

**MUNDELEIN PARK & RECREATION DISTRICT  
PUBLIC BUDGET HEARING  
Monday, November 14, 2016  
6:30 p.m.**

**AGENDA**

**Call To Order:**

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

**New Business:**

1. Proposed 2017 Budget

**Visitors:**

**Adjournment:**

**MUNDELEIN PARK & RECREATION DISTRICT**  
**REGULAR BOARD MEETING**  
**Monday, November 14, 2016**  
**7:30 p.m.**

**AGENDA**

**Call To Order:**

**Pledge of Allegiance:**

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

**Approval of Minutes:** Committee Meeting October 24, 2016  
Regular Meeting October 24, 2016  
Executive Session Meeting October 24, 2016

**Approval of Disbursements:** Warrants = 102616, 110416,  
110816, 111416 \$ 408,206.54

**Correspondence:** Letter from Guy Papa

**Old Business:**

1. Approve Ordinance 16-11-01 Re: Travel Reimbursement Policy

**New Business:**

1. Approve 2017 Draft Budget for Public Hearing
2. Appoint FOIA Officers
3. Approve Amended Job Descriptions

**Board Business:**

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

**Visitors:**

**Adjournment:**

Mundelein Park & Recreation District  
Committee of the Whole  
October 24, 2016

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

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

Executive Director RESNICK reminded the Board that staff had compared three pools and one broker for health insurance for employees. Based on these comparisons, staff is recommending staying with PDRMA for the next three years.

The Village is changing the boundaries of the current TIF District and creating a new TIF. An Intergovernmental Agreement between the Village, District 75, District 120, Fremont Library District and the Park District allows for payment of TIF funds in the second TIF District. The other agencies have already approved the IGA.

The Community Park Creek/Pond Stabilization project was bid out. The low bidder had mixed references but staff believes additional project management oversight from the engineer firm will ensure a successful project. Commissioner DOLAN asked if Lake County Stormwater Management had an opinion on this firm since the grant funds were being administered by them. Executive Director RESNICK said she would check. Commissioner DOLAN suggested accepting the low bid pending acceptance from Lake County SMC.

Several pieces of equipment that are no longer needed were presented as surplus and available for sale or disposal.

The Illinois Association of Park Districts sent a request that the Board assign a delegate for the annual meeting.

The Board reviewed the proposed Travel Reimbursement Policy. Commissioner ORTEGA asked that it be clear if this is a policy, or an ordinance or both. He also asked for clarification on who is approving the expenses. Executive Director RESNICK said a memo will be presented to the Board each year at budget time outlining upcoming continuing education opportunities for staff and Board members.

With the closing of Kirk of the Lake Church, they are donating funds to various community groups. They have offered to fund the construction of a shelter for the summer lunch program at Gordon Ray Park. The contract for construction will be between the lunch group and a contractor and there will be a separate agreement between the lunch group and the Park District to accept the donation. Commissioner DOLAN suggested the neighbors be notified prior to construction so they are aware of the new amenity.

The September Police report was shared with the Board.

Executive Director RESNICK requested an Executive Session, under 5 ILCS 120/2 (c)(5), for the discussion of the Purchase of Lease of Real Estate.

The Committee meeting adjourned at 7:14 p.m.

---

Secretary

**MUNDELEIN PARK AND RECREATION DISTRICT BOARD OF  
PARK COMMISSIONERS, MUNDELEIN, LAKE COUNTY, ILLINOIS  
HELD MONDAY, OCTOBER 24, 2016 AT 7:30 P.M. AT THE  
MUNDELEIN COMMUNITY CENTER ADMINISTRATION OFFICES,  
1401 NORTH MIDLOTHIAN ROAD, MUNDELEIN, ILLINOIS**

---

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

He then directed the secretary to call the roll. Commissioners DOLAN, KNUDSON, McGRATH and ORTEGA were present. Commissioner FRASIER was absent at the start of the meeting, arriving at 7:33 p.m. Staff present included Executive Director RESNICK, Superintendent of Recreation KIPP, Golf Operations Manager BROLLEY, Golf Course Superintendent DORUFF, Superintendent of Buildings & Grounds SOLBERG and Superintendent of Business Services & Technology MILLER.

Commissioner McGRATH moved to approve the minutes of the Committee Meeting, Regular Meeting and Executive Session Meeting of October 10, 2016, second by Commissioner ORTEGA. President KNUDSON repeated the motion and asked if there were any corrections or additions and none were made. A voice vote was taken with all voting yes.

Commissioner DOLAN moved to approve Warrants 101116, 101316, 101816, 102116 and 102416 in the amount of \$318,269.79, 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, ORTEGA, McGRATH and KNUDSON voting yes.

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

President KNUDSON said staff was recommending the Park District remain with PDMRA for employee health care coverage. Commissioner DOLAN moved to approve a three year contract with PDRMA for health care coverage, second by Commissioner McGRATH. President KNUDSON repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners DOLAN, McGRATH, ORTEGA and KNUDSON voting yes.

President KNUDSON said a delegate needed to be chosen for IAPD's Annual Meeting. Commissioner DOLAN moved to appoint Commissioner FRASIER as delegate, second by Commissioner McGRATH. President KNUDSON repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners DOLAN, McGRATH, ORTEGA and KNUDSON voting yes.

President KNUDSON introduced an intergovernmental agreement with the Village of Mundelein, School District 75, School District 120, Fremont Library District and the Mundelein Park & Recreation District. The IGA calls for the sharing of TIF funds in a newly formed TIF District. Commissioner ORTEGA moved to approve the IGA, second by Commissioner McGRATH. President KNUDSON repeated the motion and asked if there were any questions and none were raised. A roll vote was taken with Commissioners ORTEGA, McGRATH, DOLAN, FRASIER and KNUDSON voting yes.

President KNUDSON reviewed the bids received for the Steambank Stabilization project in Community Park. Commissioner FRASIER moved to approve a contract in the amount of \$79,589.50 with Nettle Creek Nursery pending approval by Lake County Stormwater Management Commission, second by Commissioner DOLAN. President KNUDSON repeated the motion and asked if there were any questions and none were raised. A roll vote was taken with Commissioners FRASIER, DOLAN, McGRATH, ORTEGA and KNUDSON voting yes.

President KNUDSON reviewed the list of equipment that staff recommended for sale or disposal. Commissioner ORTEGA moved to declare the following equipment as surplus and available for sale or disposal: 1999 John Deere F935 Front Mow; 2000 John Deere F935 Front Mow; Hip Adductor machine; two rowing machines; 18 pairs of dumbbells (various weights); three weight racks; indoor pool handicap lift; tables and benches from beach concession area; train table; and a large wood game wheel, second by Commissioner McGRATH. President KNUDSON repeated the motion and asked if there were any questions and none were raised. A voice vote was taken with all voting yes.

## **Staff Reports**

### ***Golf***

President KNUDSON asked about the debits in the miscellaneous revenue and if the golf course was notified prior to the CDGA coming to review the course. Golf Operation Manager BROLLEY explained these were deposits returned and that the CDGA did notify the course two weeks prior to their visit. Commissioner DOLAN asked why there were fewer spots for returning maintenance staff. Golf Course Superintendent DORUFF said more staff now prefer the short term seasonal as opposed to staying for the entire golf season.

### ***Parks***

President KNUDSON asked if work was slowing down for the Parks Department. Superintendent of Buildings & Grounds SOLBERG said tasks such as cutting grass were slowing down, but other tasks increase in the fall, such as tree work. Commissioner McGRATH asked if the trees we cut down were chipped. Superintendent of Buildings & Grounds SOLBERG said we chip what we can and use it in the parks. Commissioner ORTEGA asked who owns the equipment used to launch the pumpkins. He was told the equipment is owned by Mundelein High School.

### ***Recreation***

Commissioner McGRATH said he had been hearing many people talking about the upcoming Boo Bash. Commissioner ORTEGA asked if there were any boys in the dance program. He was aware of another agency offering free dance classes to boys to increase enrollment. Superintendent of Recreation KIPP said there were a few boys enrolled. Commissioner ORTEGA asked if the attendance was good for Terror at the Bay. Superintendent of Recreation KIPP said it was increasing, but still not as strong as desired. Commissioner DOLAN asked for clarification on the November meeting date that the affiliates would be attending. He was informed there was a typo in the Recreation report and the affiliates would be attending the November 14, 2016 Board meeting. Commissioner DOLAN asked if the new swim facility in town had affected lesson enrollment. Superintendent of Recreation KIPP said swim lessons were being revamped to accommodate current trends and preferences.

### ***Business Services***

There were no questions.

President KNUDSON announced service anniversaries for Deb Engdahl, 15 years; Janet Kalsics, 19 years; Paul Rogus, 5 years; and Kimberly Wells, 10 years.

There being no further business, Commissioner ORTEGA moved to adjourn at 7:53 p.m. second by Commissioner McGRATH. The motion was unanimously approved.

---

Secretary

Mundelein Park District

10-19-16

10-19-16

To Whom it May Concern,

My name is Guy Papa and I have lived in Mundelein, IL for the past 23 years. I am in a wheelchair and often like to visit Indian Trails Park off of Arrowhead Drive. There have been times where I have had trouble getting to the park because there are many bumps and cracks on the ramp and sidewalk nearest the tennis court. I am wondering if you would consider repairing the sidewalk so I can use the park. Thank you for taking the time to read my letter. You can reach me at (847) 949-5964.

Sincerely,

Guy Papa

RECEIVED  
10-21-16



**MEETING REMINDER**  
**MONDAY, NOVEMBER 14, 2016**

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

**Action Items**

Old Business

1. Approve Ordinance 16-11-01 Re: Travel Reimbursement Policy

New Business

1. Approve 2017 Draft Budget for Public Viewing
2. Appoint FOIA Officers
3. Approve Amended Job Descriptions

**Updates**

1. Affiliate Presentations
2. Levy Estimate
3. Organization Chart
4. GFOA Certificate

### **Old Business**

As previously discussed, the District's attorney has reviewed and approves the attached Travel Reimbursement Policy. Due to a new State law, this policy must be approved via an Ordinance or Resolution.

*Staff recommends approving Ordinance 16-11-01, a Travel Reimbursement Policy.*

### **New Business**

Staff has prepared the 2017 Budget. A Public Hearing was held prior to the Board meeting to allow for the Board to discuss and public to ask questions. The Board must approve the budget in tentative form and have available for public viewing for 30 days prior to its formal adoption.

*Staff recommends approving the 2017 Draft Budget and making it available for public viewing.*

We have recently had two of our FOIA Officers either leave the District or reduce their hours of work. Human Resource Manager Anthony Nitti has completed the FOIA Training through the Illinois Attorney General's Office. Executive Director Margaret Resnick has maintained her FOIA Training since it became a requirement in 2009.

*Staff recommends appointing Anthony Nitti and Margaret Resnick as FOIA Officers for the District.*

Due to changes in the Fair Labor Standards Act that take effect December 1, 2016, two of the District's full time positions will be reclassified as non-exempt. These are Recreation Supervisor II – Adult and Pro Shop Manager. These job descriptions have been modified and are presented for Board approval. Also presented is Recreation Supervisor III – Early Childhood/Dance. The status of this job is not changing, but the responsibilities have changed.

*Staff recommends approving the update job descriptions for Recreation Supervisor III – Early Childhood/Dance, Recreation Supervisor II – Adult and Golf Pro Shop Manager.*

### **Updates**

The first meeting in November is when the Affiliates present to the Board. Expected to attend are MBSA, AYSO and Lake County Stallions.

Staff has calculated an estimate of the 2016 Levy for the Board to review.

With the recent retirement of the Project Manager and the hiring of a full time Mechanic for the Parks Department, the Organization Chart has been updated and is enclosed.

*Meeting Reminder  
November 14, 2016  
Page 3*

I am very proud to inform the Board that the Mundelein Park & Recreation District has once again received the Certificate of Excellence for Excellence in Financial Reporting. This is awarded by the Government Finance Officers Association and is the highest form of recognition in governmental accounting and financial reporting.

Mundelein Park & Recreation District

ORDINANCE 16-11-01

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

**WHEREAS**, the Mundelein Park & Recreation District is a non-home rule unit of local government; and

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

**WHEREAS**, the Mundelein Park & Recreation District finds it to be in the best interest of the Mundelein Park & Recreation District to adopt such a policy;

**NOW, THEREFORE BE IT ORDAINED**, by the Mundelein Park & Recreation District that:

**Section 1.** The Mundelein Park & Recreation District establishes the following policy governing reimbursement of all travel, meal, and lodging expenses:

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

**A. Purpose.**

The Mundelein Park & Recreation District will reimburse employee and officer travel, meal, and lodging expenses incurred in connection with pre-approved travel, meal, and lodging expenses incurred on behalf of the Mundelein Park & Recreation District. Employees and officers are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds.

**B. Definitions.**

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

"Travel" means any expenditure directly incident to official travel by employees and officers of the Mundelein Park & Recreation District or by wards or charges of the

Mundelein Park & Recreation District involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

**C. Authorized Types of Official Business.**

Travel, meal and lodging expenses shall be reimbursed for employees and officers of Mundelein Park & Recreation District only for purposes of official business conducted on behalf of the Mundelein Park & Recreation District, which includes but is not limited to off-site or out-of-town meetings related to official business and pre-approved seminars, conferences and other educational events related to the employee's or officer's official duties. A memorandum will be submitted annually to the Board of Commissioners showing what conferences, meetings, etc. will be attended by who, when, where, purpose and estimate expenses.

**D. Maximum Allowable Expenses.**

**Maximum Expenses Without Board/Council Approval** – Travel, meal, and lodging expenses incurred by any employee in excess of \$2,500 must be previously approved in an open meeting by a majority roll-call vote of the Mundelein Park & Recreation District. Employees and officers shall attempt to limit meal and lodging expenses to the rates for the lodging provided for the official business/conference and/or GSA published rates.

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

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

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

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

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

**Hotel/Motel Accommodations** – The traveler will be reimbursed for a standard single-room at locations convenient to the business activity. In the event of a change in plans or a cancellation, the traveler must cancel the hotel/motel reservation so as not to incur cancellation charges. Cancellation charges will not be reimbursed by the District unless approved by a vote of the Mundelein Park & Recreation District. When multiple employees or officers are attending the same event, double rooms will be shared if possible.

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

The Mundelein Park & Recreation District will use the standard per diem rate set for the destination city as set by U.S. General Services Administration. Meals provided by the conference or seminar should be deducted from the per diem allowance. Partial reimbursement may be made for departure and return days based on time. Each employee or officer will sign a per diem form acknowledging receipt of the per diem (Exhibit A).

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

**Accompanied Travel** – When a traveler is accompanied by others not on official business, any lodging, transportation, meals or other expenses above those incurred for the authorized traveler will not be reimbursed by the Mundelein Park & Recreation District

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

**E. Approval of Expenses.**

Travel, meal, and lodging expenses incurred by any employee in excess of \$1,000 must be previously approved in an open meeting by a majority roll-call vote of the Mundelein Park & Recreation District.

Travel, meal, and lodging expenses incurred by any member of the Mundelein Park & Recreation District must be approved by roll call vote at an open meeting of the governing board or corporate authorities of the local public agency. This will be done via approval of the budget and warrant lists.

Travel, meal, and lodging expenses advanced as a per diem to any employee or any member of the Mundelein Park & Recreation District must be approved by roll call vote at an open meeting of the Mundelein Park & Recreation District prior to payment. Documentation of expenses must be provided in accordance with Sections C, D and F of this policy.

**F. Documentation of Expenses.**

Before an expense for travel, meals, or lodging may be approved under Section E of this Policy, the following minimum documentation must first be submitted, in the budget:

- (1) an estimate of the cost of travel, meals, and/or lodging;
- (2) the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and
- (3) the nature of the official business for which the travel, meal, or lodging expense was or will be expended.

Expenses for travel, meals, or lodging not included in the budget may be approved by submitting the following minimum documentation to be approved in an open meeting by a majority roll-call vote of the Mundelein Park & Recreation District:

- (1) an estimate of the cost of travel, meals, and/or lodging;
- (2) the name and job title or office of the individual requesting the travel, meal, or lodging expense; and
- (3) the nature of the official business for which the travel, meal, or lodging expense was or will be expended.

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

The Mundelein Park & Recreation District utilizes a standard Check Request Form for reimbursement of travel, meal and lodging expenses (Exhibit B).

**G. Entertainment Expenses.**

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

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

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

**Section 4.** This Ordinance is effective beginning January 1, 2017.

VOTE:

Ayes:

Nays:

Abstentions:

Adopted this 14<sup>th</sup> day of November, 2016.

---

President

---

Secretary



IAPD / IPRA Conference

Chicago, Illinois

Joe Employee

I received the following as per diem amounts.

	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>	<u>Total</u>
January 19, 2017	-	25.00	40.00	65.00
January 20, 2017	10.00	-	40.00	50.00
January 21, 2017	10	25.00	-	35.00

TOTAL \$ 150.00

Signed: \_\_\_\_\_

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

Please return signed form to the Business Office



## Check Payment Request

☐ Vendor Payment

☐ Employee Reimbursement

Check Payable To:

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Account Number	Amount	Description
	\$	
	\$	
	\$	
	\$	
<b>Total Check Amount</b>	\$	

Check Requested By: \_\_\_\_\_

Reason For Check: \_\_\_\_\_

Date Check Needed		
Supervisor's Approval		Date:
Director's Approval		Date:

**Mundelein Park & Recreation District  
Job Description**

**Job Title:** Recreation Supervisor III – EC/Dance  
**Department:** Recreation  
**Supervisor:** Assistant Superintendent of Recreation  
**Classification:** Full Time Exempt

**Summary**

The Recreation Supervisor III is responsible for planning, organizing, implementing, evaluating, budgeting, and supervising preschool programs, dance programs, District wide special events, and miscellaneous programs as assigned. This position is full time but hours may fluctuate to accommodate evenings or weekend programs.

**Qualifications**

~~Must have a Bachelor's Degree in Park & Recreation Management or related field. Must have experience in operating recreation programs or an equivalent combination of education and experience.~~  
**BA or BS in Recreation Programming, Recreation Administration or a related field. Three to five years experience operating recreation programs.** Certification by a professional association and record of ongoing participation in continuing education seminars and workshops is desirable. A valid driver's license is required.

**Essential Functions**

Plan, budget, implement, organize, supervise and evaluate all assigned programs.

Develop and implement new programs.

**Oversee the operations of assigned programs and staff to ensure quality, efficiency, and safety.**

**Plan and execute special events, district wide and program area events.**

**Define personnel and staff requirements, develop plan to recruit, hire, train, and evaluate part time and seasonal staff. (Including contract employment for programs.)**

**Perform orientations and trainings of part time staff, seasonal staff, and volunteers.**

Make recommendations for change and improvements as required to meet community needs.

**Deliver excellent customer service both internally and externally.**

**Quickly and diplomatically attend to questions, suggestions, and/or complaints received from community members and participants.**

**Prepare annual budget, including recommendations on capital purchases that would benefit program area.**

Assist with other park district areas, programs, and special events as assigned.

Provide brochure ready written material about programs and events in your area of responsibility to be published in District's brochure.

**Perform all job tasks within the rules and guidelines of the District's safety program.**

**Marginal Functions**

Physical set up of recreational programs and events.

Pick up program materials as needed for programs and special events.

**Cognitive Considerations**

Employee must have the able to communicate in English, both verbally and in writing.

Employee must possess time management and organizational skills to effectively perform his/her job.

Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.

Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

Employee must use good safety awareness and judgment in all aspect of the position.  
Provide accurate oral and written information.  
Talk with participants to establish public relations and rapport.  
Interact and work with the general public and other members of the Park District staff.  
Possess computer skills.  
Must use good safety awareness and judgment in aspects of the position.  
Must have ability to deal with people under a stressful situation.

**Psychological Considerations**

Employee should be able to maintain a positive working relationship with other employees.  
Employee must work effectively under deadlines in a variety of environments and elements.  
Employee must demonstrate leadership qualities to perform required work.  
Employee must demonstrate ability to make difficult personnel decisions without emotion and based on fact.  
Employee must demonstrate skills in dealing with media organizations in a wide variety of situations, some stressful and emotional.  
Employee must be able to function in a sometimes fast and ambiguous environment.  
Employee must be able to work with other members of senior management and a publicly elected Board of Park Commissioners to include presentations and attendance at meetings.

**Physiological Considerations**

Frequently sitting and walking.  
Occasionally balancing, stooping, kneeling, crouching and reaching.  
Medium strength of 40 to 50 lbs.

**Environmental Considerations**

May be required to lift and/or move up to 50 pounds when setting up for certain programs or activities.  
Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.  
Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.  
Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District area.

**Safety Consideration**

Worker must be able to follow direction from supervisor with safe and effective follow through.  
Worker must be able to use good safety awareness and judgment.  
Worker must be able to participate in safety related training as required.

**Conditions of Continued Employment**

Submit proof of date of birth.  
Provide a copy of driver's license.  
Provide driver's abstract.  
Submit to a reference check.  
Submit to a state criminal background check.  
Submit to a pre-placement physical.  
Submit to a pre-placement drug testing.  
Submit to random, reasonable cause and post accident drug or alcohol testing.  
Provide verification of education.  
Complete six (6) month introductory period satisfactorily.  
Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.



**Mundelein Park & Recreation District**  
**Job Description**

**Job Title:** Recreation Supervisor II-Adult  
**Department:** Recreation  
**Supervisor:** Superintendent of Recreation  
**Classification:** Full Time **Non** Exempt **Hourly**

**Summary**

The adult program supervisor is responsible for coordinating leisure programs and services for adults of the adult center with an emphasis on 50 years plus. This position requires the supervision of day to day operations, program planning, budgeting, and securing program contractors and/or instructors. The position is full time but hours may be flexible to accommodate evening or weekend programs.

**Qualifications**

B.A. or B.S. in Recreation Administration or related field is preferred and one year of experience in leisure service program supervision. **Certification by a professional association and record of ongoing participation in continuing education seminars and workshops is desirable.** ~~Five years experience working with adults 50 plus and seniors will also be accepted.~~

**Essential Functions**

Work with the superintendent of recreation to plan the annual adult center and adult program budget, including recommendations on capital purchases that would benefit the adult/senior services. Creates appropriate activity schedule for older adult population consisting of recreational, educational, cultural, health, and service programs.

Makes recommendations for change and improvements as required to meet the public demand.

Writes and distributes the newsletter to center members. Prepares copy for park district seasonal brochure. Prepare news releases and flyers as needed.

Prepares written reports as requested.

Quickly and diplomatically attend to questions, suggestions, and/or complaints received from community members and participants.

Deliver quality customer service both internally and externally.

Plans and executes special events and projects as assigned.

Monitor records of monies received, participation figures, and expenditures within assigned responsibility areas.

Adapt recreation programs to meet the needs of individuals in accordance with the Americans with Disabilities Act.

Define personnel and staffing requirements, develop plan to recruit, hire, and train seasonal and part time staff to include contract employment for assigned recreational programs.

Participation in professional committees, conferences, workshops and classes to improve job knowledge and management skills.

Recommends, obtains approval for, and coordinates fund raising activities and sponsorship opportunities which will benefit the adult leisure program.

Work with community organizations, businesses, and other governmental bodies to promote, implement, and improve services to adults.

Represents the park district at community events or organizations as necessary.

Participate as directed or assigned to the Park District's Recreation Advisory Committee and attend as directed the meetings of the Park District Board of Commissioners.

Responsible to follow and comply with the District's safety policies. May be assigned to participate as an active member of the safety committee for a period of one year.

**Marginal Functions**

Possible referral of patrons to community service organizations upon request of the patron.  
Occasional set up for activities and special events.  
Work with parks staff to coordinate cleaning and set up of building.  
Occasionally assist with district special events and/or programs.  
Driving is not essential, but it is performed by workers that are able to drive between program sites, for seasonal trips and for general pick up of goods, if necessary.

**Psychological Considerations**

The adult program supervisor must be able to plan and execute a wide variety of services.  
The person must be able to relate well with older adults so as to preserve their dignity while recognizing their ongoing contribution to society.  
Creativity and sensitivity are beneficial traits. Supervisor must be able to work under stressful conditions.

**Physiological Considerations**

Employee should be able to maintain a positive working relationship with other employees.  
Employee must work effectively under deadlines in a variety of environments and elements.  
Employee must demonstrate leadership qualities to perform required work.  
Employee must demonstrate ability to make difficult personnel decisions without emotion and based on fact.  
Employee must demonstrate skills in dealing with media organizations in a wide variety of situations, some stressful and emotional.  
Employee must be able to function in a sometimes fast and ambiguous environment.  
Employee must be able to work with other members of senior management and a publicly elected Board of Park Commissioners to include presentations and attendance at meetings.  
Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.  
Employee must possess time management and organizational skills to effectively perform his/her job.

**Environmental Considerations**

Most activities occur indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.  
Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District.  
Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other personal protective equipment as needed.  
May be required to work during various weather conditions including hot and cold temperatures.

**Cognitive Considerations**

Must have the ability to read, write and organize materials.  
Must be able to understand basic math functions so as to prepare budgets and other statistical materials.  
Must be able to follow rules and directions.

**Safety Consideration**

Worker must be able to follow direction from supervisor with safe and effective follow through.

Worker must be able to use good safety awareness and judgment.

Worker must be able to participate in safety related training as required.

**Conditions of Continued Employment**

Submit proof of date of birth.

Provide a copy of driver's license.

Provide driver's abstract.

Submit to a reference check.

Submit to a state criminal background check.

Submit to a pre-placement physical.

Submit to a pre-placement drug testing.

Submit to random, reasonable cause and post accident drug or alcohol testing.

Provide verification of education.

Complete six (6) month introductory period satisfactorily.

Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

**Mundelein Park & Recreation District  
Job Description**

**Job Title:** Pro Shop Manager  
**Department:** Steeple Chase Golf Club  
**Supervisor:** Golf Operations Manager  
**Classification:** Full Time Non-Exempt

**Summary**

Assist the Golf Operations Manager and Assistant Manager in all golf and shop operations. Help with merchandise ordering, display, and sales. Handle tee-times reservations and collect green fees and rental fees. Assist with golf lessons and clinics and help supervise and train other golf operations staff. Responsible for training golf shop staff in the workings of point of sale, reservations system, and Park District Policies. Pro Shop Manager will be responsible for being in charge of either opening or closing clubhouse operations on a daily basis. Pro Shop Manager in the offseason will make calls on local area businesses to sell advertising on Steeple Chase's GPS System. Also, contact businesses and other organizations to promote golf outings during the offseason.

**Qualifications**

Two year college degree or equivalent. A good working knowledge of the game of golf. Knowledge of merchandising and retailing. Excellent written and oral communication skills.  
Good general knowledge of clerical and accounting procedures.

**Essential Functions**

Supervise and train pro shop personnel in the areas of point of sale, customer service, Park District Policies.  
Help in any area of Golf Operations when needed such as, outings, banquets, ect.  
Assist customers with their purchases, utilizing product knowledge.  
Assist Golf Operation Manager and Assistant Manager In finding out make, type and quality of merchandise desired, display merchandise and suggest selection that meets customer needs.  
Assist in putting together shop displays and appearance.  
Assist in receive and price merchandise, restock sales floor.  
Assist in conducting daily, weekly and monthly physical inventories of merchandise.  
Inform Golf Operations Manager when items need to be ordered, order inventory supplies as directed.  
Assist in conducting product knowledge seminars for shop staff.  
Assist with planning and execution of sales promotions and printed promotional material.  
Assist Initiating and promoting golf activities for customers.  
Maintain a dress code and personal conduct at all times.  
Maintain office and work area in a professional manner.

**Marginal Functions**

Count change drawer each day and record amounts.  
Maintain a working knowledge of all general and department-specific safety rules.  
Cooperate and assist in the investigation of all accidents/incidents.  
Attend all required safety programs and in service training.  
Treat public complaints and concerns with the utmost attention.  
Participate in professional committees, conferences, workshops and classes to improve job knowledge and management skills.  
Assist in any custodial duties that need to be done to maintain a clean and orderly facility.  
Be on the list to reply to Police/Fire alarms.



**Psychological Considerations**

Employee should be able to maintain a positive working relationship with other employees.  
Employee must work effectively under deadlines in a variety of environments and elements.  
Employee must demonstrate leadership qualities to perform required work.  
Employee must be able to function in a sometimes fast and ambiguous environment.

**Physiological Considerations**

Frequently sitting and walking.  
Occasionally balancing, stooping, kneeling, crouching and reaching.  
Medium strength of 40 to 50 lbs.

**Environmental Considerations**

May be required to lift and/or move up to 50 pounds when setting up for certain programs or activities.  
Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.  
Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.  
Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District area.

**Cognitive Considerations**

Employee must have the able to communicate in English, both verbally and in writing.  
Employee must possess time management and organizational skills to effectively perform his/her job.  
Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.  
Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.  
Employee must use good safety awareness and judgment in all aspect of the position.

**Safety Consideration**

Worker must be able to follow direction from supervisor with safe and effective follow through.  
Worker must be able to use good safety awareness and judgment.  
Worker must be able to participate in safety related training as required.

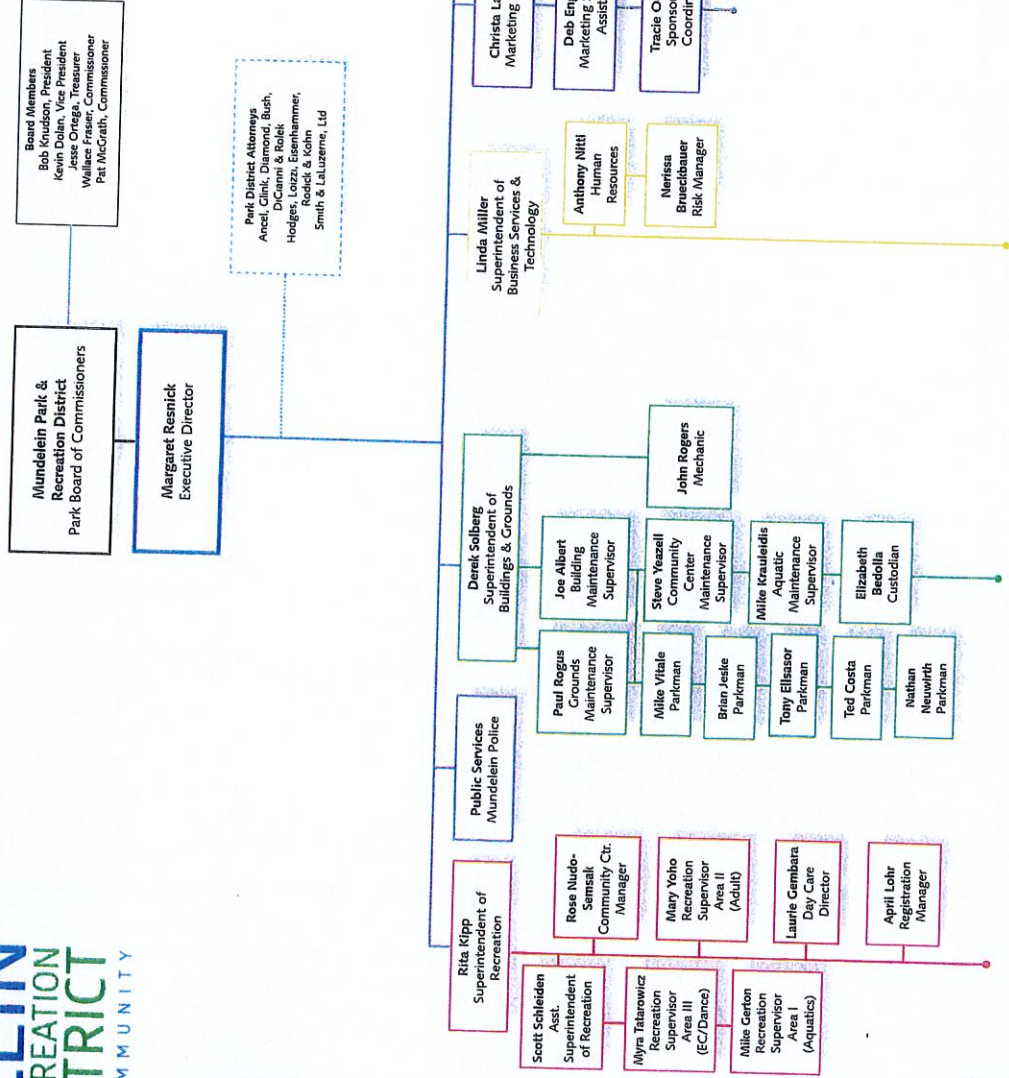
**Conditions of Continued Employment**

Submit proof of date of birth.  
Provide a copy of driver's license.  
Provide driver's abstract.  
Submit to a reference check.  
Submit to a state criminal background check.  
Submit to a pre-placement physical.  
Submit to a pre-placement drug testing.  
Submit to random, reasonable cause and post accident drug or alcohol testing.  
Provide verification of education.  
Complete six (6) month introductory period satisfactorily.  
Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.



# Organizational Chart

## Mundelein Park & Recreation District



2016 Annual Budget -- \$13,402,912

Full-Time Employees -- 37

Part-Time Employees -- 423

Freedom of Information Act (FOIA) Officers -- Margaret Resnick, Anthony Nitti.

Requests under the FOIA may be submitted in writing to any of these FOIA officers via email (foia@mundeleinpark.org), fax (847.566.8557), regular U.S. mail, or delivered in-person.

Black-and-white copies (50) are available for free. Additional copies: 15¢ per page.

Mundelein Community Center/Admin. Offices  
1401 N. Midlothian Road, Mundelein, IL 60060

861,798,297	Tax Levy-15 bud 2015	Budget 2016 Proposed Levy	Increase Amt.	Increase %	2016 Est. Levy	% Increase	Fund Limit	2016 Est Limit	2015 ACTUAL
Corporate Fund	1,652,324.78	1,750,000.00	97,675.22	5.911%	1,673,344.49	1.272%	0.350	0.1942	0.194526
Insurance	190,701.21	192,000.00	1,298.79	0.681%	193,127.18	1.272%		0.0224	0.022451
Social Security	314,494.34	260,000.00	(54,494.34)	-17.328%	318,495.12	1.272%		0.0370	0.037025
IMRF	389,378.39	385,000.00	(4,378.39)	-1.124%	394,331.79	1.272%		0.0458	0.045841
	2,546,898.72	2,587,000.00	40,101.28	1.575%	2,579,298.57	1.272%	0.281		
Museum	-	-	-	#DIV/0!	-	#DIV/0!	0.070	0.0000	0.000000
Police	49,919.87	50,000.00	80.13	0.161%	50,554.92	1.272%	0.025	0.0059	0.005877
Audit	14,975.11	15,000.00	24.89	0.166%	15,165.61	1.272%	0.005	0.0018	0.001763
Recreation	988,399.85	1,000,000.00	11,600.15	1.174%	1,000,973.58	1.272%	0.370	0.1161	0.116363
<b>CAPPED</b>	<b>3,600,193.55</b>	<b>3,652,000.00</b>	<b>51,806.45</b>	<b>1.439%</b>	<b>3,645,992.67</b>	<b>1.272%</b>		<b>0.4231</b>	<b>0.423846</b>
Special Recreation	169,882.15	200,000.00	30,117.85	17.729%	200,000.00	17.729%	0.04	0.0232	0.020000
Debt	501,891.41	495,000.00	(6,891.41)	-1.373%	500,000.00	-0.377%		0.0580	0.058910
<b>UNCAPPED</b>	<b>671,773.56</b>	<b>695,000.00</b>	<b>23,226.44</b>	<b>3.457%</b>	<b>700,000.00</b>	<b>4.202%</b>		<b>0.0812</b>	<b>0.078910</b>
<b>TOTAL LEVY</b>	<b>4,271,967.11</b>	<b>4,347,000.00</b>	<b>75,032.89</b>	<b>1.756%</b>	<b>4,345,992.67</b>	<b>1.733%</b>		<b>0.5043</b>	<b>0.502756</b>

New Property 2015 5,203,504.00  
 Txb1 EAV 909,497,630.00  
 % new to EAV 0.57213%  
 CPI 0.70%  
 Est used to increase 101.27213%

UPDATED 11-10-16



Government Finance Officers Association  
203 N. LaSalle Street - Suite 2700  
Chicago, IL 60601

Phone (312) 977-9700 Fax (312) 977-4806

November 1, 2016

Linda Miller  
Business Manager  
Mundelein Park & Recreation District  
1401 North Midlothian Road  
Mundelein IL 60060

Dear Ms. Miller:

We are pleased to notify you that your comprehensive annual financial report (CAFR) for the fiscal year ended December 31, 2015, qualifies for a Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

Each entity submitting a report to the Certificate of Achievement review process is provided with a "Summary of Grading" form and a confidential list of comments and suggestions for possible improvements in its financial reporting techniques. Your list has been enclosed. You are strongly encouraged to implement the recommended improvements into the next report and submit it to the program. If it is unclear what must be done to implement a comment or if there appears to be a discrepancy between the comment and the information in the CAFR, please contact the Technical Services Center (312) 977-9700 and ask to speak with a Certificate of Achievement Program in-house reviewer.

Certificate of Achievement program policy requires that written responses to the comments and suggestions for improvement accompany the next fiscal year's submission. Your written responses should provide detail about how you choose to address each item that is contained within this report. These responses will be provided to those Special Review Committee members participating in the review.

When a Certificate of Achievement is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the Certificate. Enclosed is an AFRA for:

**Finance Department, Mundelein Park & Recreation District**

Continuing participants will find a certificate and brass medallion enclosed with these results. First-time recipients will find a certificate enclosed with these results followed by a plaque in about 10 weeks. We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and that appropriate publicity will be given to this notable achievement. A sample news release has been enclosed. We suggest that you provide copies of it to local newspapers, radio stations and television stations. In addition, details of recent recipients of the Certificate of Achievement and other information about Certificate Program results are available in the "Awards Program" area of our website, [www.gfoa.org](http://www.gfoa.org).



A current holder of a Certificate of Achievement may include a reproduction of the award in its immediately subsequent CAFR. A camera ready copy of your Certificate is enclosed for that purpose. If you reproduce your Certificate in your next report, please refer to the enclosed instructions. A Certificate of Achievement is valid for a period of one year. To continue to participate in the Certificate of Achievement Program it will be necessary for you to submit your next CAFR to our review process.

In order to expedite your submission we have enclosed a Certificate of Achievement Program application form to facilitate a timely submission of your next report. This form should be completed and sent (postmarked) with three copies of your report, three copies of your application, three copies of your written responses to the program's comments and suggestions for improvement from the prior year, and any other pertinent material with the appropriate fee by June 30, 2017.

Your continued interest in and support of the Certificate of Achievement Program is most appreciated. If we may be of any further assistance, please contact Delores Smith ([dsmith@gfoa.org](mailto:dsmith@gfoa.org) or (312) 578-5454).

Sincerely,  
Government Finance Officers Association

A handwritten signature in cursive script that reads "Stephen J. Gauthier". The signature is written in dark ink and is positioned above the printed name and title.

Stephen J. Gauthier, Director  
Technical Services Center

SJG/ds