lieu of traditional chemical solutions				
	Other: Please List				
TOTAL NUMBER CHECKED		0			
		YES	NO	N/A	POINTS
4.	Does your agency take precautions or protective measures during and after construction/development to protect soils in existing landscapes?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
5.	Does your agency use low environmental impact snow melt products (i.e. beet juice, calcium magnesium acetate)?		<input checked="" type="checkbox"/>		0
	a. If you answered NO, does your agency modify application rates to limit/reduce the impact on surrounding areas?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
6.	Does your agency try to reduce the use of fertilizers and pesticides in parks by: (1 point for each checked below, with a maximum of 4 points) Check all that apply	<input checked="" type="checkbox"/>			
	Utilization of drought and disease resistant native plant species				
	Elimination of mowing in some areas				
	Reduction of the number of applications or using a single-application product		<input checked="" type="checkbox"/>		
	Use of Integrated Pest Management (IPM)				
TOTAL NUMBER CHECKED		1			

PARKS & NATURAL RESOURCES MANAGEMENT CONT'D		YES	NO	N/A	POINTS
7.	Does your agency provide a no-mow buffer of native vegetation around water bodies to: (1 point for each checked below, with a maximum of 3 points) Check all that apply	<input checked="" type="checkbox"/>			
	Reduce Erosion		<input checked="" type="checkbox"/>		
	Reduce Non-Point Source Pollution		<input checked="" type="checkbox"/>		
	Defer Canada Geese		<input checked="" type="checkbox"/>		
	TOTAL NUMBER CHECKED			3 <input checked="" type="checkbox"/>	
		YES	NO	N/A	POINTS
8.	Is landscaping around facilities designed with energy conservation in mind? (1 point for each checked below, with a maximum of 4 points) Check all that apply	<input checked="" type="checkbox"/>			
	Windbreaks/buffers				
	Shade Trees Along Southern Exposures of Buildings				
	Shade Trees Around Paved Areas		<input checked="" type="checkbox"/>		
	Drought Tolerant Native Plants				
	TOTAL NUMBER CHECKED			1 <input checked="" type="checkbox"/>	
		YES	NO	N/A	POINTS
9.	Does your agency incorporate native plantings into the landscape at: (1 point for each checked below, with a maximum of 5 points) Check all that	<input checked="" type="checkbox"/>			
	Administrative Offices				
	Recreational Building Facilities				
	Aquatic Facilities		<input checked="" type="checkbox"/>		
	Maintenance Facilities				
	Active Use Park Landscapes (i.e. sign beds, entry areas, parking lot islands, beds around playgrounds and shelters)				
	Golf Courses		<input checked="" type="checkbox"/>		
	TOTAL NUMBER CHECKED			2 <input checked="" type="checkbox"/>	
		YES	NO	N/A	POINTS
10.	Is your agency responsive to private landowner activities that impact your agency's natural resource best management practices? (1 point for each checked below, with a maximum of 3 points) Check all that apply.	<input checked="" type="checkbox"/>			
	Encroachment		<input checked="" type="checkbox"/>		
	Illegal Dumping		<input checked="" type="checkbox"/>		
	Other: Please List				
	TOTAL NUMBER CHECKED			2 <input checked="" type="checkbox"/>	
		YES	NO	N/A	POINTS
11.	Does your agency properly dispose of any of the following per Material Safety Data Sheets (MSDS), manufacturer's labels or other authority's regulations? (1 point for each checked, with a maximum of 5 points) Check all that apply.	<input checked="" type="checkbox"/>			
	Fertilizers		<input checked="" type="checkbox"/>		
	Pesticides		<input checked="" type="checkbox"/>		
	Excavated material				
	Construction material		<input checked="" type="checkbox"/>		
	Other hazardous materials: Please List				
	TOTAL NUMBER CHECKED			3 <input checked="" type="checkbox"/>	
		YES	NO	N/A	POINTS
12.	Does your agency distribute/have available resources to explain natural resource best management practices?	<input checked="" type="checkbox"/>			1 <input checked="" type="checkbox"/>

TOTAL POINTS (for this section) ☒ of ☒ (possible)

PLANNING & OPEN SPACE PRESERVATION		YES	NO	N/A	POINTS
1.	Does your agency seek to acquire any of the following types of natural resource areas? (1 point for each checked below, with a maximum of 5 points) check all that apply	<input checked="" type="checkbox"/>			
	Remnant Prairies				
	Wetlands				
	Rivers, Streams, Tributaries				
	Ponds/Lakes				
	Floodplains				
	Greenways/Corridors				
	Woodlands		<input checked="" type="checkbox"/>		
	Other: Please List				
	TOTAL NUMBER CHECKED	0 <input checked="" type="checkbox"/>			
2.	For the above natural resource areas checked, are they identified to be acquired for any of the following reasons? (1 point for each checked below, with a maximum of 5 points) check all that apply	<input checked="" type="checkbox"/>			
	Protect/Provide Habitats		<input checked="" type="checkbox"/>		
	Increase Biodiversity				
	Improve Water Quality				
	Control Exotic Species				
	Erosion Control				
	Other: Please List				
	TOTAL NUMBER CHECKED	1 <input checked="" type="checkbox"/>			
3.	Does your agency include natural resource best management practices when developing plans for park property? (1 point for each checked below, w/ a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>			
	Restoration of Natural Areas		<input checked="" type="checkbox"/>		
	Re-creation of Natural Areas				
	Control Exotic Species				
	Increase Biodiversity/Wildlife Habitat		<input checked="" type="checkbox"/>		
	Native Landscaping		<input checked="" type="checkbox"/>		
	Storm water Best Management Practices (bio-swales, rain gardens, permeable paving)				
	Improve Water Quality				
	Bank Stabilization				
	Sediment & Erosion Control				
	Other: Please List				
	TOTAL NUMBER CHECKED	3 <input checked="" type="checkbox"/>			
4.	Does your agency actively apply for grants to fund natural resource best management practices and projects? (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>			
	Restoration of Natural Areas				
	Re-creation of Natural Areas				
	Control Exotic Species				
	Increase Biodiversity/Wildlife Habitat				
	Native Landscaping				
	Storm water Best Management Practices (bio-swales, rain gardens, permeable paving)		<input checked="" type="checkbox"/>		
	Improve Water Quality		<input checked="" type="checkbox"/>		
	Bank Stabilization		<input checked="" type="checkbox"/>		
	Sediment & Erosion Control		<input checked="" type="checkbox"/>		
	Other: Please List				
	TOTAL NUMBER CHECKED	4 <input checked="" type="checkbox"/>			

PLANNING & OPEN SPACE PRESERVATION CONT'D		YES	NO	N/A	POINTS
5.	Does your agency provide access for the public to recreate in natural/preserved areas by means of (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Boardwalks				
	Trails		<input checked="" type="checkbox"/>		
	Fishing Piers		<input checked="" type="checkbox"/>		
	Viewing Platforms		<input checked="" type="checkbox"/>		
	Canoe/kayak launches				
	Other: Please List				
	TOTAL NUMBER CHECKED	3 <input checked="" type="checkbox"/>			
		YES	NO	N/A	POINTS
6.	Does your agency increase public awareness of natural/preserved areas with: (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Interpretive Signs		<input checked="" type="checkbox"/>		
	Educational Brochures/Pamphlets				
	Educational Posters				
	Agency Program Brochure		<input checked="" type="checkbox"/>		
	Website		<input checked="" type="checkbox"/>		
	Events/Programs		<input checked="" type="checkbox"/>		
	Public Meetings				
	Other: Please List				
	TOTAL NUMBER CHECKED	4 <input checked="" type="checkbox"/>			
		YES	NO	N/A	POINTS
7.	Does your agency create/maintain relationships with any of the following to ensure community-supported protection of open spaces: (1 point for each checked below, with a maximum of 4 points) Check all that apply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Other Government Agencies		<input checked="" type="checkbox"/>		
	Not-for-Profit Organizations				
	Private Landowners				
	Other: Please List				
	TOTAL NUMBER CHECKED	1 <input checked="" type="checkbox"/>			
		YES	NO	N/A	POINTS
8.	Does your agency partner with organizations and/or local developers in order to provide information on living around natural resource areas or manmade detention/retention sites?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0
		YES	NO	N/A	POINTS
9.	Does your agency's planning and maintenance departments work together to incorporate natural resource best management practices into traditional park and building facility site plans?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

TOTAL POINTS (for this section) of (possible)

PROGRAMMING		YES	NO	N/A	POINTS
1.	Does your agency own and operate a nature center?				0
	a. If you answered NO, does your agency provide on-going nature education or nature interpretive programming?		✓		0
		YES	NO	N/A	POINTS
2.	Does your agency partner to provide specific programming (e.g. Audubon Society, local garden clubs, Master Gardeners, conservation organizations, soil and water conservation districts, extension services, etc.)		✓		0
		YES	NO	N/A	POINTS
3.	Does your agency provide programs regarding sustainable living (e.g. native or organic gardening, low environmental impact, composting, etc.)		✓		0
		YES	NO	N/A	POINTS
4.	Does your agency proactively educate residents regarding wildlife issues on ways to avoid conflicts?		✓		0
		YES	NO	N/A	POINTS
5.	Does your agency inform the community of sustainable landscape options that would help resolve issues? (i.e. algal blooms in ponds and excessive goose droppings on lawns)		✓		0
		YES	NO	N/A	POINTS
6.	Do staff members consider any of the following "green" criteria when preparing for programs and purchasing program supplies? (1 point for each checked below, with a maximum of 5 points) Check all that apply.	✓			
	Minimal Packaging				
	Recycled and Recyclable Content				
	Renewable Resource Content				
	Minimum 30% Post Consumer Materials				
	Low VOC Furnishings, Paints, etc.				
	Low Toxicity Cleaning Products				
	Locally Produced Materials/Products		✓		
	Other: Please List				
	TOTAL NUMBER CHECKED	1			
		YES	NO	N/A	POINTS
7.	Does your agency clearly communicate its expectation of waste reduction and recycling efforts for: (1 point for each checked below, with a maximum of 5 points) Check all that apply	✓			
	Facility Rentals		✓		
	Special Events				
	Program Participants				
	Contracted Vendors / Program Instructors		✓		
	Other: Please List				
	TOTAL NUMBER CHECKED	2			
PROGRAMMING CONT'D		YES	NO	N/A	POINTS
8.	Does your agency have and/or support a volunteer program to aid in the following? (1 point for each checked below, with a maximum of 3 points) Check all that apply.	✓			
	Land Stewardship		✓		
	Environmental Education				
	Other: Please List				
	TOTAL NUMBER CHECKED	1			
		YES	NO	N/A	POINTS
9.	Are program staff provided training and encouragement from supervisors in energy and resource conservation (e.g. thermostat settings, lights, recycling, etc.)?		✓		0

PROGRAMMING CONT'D		YES	NO	N/A	POINTS
10.	Does your agency actively fund: (1 point for each checked below, with a maximum of 3 points) Check all that apply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Environmental Programs				
	Interpretive Initiatives (i.e. signage, brochures, displays, etc.)		<input checked="" type="checkbox"/>		
	Other: Please List				
	TOTAL NUMBER CHECKED			1 <input checked="" type="checkbox"/>	
		YES	NO	N/A	POINTS
11.	Does your agency apply for grants for: (1 point for each checked below, with a maximum of 3 points) Check all that apply	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Environmental Programs				
	Interpretive Initiatives (signage, brochures, displays, etc.)				
	Other: Please List				
	TOTAL NUMBER CHECKED			0 <input checked="" type="checkbox"/>	
		YES	NO	N/A	POINTS
12.	Does your agency clearly communicate its expectation of energy conservation programs for: (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Facility Rentals				
	Special Events				
	Program Participants / Facility Users				
	Contracted Vendors / Program Instructors				
	Other: Please List				
	TOTAL NUMBER CHECKED			0 <input checked="" type="checkbox"/>	

TOTAL POINTS (for this section) 5 of 1 (possible)

GRAND TOTAL OF ALL THE SECTIONS COMBINED

80

TOTAL POSSIBLE POINTS

116

PERCENTAGE

69.0 %

GRAND TOTAL POINT REVIEW

90% - 100% Your agency is an environmental leader in the field and has reason to be proud.

70% - 90% Your agency is doing a very good job, and should keep up the good work. Look at those questions for which you answered NO, and develop strategies to address those.

50% - 70% Your agency is doing a good job, and certainly more than most public agencies. Look at those questions for which you answered NO, and develop a strategy to address those.

30% - 50% Your agency is doing OK, and should be proud of what it has accomplished, but still has much to work on.

30 or less Your agency has no where to go but up in terms of improving its environmental practices.

FINAL QUESTION - Does your agency have a representative on IPRA's Environmental Committee? YES or ~~NO~~

Signature

Date

Board review and approval for Distinguished Park and Recreation Accreditation

Date

MEMORANDUM

To: Chief Eric Guenther

Cc: Deputy Chief Monahan 
Deputy Chief Hansen

From: Sergeant Brian Kisselburg  #253

Date: Friday, February 10, 2017

Re: Park District Report – January 2017

There were eleven (11) calls for service in the area parks during the month of January, which is consistent with park district activity during this time of year (8 calls for service in January 2016). The majority of the calls were minor in nature and included suspicious circumstances/vehicles, juvenile complaints, dumping complaints, parking complaints and a hit and run.

There were a total of 151 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 weather and decline in use of the parks.

The following gives more detail about several of the calls for service during January 2017:

- On 01/02/17, Officer McCourt was dispatched to Memorial Park for a report of juveniles burning items on the basketball court. Officer McCourt was able to identify the two juveniles as they were burning old school work from Mundelein High School. Both juveniles were charged with criminal damage to property as the basketball court is discolored where the fire took place. The Park District advised that it will cost \$550.00 to fix the basketball court.
- On 01/07/17, Officer Callaghan was conducting a park check at Community Park when he observed a vehicle stopped by the baseball fields with the hazard lights on. Officer Callaghan made contact with the driver who lived nearby and advised she was there because her husband caught a mouse in their house and she was releasing it. The driver was advised about the park hours.
- On 01/12/17, Officer Reyes took a hit and run report at the Mundelein Park District Boat Launch. It was reported that a pedestrian sign and the fence belonging to the Park District was struck on 01/11/17 and the driver left the area. Officer Reyes located car parts which appeared to belong to a Hummer H2 or H3. The area was checked for a vehicle matching that description with similar damage with negative results.

Courage. Pride. Commitment.

- On 01/19/17, Officer Hernandez was dispatched to the Park District Maintenance Buildings for a dumping complaint. A park district employee located a bag of shredded documents near the baseball fields at Community Park. Officer Hernandez located a name on one of the documents and responded to the subjects address in Mundelein but the house was vacant and for sale. Officer Hernandez was unable to locate an updated address for the subject.
- On 01/21/17, Officer Ahern was dispatched to Wilderness Park for a report of juveniles on the ice. Officer Ahern made contact with the juveniles and warned them about being on the ice with the warmer temperatures.
- On 01/27/17, Officer Messina was given information that a teacher at Lincoln School had a dispute with a parent of an autistic student. The parent yelled at the teacher and the teacher asked the parent to leave, which he did. The school just wanted the incident documented.
- On 01/31/17, Officer Reyes was conducting a park check at Leo Leathers Park when he observed graffiti on a garbage can. The graffiti did not appear to be gang related. There was no suspect information and the Park District was notified to remove the graffiti.

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.

I have attached a copy of the January 2017, 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 – February 2017

On Monday, February 13th I attended the Illinois PGA Spring meeting down at Seven Bridges in Woodridge. I was in a group of about 20-25 Pros and the subject of opening for the weekend came up. At that time only two Pros said that they were planning on opening for the weekend of February 18-19. On Wednesday the 15th I called EZ-Go to see if we decided to open if we could get carts here in time for the weekend. They stated at the time that they were working on them currently and besides that they did not have any trucks in the area for delivery. Looking at the forecast at the time they were calling for snow on February 23. Without carts we were not going to get many golfers anyway. Ron Doruff had also stated that he would not be able to put cups and flags in because the greens were still frozen.

In my conversations with EZ-Go we will have the carts delivered between March 1st – March 10th. We have sent out an email stating that our new projected opening date will be March 11th (two weeks before scheduled opening day) if the weather cooperates. We will take tee times a couple of days before that day. That way if it is good weather we will be ready to go, if not we will wait.

I purchased a new dishwasher as the old one (23 years old) was starting to need repairs two or three times a year. Tim Graves was kind enough to come out and hook up the plumbing and electrical.

The Launch Monitor that I was talking about at the last meeting was purchased at the PGA Show. It is very accurate and set right now on a driving range mode. We built a hitting cage out of PVC pipe and used the old net from our original hitting cage. We have had a few customers come in and use it so far with positive comments.

At the PGA Show EZ-Go announced that they purchased a GPS company before the Show started. They had recently been partners but now are under one company. Our current lease with GPSI is up at the end of this coming year. It would also be time for a new cart fleet. I had the EZ-Go sales rep come out and give us a presentation of the GPS system and to find out the cost. The system is very similar to the one we currently have but it does have a built in self charge battery, so the battery in the cart is not affected. We currently have a problem with dead batteries due the GPS draining the cart battery. He gave us a price of \$29,250 for a 7 inch monitor and he thought the price for a 10 inch monitor would be \$33,750. We currently pay GPSI \$42,000 a year and the monitors are 10 inches.

MEMO TO: Board of Park Commissioners

FROM: Ron Doruff, Golf Course Superintendent

SUBJECT: Golf Course Grounds Report – February, 2017

I feel it's safe to say that this has been a much different winter than our usual ones. Having a "no snow" golf course at this time of the year is very rare, which I don't mind but I wish the freeze level would have been much deeper than it was at the height of the winter. The deeper the frost goes, the deeper the insects have to go to stay alive. We have a potential of having a very buggy year. We will see what Mother Nature has in store for us this season.

Currently, we would not be able to put out cups and flags because the greens are still frozen. If we received some nice warm rains it would be the best remedy for this situation.

The golf course is fairly clean. There are some branches to be cleaned up and sand traps to be repaired. We also need to complete filling the sand traps on #7 that we were cleaning out at the end of last year. The greens are fairly clean, but with the open water on our lakes, the geese are coming back and making their usual mess on some of the greens. The dog service (Wild Goose Chase) will start up again on March 15th with goose chasing and nest/egg hunting. If I feel there are too many geese I can call the service and they will come out and chase the geese for no charge because the dogs need the exercise.

It's a little early for the crew to be checking in, although I have heard from two seniors and a high school student making sure I know they are around, ready, and available whenever I need them. Most of the crew will check in around the second week in March and whoever is ready will start work the Monday prior to our opening. We don't have a full crew, but we are in much better shape than many golf courses.

This year's Golf Course Superintendents' Show and Conference was well attended by superintendents world-wide. The major companies were there with their equipment and services but there were fewer of the smaller companies than in previous years. The education classes were mostly well attended with many of them at capacity. This year's workshops and classes concentrated on communication and cultural practices.

To: Board of Commissioners

From: Derek Solberg, Superintendent of Buildings and Grounds

Re: Parks Department Report – February 2017

New Grounds Maintenance Supervisor Brian Jeske started in the role on February 6th. Brian has been with MPRD since 2014. In all there were approximately 45 applications submitted for the position.

Promoting Brian leaves another opening in the Parks Department. The District received over 100 applications following a recent multi-outlet employment announcement which included a local Spanish language newspaper in line with the District's Strategic Plan. Interviews began on February 15th and the goal is to have an offer made by March 3rd.

Staff has been able to focus on tree work in many parks. Trimming has been entirely completed at Community, Asbury and Longmeadow Parks. Other sites have been trimmed on a priority basis. This will continue through as many parks that time permits moving forward. Tree removals continue and the priorities are hazardous and deceased trees. Likewise, this work will move forward into the early spring.

Building maintenance is ongoing and there are always electric and plumbing fixtures that need repair or replacement. Work continues to on the creation of a Building Maintenance Plan for the entire District. The Regent Center entrance was improved with the addition of two outdoor soffit lights. The first days of each month staff service HVAC units and reset light timers in order to maintain these items properly.

Mechanic John Rogers recently constructed a new box to the bed of the dump truck that hauls wood chips during tree work. This allows each load to carry more wood chips and improves efficiency. John is doing a good job of addressing each repair issue he faces.

Maintenance and project tasks moved forward in the past month as well. In this time trash cans were rotated in from park sites to be re-painted as were the parking stops from Hanrahan Park parking lot. The stationary exercise equipment at Hanrahan has seen the replacement of rotting boards.

Bids have been set for Landscape Maintenance at District buildings as well as playground mulch. Prices for sealcoating, AC unit replacement at Kracklauer Dance Studio, renovation of the KDS lobby, HVAC unit replacement at the Mundelein Community Center, athletic court renovation at Vaughn-Griglack Lakewood Heights and Scott Brown Parks are being solicited. Price quotes are being finalized for capital purchases as well.

To: Park District Board of Commissioners
From: Rita D. Kipp, Superintendent of Recreation
Re: February Board Report 2017

PROGRAMS

Learning Center held a fund raiser at Hitz Pizza on February 4. The Dine and Donate fundraiser netted \$500 for the program. Proceeds will be used to update equipment. The next event is scheduled on March 10 at Luke's. Youth basketball began with approximately 42 children. Our dance company dancers may be performing at a Chicago Sky Basketball game, either pregame or half time show. Details and plans are in progress.

REGISTRATION DEPARTMENT

The department has begun their spring preparations; prepared and printed Boat Launch Packets, updated Diamond Lake bass fishing written ordinances, update Garden Plot rules, prepared, sent letters, maps and registration forms to past plot holders. We also began selling Boat Launch keys on January 1 this year as we determined there really wasn't a good reason to wait until April 1. We have sold 7 keys since January 1. There was also a significant increase in Chalet and Regent Center rentals this month. The Chalet has been rented for all of its remaining days before its official end of life. The registration manager spent most of her time assisting in the changeover of IT firms and assisting with Park View's front desk staff issues and need for intervention with troubleshooting membership issues. She also reviewed the operating hours of the department and restructured the hours based on customer needs. The department has also taken the first steps in creating a District Wide Customer Service Task Force. Department statistics are attached.

LEAGUES

The men's basketball league will be finishing up February 23. We have a volleyball league, it is only 4 teams but it's a start. The teams appear to just want to have fun and play. They asked if they could play longer games than we have done in the past and staff allowed it. We are hoping they will stick around and we can rebuild our leagues around these four teams. Softball registration is scheduled to begin March 1.

SPECIAL EVENTS

My last report I indicated that the Enchanted Princess Ball registration was slow, good news we had the maximum number of attendees. This year we had several new sponsors and they helped to add to the event. One of the sponsors came to the event and took pictures of all the couples. We also received some very good press on the event.

FACILITIES

Regent Center numbers are attached. Macy's cancelled the annual flower show event that we had a trip going to in March.

Big and Little and Rec Connection numbers are attached.

Park View numbers are attached. The facility has been very busy, many new programs and exercise options are keeping our members engaged. Staff has been looking into the possibility of participating in the Silver Sneakers program through Blue Cross/Blue Shield. It is basically a way for seniors to receive a discount through their insurance company for using the facility. More research needs to be done before a decision will be made.

Aquatic season pass sales numbers are attached. Summer hiring has begun and we have 80 returning staff committed to working again this year. Overall hiring is at 51%. The management staff is in place and they have been setting training dates that will begin in March. Group bookings for the 2017 season are at 71 rentals from 17 different organizations.

TRAINING AND EDUCATION

Several staff members attended the IAPD/IPRA Conference.

AFFILIATE ORGANIZATIONS

Field permit days have been set for March 11 and April 8 for MBSA. MBSA and AYSO have been renting out Carl Sandburg gym for practices and clinics. Last year we had 145 hours of booked time at Sandburg from January through April. This year we already have 163 hours of scheduled rental time. Additional hours are from a local soccer team, Mundelein Feeder Basketball and a group that play volleyball. Attached you will find information regarding the PCA Coach of the year awards. The event was held at the Mundelein Doubletree to celebrate the first ever MBSA and Lake County Stallions Positive Coaching Alliance. Sounds like it was a great night and a tremendous idea.

RECREATION ADVISORY COMMITTEE

Nothing to report.

MUNDELEIN PARKS FOUNDATION

I plan on scheduling a meeting sometime in late March.

MISCELLANEOUS

Since January and the move away from Unified Concepts, April Lohr, Scott Schleiden, and Mike Gerton all report having to spend less time doing IT work that really should have been handled by other parties. They all report that so far working with Version 2 has been positive.

PCA COACH OF THE YEAR AWARDS

203 guests and 11 player volunteers converged on the Mundelein Doubletree ballroom on Saturday night to celebrate the first-ever MBSA and Lake County Stallions Positive Coaching Alliance (PCA) Coach of the Year Awards & Reverse Raffle. VIPs included representatives from PCA, Mundelein Mayor Steve Lentz, a full table of Mundelein and Fremont Trustees, and a host of coaches from both Mundelein High and Carmel Catholic.

The event raised a total of \$7511 to be split among the two leagues in support of our Mundelein youth athletes. To highlight the evening, the following awards were presented in recognition of outstanding baseball, softball, football, cheer and lacrosse coaches:

2016 MBSA PCA Legacy Achievement Award
Kevin McKay, Past President, MBSA

2016 MBSA PCA Softball Coach of the Year:
Len Foley

2016 MBSA PCA Baseball Coach of the Year
Rick Melnick

2016 PCA Stallions Football Coach of the Year:
Frank Lesniak

2016 PCA Stallions Assistant Football Coach of the Year:
Mike Wing

2016 PCA Stallions Rookie Football Coach of the Year
Francisco Carlos

2016 PCA Stallions Lacrosse Coach of the Year
Dan McNelly

2016 PCA Stallions Assistant Lacrosse Coach of the Year
Greg Russ

2016 PCA Stallions Rookie Lacrosse Coach of the Year
Lyndel Pleasant

2016 PCA Stallions Cheer Coach of the Year
Cindy Grinde

2016 PCA Stallions Assistant Cheer Coach of the Year
Kim Burchill

2016 PCA Stallions Rookie Cheer Coach of the Year
Jordan Valkenaar/Feltner

THE REGENT CENTER MEMBERSHIPS

January	Total	Resident	NR	New	DW	Boomer
2013	315	222	93	16	43	57
2014	306	211	95	20	41	77
2015	291	200	91	20	47	88
2016	293	195	98	15	47	83
2017	291	199	92	19	44	94

Big & Little Enrollment

	<u>Total</u>	<u>Full Time</u>	<u>Full Days</u>	<u>½ Days</u>
February 2017	67	31	19	17
February 2016	68	24	26	18
February 2015	76	28	29	19
February 2014	75	31	23	21
February 2013	79	33	23	23

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

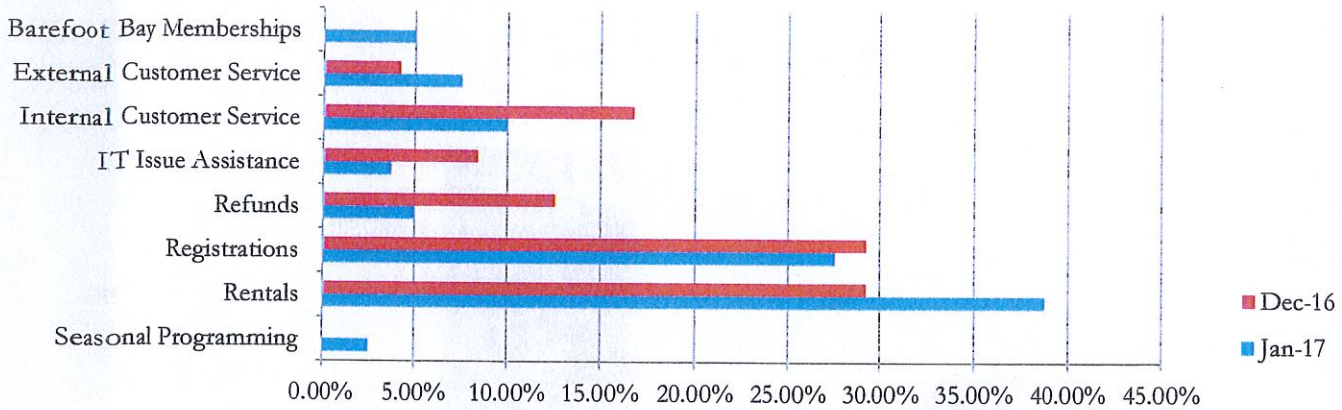
	<u>Total</u>	<u>MCC</u>	<u>Washington</u>
February 2017	175	74	101
February 2016	167	74	93
February 2015	178	83	95
February 2014	174	89	85
February 2013	159	75	84

Registration Department Report

JANUARY 2017

Registration Staff Data Summary

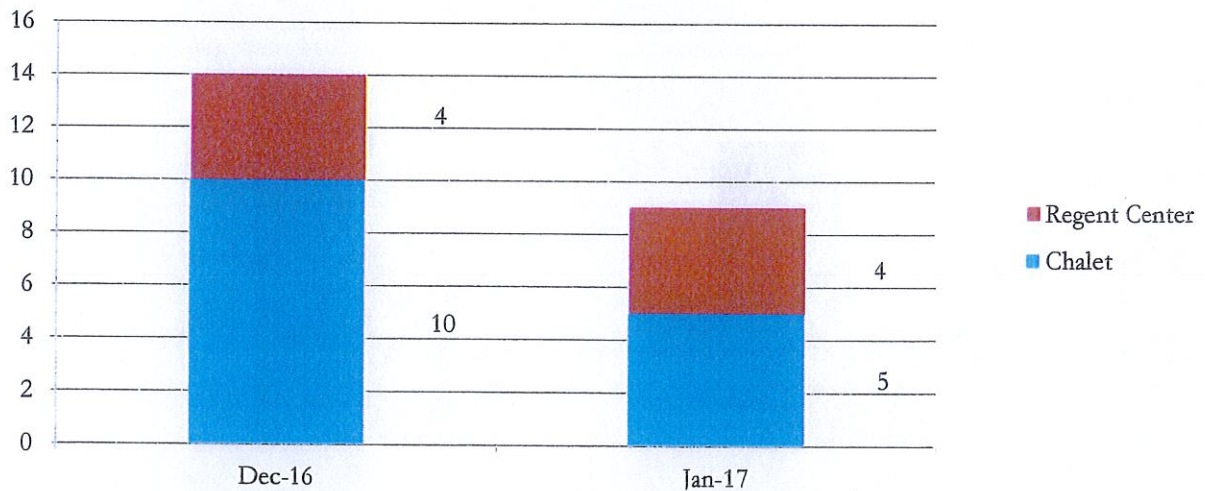
Registration Office Time Allocation



	Seasonal Programming	Rentals	Registrations	Refunds	IT Issue Assistance	Internal Customer Service	External Customer Service	Barefoot Bay Memberships
■ Dec-16		29.17%	29.17%	12.50%	8.33%	16.67%	4.17%	
■ Jan-17	2.50%	38.75%	27.50%	5.00%	3.75%	10.00%	7.50%	5.00%

Percentages

Facility Rentals

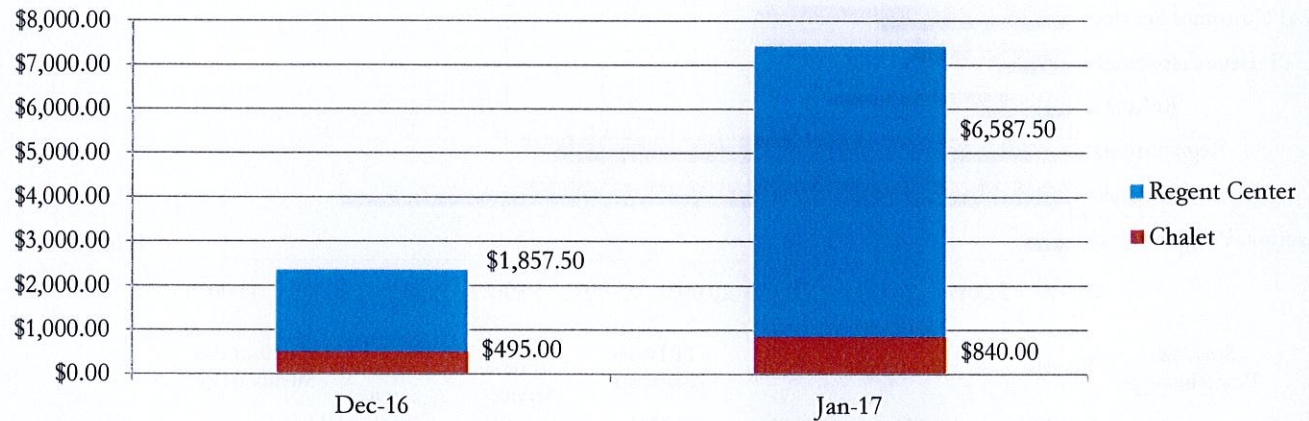


Registration Department Report

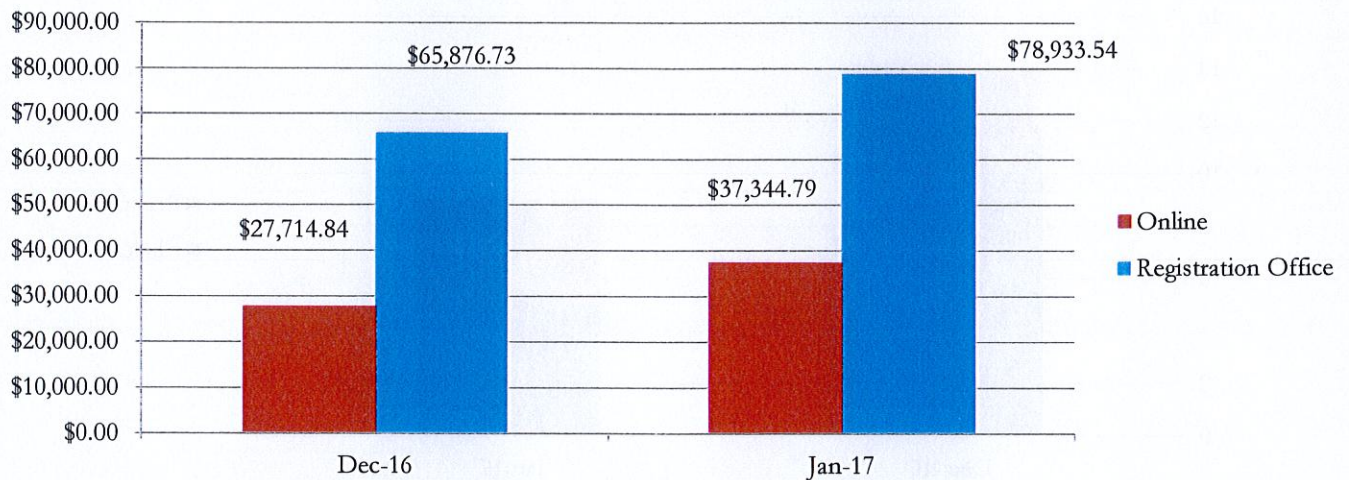
JANUARY 2017

Registration Staff Data Summary

Rental Revenue



Online v Registration Office Cash Receipts Summary

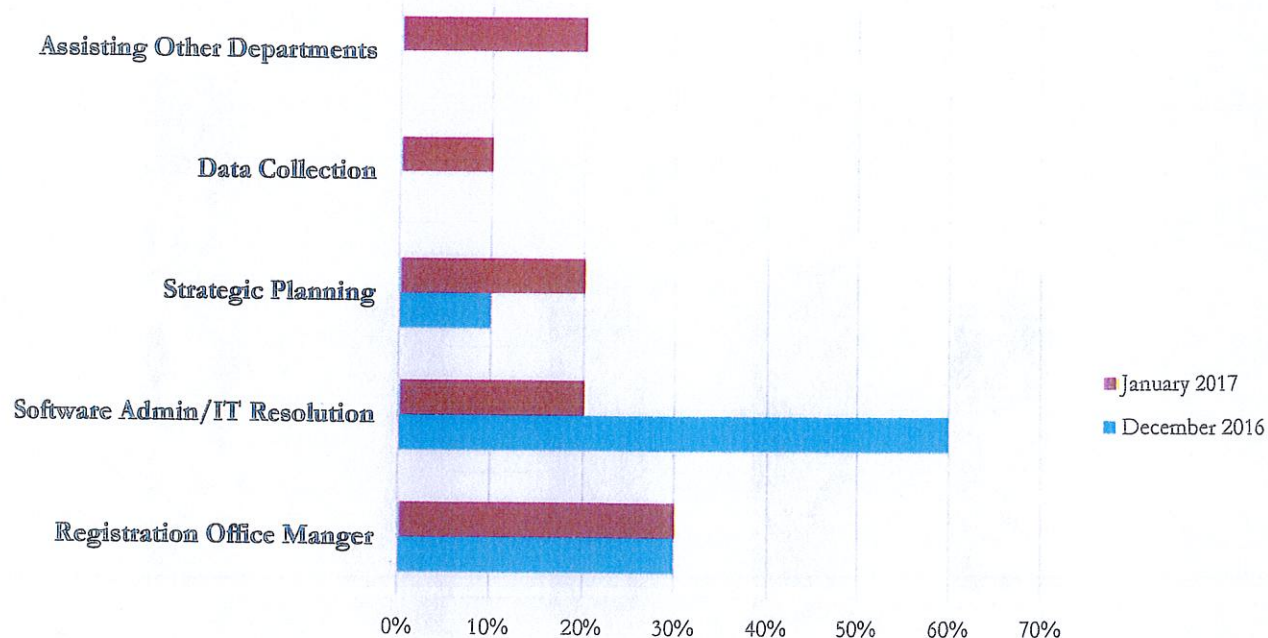


Registration Department Report

JANUARY 2017

REGISTRATION MANAGER/SOFTWARE ADMINISTRATOR DATA SUMMARY

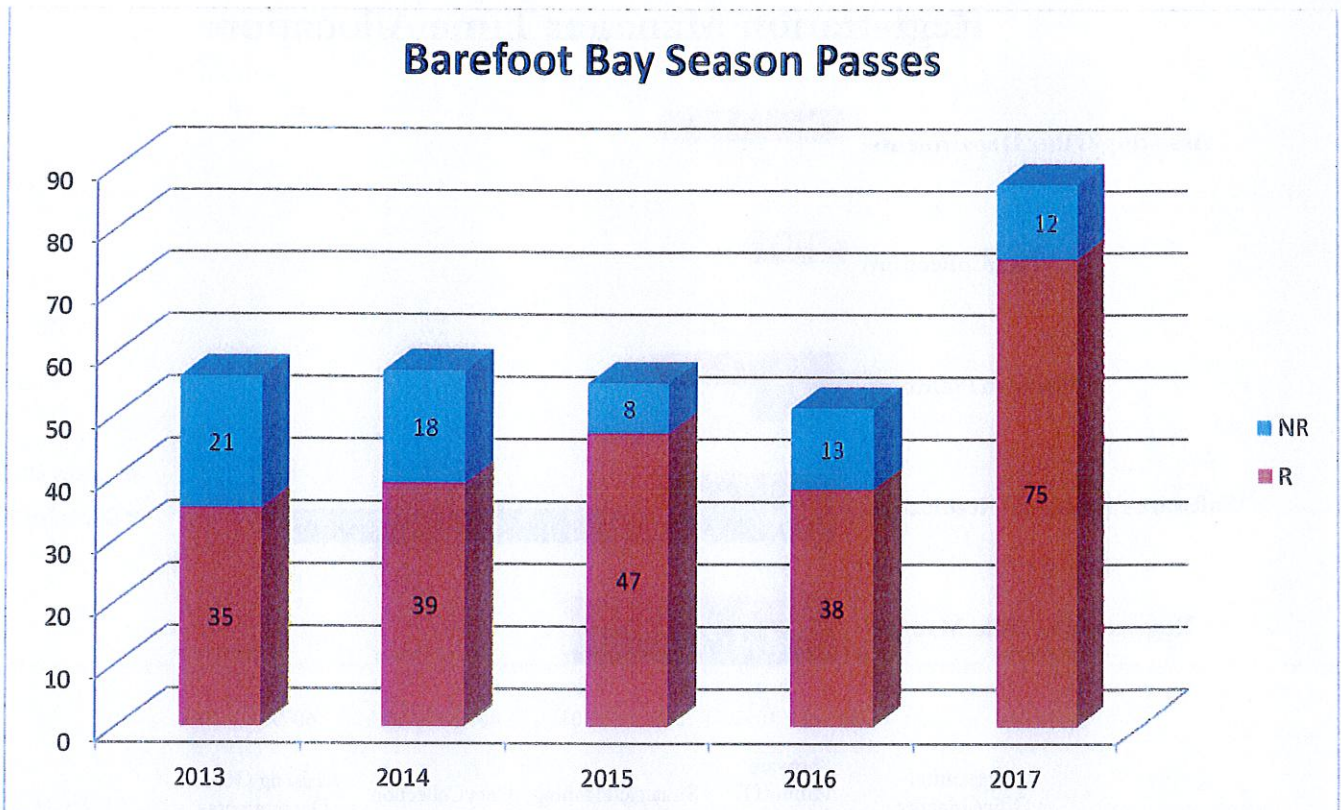
Registration Manager Time Allocation



	Registration Office Manger	Software Admin/IT Resolution	Strategic Planning	Data Collection	Assisting Other Departments
January 2017	30%	20%	20%	10%	20%
December 2016	30%	60%	10%		

November 1st-February 16th Sales

(Barefoot Bay Only, not enough data for Beach/Combo)



Barefoot Bay Season Pass Revenue			
	Res	Non-Res	Total
2017	\$ 3,810.00	\$ 2,080.00	\$ 5,890.00
2016	\$ 1,970.00	\$ 1,230.00	\$ 3,200.00
2015	\$ 3,050.00	\$ 880.00	\$ 3,930.00
2014	\$ 2,505.00	\$ 1,960.00	\$ 4,465.00
2013	\$ 2,245.00	\$ 2,130.00	\$ 4,375.00

Premium Memberships 2016 -2017						
	September	October	November	December	January	February
Annual	41	71	107	156	186	234
Monthly	164	213	244	297	414	377
Ultimate	381	460	323	326	326	304
Annual Each Add'l	108	141	104	113	118	87
Monthly Each Add'l	41	49	65	71	115	120
Annual Group Ex add on	29	47	35	41	46	67
Monthly Group Ex add on	20	28	37	40	71	73
Annual Indoor pool add on	25	41	49	66	82	102
Monthly Indoor pool add on	56	82	95	103	139	164
Total	865	1132	1059	1213	1497	1528

Group Exercise Unlimited						
	September	October	November	December	January	February
Group Exercise Annual	17	19	20	22	22	24
Group Exercise Monthly	56	58	51	64	74	66
Total	73	77	71	86	96	90

Indoor Pool Membership						
	September	October	November	November	January	February
Annual	109	144	95	95	87	65
Monthly	37	53	55	53	68	77
Annual Each Add'l	19	29	22	22	23	13
Monthly Each Add'l	7	8	10	12	17	15
Total	172	234	182	182	195	170

Park View 5 Year Comparison - month of January		
	Year	
	2013	
Revenue	\$59,659	
Expense	\$18,666	
Difference		\$40,993
	2014	
Revenue	\$58,147	
Expense	\$33,023	
Difference		\$25,124
	2015	
Revenue	\$53,477	
Expense	\$32,993	
Difference		\$20,484
	2016	
Revenue	\$48,763	
Expense	\$30,588	
Difference		\$18,175
	2017	
Revenue	\$50,606	
Expense	\$31,351	
Difference		\$19,255
Indoor Pool	2014	
Revenue	\$17,099	
Expense	\$17,518	
Difference		-\$419
Indoor Pool	2015	
Revenue	\$13,672	
Expense	\$12,472	
Difference		\$1,200
	2016	
Revenue	\$11,977	
Expense	\$10,838	
Difference		\$1,139
	2017	
Revenue	\$10,094	
Expense	\$8,684	
Difference		\$1,410

Mundelein Parks & Recreation District

Memorandum

To: Board of Commissioners

From: Linda Miller, Superintendent of Business Services and Technology

RE: February Monthly Report

DATE: February 21, 2017

Finance

Preparation of the year-end audit reports and records was completed for our auditors, Lauterbach & Amen who were onsite the week of February 20th for fieldwork for the 2016 audit. Year-end government filing of W2s for 469 employees was submitted to the government, along with 1099 forms for required vendors.

Human Resources

Anthony Nitti completed the payrolls for the periods of 1/8/17 – 1/21/17 for 154 employees, 1/22/17 – 2/4/17 for 154 employees, and 2/5/16 -2/18/16 for 155 employees. Tony continues to recruit swim instructors and lifeguards for the Indoor Pool, and 2017 seasonal staff. He is also recruiting Parkview staff for Housekeeping and Front Desk and Fitness Floor positions, as well as a Parkman to replace Brian Jeske who was promoted to Grounds Maintenance Supervisor. He also coordinated the Wellness Biometric screening offered by PDRMA.

IT

Our IT support is now being provided by Version2 LLC. The prior IT firm, Unified Concepts, did not deliver the needed service for our agency. Due to the change in IT providers, the implementation of new financial software has been postponed until next year to allow the new firm adequate time to enhance our network and system configurations.

Risk Management

Employee Injury/Illness Report

Feb 1	B&L Teacher	Trying to keep box from falling on the head of another teacher and suffered a cut on her finger	First-aid	No W/C
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Accident/Incident Summary

Jan 20	Adult Male	Two players collided while playing basketball, one took an elbow to the forehead causing a large cut	First-Aid
Jan 23	Adult Male	Playing basketball and strained knee	First-Aid
Jan 24	Girl, 7	RecConnect – stepping up on to the bleachers and was pushed off landing on her arm	First-Aid
Jan 24	Adult Female	Reported incident: indoor pool patron entered changing room cubicle and insisted another patron exit the room so she could use it; issued letter of warning by Community Center Manager	N/A
Jan 30	Adult female	Caught foot on the carpet runner in the lobby entrance and fell – no injury	N/A
Feb 8	Girl, 7	RecConnect – girl was hula-hooping, tripped, and fell and bumped her chin	First-Aid
Feb 10	Boy, 6	RecConnect – boy was swinging on swing, fell off and hit back of his head	First-aid
Feb 15	Adult Male	Man was putting rollator in the trunk of his car; it began to roll away, and he reached for it and fell - no injury	N/A

Property Loss

Feb 5	Unknown	Fence post damaged at Hanrahan Park	Materials - \$8/Labor - awaiting thaw
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Monthly Summary

A Monthly Safety Committee Meeting was held on January 23, 2017. A review of the Loss Reports for 2016 was completed. No trends were evident. February Monthly Training is Vandalism Prevention. The 2016 Workers' Compensation Payroll Audit for PDRMA was completed.