



**MUNDELEIN PARK &  
RECREATION DISTRICT**

**April 11, 2022**

**7:00 p.m. - Committee Meeting**

**7:30 p.m. - Regular Board Meeting**

PUBLIC NOTICE IS HEREBY GIVEN that the Board of Park Commissioners of the Mundelein Park & Recreation District, Lake County, Illinois (the “*Park Board*”) will hold a Committee Meeting of the Park Board on the 11th day of April, 2022, at 7:00 o’clock p.m. at Regent Center, 1200 Regent Drive, Mundelein, Illinois.

The Agenda for the Meeting is as follows:

**Call to Order:**

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

**Updates**

1. Administration Policy Manual – Full Review
2. Crossings of Mundelein - Park Sign
3. Leo Leathers Park
4. Maple Hill Subdivision
5. Mundelein Parks Foundation
6. ADA Request
7. Distinguished Accreditation
8. Upcoming Agreements
  - a. The Townes at Oak Creek
  - b. Annexation
9. Regular Board Meeting Agenda Items

**Action Items – Regular Board Meeting**

1. Approve of Board Policy Manual
2. Approve of MCC Copier Lease

**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 name 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 President 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 D, 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 comments; and (iii) whether the subject being represented by a group spokesperson shall be deemed to have waived their opportunity to speak independently unless the President 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**

## **BOARD MEMORANDUM**

### **April 11, 2022 Committee Meeting Topics**

#### **Administration Policy Manual – Full Review**

Commissioner Ortega and Executive Director Salski have spent an estimated 10-15 total hours reviewing past administrative policies. Executive Director Salski decided to revise the document such as, reformatting numbering system, new font, indentions, separating procedures and updating policies. Commissioner Ortega was instrumental with reviewing every policy, asking questions and drafting suggested verbiage with specific policies. Executive Director Salski appreciates his assistance as the Administration Policy Manual is a comprehensive document. Attached are draft policies. In particular, Commissioner Ortega and Executive Director are requesting review and discussion of Section 7.1, 7.4, 7.6, 7.7.

#### **Crossings of Mundelein Subdivision – Park Sign**

Officially, ownership has not transferred to the District as there are many steps before it occurs. One important step is Lennar must complete a playground safety certification audit. Staff wants to be proactive before ownership is transferred so it is important to finalize the park name. Staff recommends, “Crossings Park.” Executive Director Salski has reached out to Lennar and waiting for a response about transfer of ownership and audit.

#### **Maple Hill Subdivision**

On April 17, 2017, the District agreed with K. Hovnanian at Maple Hill, LLC regarding a dedication of a bike path and other open areas. The pond was not dedicated. In September, 2021, the transfer of ownership occurred unbeknownst to Executive Director Salski. There was no consent or sign off. Staff addressed a variety of issues in late 2021 such as bike path cracking and trees planted that died. The developer fixed the issues. One challenge is mowing the grass along the path as it is a steep slope and there are existing dead trees along the creek. Additionally, the District needs to file a tax exemption form which will be submitted as soon as possible.

Recently, a homeowner contacted staff asking to plant trees on District property. He is willing to pay for the cost. The Attorney is not in favor of starting a precedent of granting encroachments to neighboring owners or giving them the right to maintain landscaping on our property. If the District chooses to accept a landscaping donation, the District can do that, but the burden will be on the District to maintain the landscaping long-term. The resident may be approaching the Board.

### **Leo Leathers Park**

In 2019, the District communicated with Tullamore residents about adding features/amenities to the open space depicted in the attached map. The District removed tennis courts and indicated to residents a survey would be conducted to garnish ideas. A survey was completed in 2019 and in 2021, Executive Director Salski and Manager Ouimet held a public meeting at the park to gather ideas as two years passed. Those ideas turned into another survey. A postcard was sent to and the following attached results were received.

### **Mundelein Parks Foundation**

Mundelein Parks Foundation Trustees met on Wednesday, April 6 to discuss a variety of topics. There are several recommendations requesting consideration. Staff will share the recommendations at the meeting and will present the recommendations for approval on April 25.

### **ADA Request**

Last week, Executive Director Salski received a request from a family who has a four-year old child in a wheelchair. The family requested the District research opportunities to build a universal playground with poured in play surface. Executive Director Salski has some future ideas to share with Board.

### **Distinguished Accreditation**

Executive Director Salski submitted an application for reaccreditation. It was received and District will be evaluated in Fall, 2023.

### **Upcoming Agreements**

Executive Director Salski and Attorney Adam Simon are finalizing an agreement with D.R. Horton specifically for The Townes at Oak Creek and expected to be presented at the April 25, 2022 Regular Board Meeting. Commissioner Knudson and Executive Director Salski are working towards discussions with specific property owners related to an annexation process.

### **Regular Board Meeting Agenda Items**

If time is available, staff can present any information on the Regular Board Meeting agenda.

### **Action Items – Regular Board Meeting**

1. Approve of Board Policy Manual
2. Approve of MCC Copier Lease



MUNDELEIN PARK &  
RECREATION DISTRICT

# ADMINISTRATION POLICY MANUAL

## Review

Full Review, 04/11/22

Updated, 03/21

Full Review, 12/28/20

Updated 2/12/18

Updated 5/8/17

Full Review 2/27/17

Updated 7/15/15

Updated 4/14/14

Updated 8/22/11

Updated 7/11/11

Updated 3/28/11

# INDEX

## SECTION

### 1.0 BACKGROUND

- 1.1 Forward
- 1.2 Purpose
- 1.3 History
- 1.4 Name of District
- 1.5 Statutory Authority
- 1.6 Name and Location of Parks, Facilities and Administration Offices
- 1.7 Commissioners of the Mundelein Park & Recreation District

### 2.0 VISION, MISSION, VALUES STATEMENTS

- 2.1 Vision
- 2.2 Mission
- 2.3 Values

### 3.0 DESIGNATION, APPLICATION AND LEGAL STATUS

- 3.1 Designation
- 3.2 Scope
- 3.3 Declaration of Controls
- 3.4 Provisions for Changes in Policy
- 3.5 Legal Status of the Park Board

### 4.0 GENERAL MATTERS OF ADMINISTRATION

- 4.1 Official Records
- 4.2 Comprehensive Master Plan
- 4.3 Community Wide Survey/Needs Assessment
- 4.4 Administrative Procedures Manual
- 4.5 Freedom of Information Act
- 4.6 Park and Facility Use
- 4.7 Control of Parks
- 4.8 Naming Rights
- 4.9 Economy of Resources
- 4.10 Disposition of District Personal Property
- 4.11 Loan of District Equipment
- 4.12 Employment of Certified and Professional Trained Staff
- 4.13 Conservation of Natural Resources Through Recycling
- 4.14 Gifts and Bequests
- 4.15 Americans with Disabilities Act
- 4.16 Smoke Free Environment
- 4.17 Citizen Input
- 4.18 Cooperative Use and Operations Agreement
- 4.19 Use of Volunteer(s)
- 4.20 Movable Soccer Goal
- 4.21 Rules for Public Comment
- 4.22 Posting of Signs

### PROCEDURE

- 4.23 Geocaching
- 4.24 Marquee Sign Usage
- 4.25 First Amendment
- 4.26 Social Media Policy
- 4.27 Use of Power Mobility Devices
- 4.28 Use of Service Animals
- 4.29 Easement Requests
- 4.30 Environmental
- 4.31 Cyber Liability Policy
- 4.32 Open Meetings Act – Training for Employees
- 4.33 Memorial Policy-Park Amenities or Park Features
- 4.34 Memorial Tree Planting
- 4.35 Memorial Park Benches
- 4.36 Mundelein Heritage Museum – Collection Management - Acquisition
- 4.37 Mundelein Heritage Museum – Collection Management - Deaccession
- 4.38 Mundelein Heritage Museum – Collection Management – Disposal
- 4.39 Gift Acceptance
- 4.40 Transgender Patron

**5.0 ANNUAL FISCAL REQUIREMENTS**

**PROCEDURE**

- 5.1 Budget and Appropriation
- 5.2 Tax Levy
- 5.3 Annual Audit
- 5.4 State of Illinois Disclosure Statement
- 5.5 Annual Treasurer’s Report
- 5.6 State Comptroller’s Report
- 5.7 Official Filings
- 5.8 Preparing and Updating Disclosures

**6.0 BUSINESS AND TECHNOLOGY OPERATIONS**

**PROCEDURE**

- 6.1 Statement of Intent
- 6.2 Creation of Debt
- 6.3 Authorization for Check Signing/Bill Payment/Check Issuance
- 6.4 Fiduciary Bonding Insurance Coverages
- 6.5 Insurance
- 6.6 Internal Auditing
- 6.7 Financial and “Official” Records Retention
- 6.8 Cash Receipts
- 6.9 Investments
- 6.10 Deposit of Funds
- 6.11 Petty Cash
- 6.12 Monthly Financial Reports
- 6.13 Purchase Requisition System
- 6.14 Legal Bidding
- 6.15 Capital Fixed Assets Ledger
- 6.16 Tax Dependency
- 6.17 Wire Transfers and ACH Origination

- 6.18 Annual, Externally Conducted Audits
- 6.19 Internal Service Funds
- 6.20 Bond Rating
- 6.21 Delegation of Authority on Certain Change Orders
- 6.22 Preparing and Updating Disclosures
- 6.23 Clothing and Uniform Fringe Benefits
- 6.24 Surveillance Cameras 6.024
- 6.25 Fund Balance Policy
- 6.26 Prompt Payment
- 6.27 Emergency Appropriation
- 6.28 Identity Protection
- 6.29 Budget

**7.0 PROGRAM, FACILITY AND SERVICES ADMINISTRATION PROCEDURE**

- 7.1 Definition of Resident and Non-Resident
- 7.2 Recreation Program, Facility and Service Philosophy
- 7.3 Revenues
- 7.4 Discounts
- 7.5 Financial Assistance
- 7.6 Facility Daily Fees, Memberships & Programs Definition
- 7.7 Facility and Rental Use Policy
- 7.8 Room Rental Use of Equipment
- 7.9 Marquee Sign Usage
- 7.10 Program Refunds
- 7.11 Program Evaluations
- 7.12 Statistics
- 7.13 Participants with Chronic Infectious Diseases
- 7.14 Abused and Neglected Child Reporting

**8.0 COMPENSATION ADMINISTRATION PROCEDURE**

- 8.1 Statements of Intent
- 8.2 Salary Range
- 8.3 Merit Budget
- 8.4 Progression Requirements
- 8.5 Salary Changes
- 8.6 Performance Evaluations
- 8.7 Medical, Dental, Vision Employee Contribution

**9.0 LAND ACQ., INVENTORY, SALE, LEASE OF PUBLIC PROP. PROCEDURE**

- 9.1 Statement of Intent
- 9.2 Land and Cash Donations
- 9.3 Developer Impact Fee Donation Agreements
- 9.4 Disposition of Public Property
- 9.5 Acquisition of Public Property



**10.0 PARK REGULATIONS**

10.1 Behavior Management

10.2 Park Regulations

**PROCEDURE**



**MUNDELEIN PARK &  
RECREATION DISTRICT**

## **1.0 BACKGROUND**

- 1.1 Foreword
- 1.2 Purpose
- 1.3 History
- 1.4 Name of District
- 1.5 Statutory Authority
- 1.6 Name and Location of Parks, Facilities and Administration Offices

# **DISTRICT BACKGROUND**

## **Section 1.0**

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### **1.1 Foreword**

On the 16th day of September, 1954, the District was formed as the Mundelein Community Park District, separate unit of government, District and elected five commissioners to serve without pay. Over time, the District changed its name to Mundelein Park & Recreation District. It is the purpose of the District to effectively and economically provide recreation programs, facilities, and open space for the community 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 community of the District.

### **1.2 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. Any policy in this manual that 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. The District will comply with all Federal and State laws.

### **1.3 Summary of Present Facilities and Programs**

Currently, the District has 34 park sites offering over 735 acres of open space, playgrounds, ballfields, lakes and trails. We offer over 650 seasonal programs, including: dance, youth sports, tennis, karate, golf, gymnastics, adult and youth leagues, swim instruction, art, fitness and wellness, culinary, adult day trips, science classes, and day camps. In addition, we host over 20 annual events, many free to the public.

The park district's facilities include a Community Center equipped with an indoor pool, gymnasium, multi-purpose room, Big & Little Child Development Center; a state license child care center for ages 2-6 years old. Also, a full-service Health and Fitness Center is within the Community Center. It offers fitness classes, weight and cardio vascular machines, free weights, an indoor track and child care. The District has entered into a partnership with Rush Physical Therapy whom occupies space in the Community Center.

The Spray Park and our family aquatic center, Barefoot Bay, are located adjacent to the Community Center in Keith Mione Community Park. Our other aquatic facility, Diamond Lake Beach, is located on the 149-acre Diamond Lake. The Diamond Lake Recreation Center is home to a sandy beach, boating, fishing, playground and concession. A public boat launch is available on Diamond Lake. Additionally, preschool classes are held at the Recreation Center, September through May.

Steeple Chase Golf Club is an award winning 18-hole championship golf course designed by Ken Killian set amongst natural hills, lakes, woods and wetlands. Its scenic beauty, outstanding course conditions and challenging greens have earned Steeple Chase a 5-Star rating by “Chicagoland Golf” magazine. Steeple Chase’s staff or PGA professionals offer tournaments, golf lessons for all ages in addition to a Junior Golf Program, family golf and 9-hole play. Located in the Steeple Chase Golf Club is the Grill Room, a full-service restaurant and bar, banquet room and an outstanding Pro Shop stocked with top quality merchandise. Senior residents enjoy the recreational activities offered at the Regent Center. Exercise classes, medical care and information, day trips in addition to weekly bingo, card games, breakfast and dinner clubs plus so much more are offered.

Kracklauer Park Dance Studio offers dance classes for all ages. Tap, ballet, hip hop classes are just a few favorites that the community enjoys. In conjunction with the Village of Mundelein the District has summer music concerts.

The District boasts that it has its very own museum, Mundelein Heritage Museum. The museum chronicles the history of Mundelein from a small rural town to the economically efficient village of today.

Recreational activities available at various parks include tennis, basketball, disc golf, sand volleyball, shuffleboard, bocce ball, skate park, softball/baseball, horseshoe pits and numerous walking trails are available in our parks. Additionally, many parks offer picnic areas, shelters, fishing ponds, and playgrounds. One skating rink (2020) and our sled hill at Community Park are popular recreational spots in the winter months. The recreational activities we offer bring meaning, purpose, and pleasure to our community residents.

In 2019, Dunbar Recreation Center was constructed due to an IDNR PARC Grant.

The District embarked on new branding and logo in April, 2019 and designed a new website in 2021.

**1.4 Name of District**

The official name and address of this Park District shall be:

**MUNDELEIN PARK & RECREATION DISTRICT  
1401 N. MIDLOTHIAN ROAD  
MUNDELEIN, ILLINOIS 60060**

**1.5 Statutory Authority**

The Mundelein Park & Recreation District was formed on September 16, 1954 as the Mundelein Community Park District after an election held on that date approved the organization of the Park District by a vote of 434 in favor, 201 against and 9 defective ballots.

A park district is a municipal corporation created for the purpose of acquiring and maintaining parks, and is a separate distinct from the city, county or any other political body. It is an agency through which in part, the people of the state carry on government. It is not purely local in function, for the courts have held that the park property is held in trust for the use of the people of the state at large and not for the exclusive use of the people of the district. (Quinn v. Irving Park District, 207 Ill. App. 449).

A park district is purely a creation of the legislature, and has no inherent powers, but only such powers as have been granted it by the legislature, or as are necessarily implied to give effect to the powers specifically granted.

In 1947, the legislature enacted “The General Park District Code.” This was the first step in codifying the laws pertaining to park districts which served a population of less than 500,000 and it incorporated all of the basic laws of the three different types of park districts which existed. This legislation is contained in Chapter 105 of the Illinois Revised Statutes.

Many of the legislative changes in the basic code are prepared by the “Illinois Association of Park Districts,” and this Park District is a member of that Association. Current revised copies of the Park District Code are available and the Code explains in detail the authority and responsibilities of an Illinois park district.

## **1.6 Name and Location of Parks, Facilities and Administrative Offices**

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



**MUNDELEIN PARK &  
RECREATION DISTRICT**

**2.0 PHILOSOPHY/VISION/MISSION/VALUES**

2.1 Vision

2.2 Mission

2.3 Values

# MISSION, VISION AND VALUES

## Section 2.0

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### 2.1 **Vision**

To be the leader in environmental preservation, recreation activities and unique facilities for those we serve.

### 2.2 **Mission**

Connecting the community with quality recreation through diverse programs, facilities and open space.

### 2.3 **Values**

*Excellence:* Offer a quality product at a great value

*Fun:* Provide an enjoyable, positive and pleasant experience

*Honesty:* Always strive to be straightforward and fair

*Inclusive:* Welcome those of all abilities and cultures

*Integrity:* Earn trust every day

*Invested:* Commit to improving our community

*Respectful:* Treat everyone with respect

*Responsible:* Adhere to fiscal sustainability and transparency



**MUNDELEIN PARK &  
RECREATION DISTRICT**

## **INDEX**

- 3.0 DESIGNATION, APPLICATION AND LEGAL STATUS**
- 3.1 Designation
- 3.2 Scope
- 3.3 Declaration of Controls
- 3.4 Provisions for Changes in Policy
- 3.5 Legal Status of the Park Board



## **DESIGNATION, APPLICATION AND LEGAL STATUS**

### **SECTION 3.0**

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#### **3.1 DESIGNATION**

This manual shall be known as “The Administrative Policy Manual of the Mundelein Park & Recreation District, Lake County, Illinois.” And the same may be so cited and referred to for purposes of identification.

#### **3.2 SCOPE**

This manual applies 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 District, and in all parks, greenways, boulevards, public places, and other facilities now under or hereafter coming under the control of the District, whether within or outside the boundaries of said District.

#### **3.3 DECLARATION OF CONTROLS**

The premises heretofore laid out and identified under Section 1.4 and public places as may hereafter be acquired, leased, laid out, or appropriated by the appropriate corporate motion of the district are hereby declared to be in the possession and control of the District for park purposes.

Whenever in this manual the parks, greenways, boulevards or public places of the District are referred to, such words shall be held to refer to include all such areas, including buildings and other structure in the possession and control of the District.

#### **3.4 PROVISIONS FOR CHANGES IN POLICY**

Any of these policies may be changed or additions made thereto by a majority vote of the Board at any regular or specially called meeting that the Board requires.

#### **3.5 LEGAL STATUS OF THE PARK BOARD**

The State Constitution, Statutes, Attorney General’s rulings and court decisions on matters relating to public parks, park boards and park districts constitute the foundation of the legal status of the Park Board.

Park boards are constitution state agents created by the legislature for the purpose of affecting, within the respective park district, the state laws pertaining to public parks and recreation activities.

Park Boards are empowered to make contracts, employ persons, sue or be sued, make policies, rules and regulations governing their own procedures and those of parks under their jurisdiction and, in most instances, purchase and hold title to property in the name of the park district, as well as sell and give title to property.

Park districts, like cities, counties, and other units of local government, have no inherent or original governing powers. Park districts can neither add to nor subtract from their responsibilities, powers, and limitations as defined by state law.

Park districts are not subject to the authority of any governing unit other than the state, except in such special areas as the legislature may determine, including, for example, the village’s zoning authority.

Members of the park board are elected by the citizens of the local park district to represent and act for the state in performing the legal function of providing their district with the kind of park and recreational programs and facilities required or permitted by state law.

Park Districts are corporate bodies, or “artificial persons,” and may act officially only on duly authorized and legally held meetings of the board of park commissioners.



**MUNDELEIN PARK &  
RECREATION DISTRICT**

**4.0 GENERAL MATTERS OF ADMINISTRATION**

- 4.1 Official Records
- 4.2 Comprehensive Master Plan
- 4.3 Community Wide Survey/Needs Assessment
- 4.4 Administrative Procedures Manual
- 4.5 Freedom of Information Act
- 4.6 Park and Facility Use
- 4.7 Control of Parks
- 4.8 Naming Rights
- 4.9 Economy of Resources
- 4.10 Disposition of District Personal Property
- 4.11 Loan of District Equipment
- 4.12 Employment of Certified and Professional Trained Staff
- 4.13 Conservation of Natural Resources Through Recycling
- 4.14 Gifts and Bequests
- 4.15 Americans with Disabilities Act
- 4.16 Smoke Free Environment
- 4.17 Citizen Input
- 4.18 Cooperative Use and Operations Agreement
- 4.19 Use of Volunteer(s)
- 4.20 Movable Soccer Goal
- 4.21 Rules for Public Comment
- 4.22 Posting of Signs
- 4.23 Geocaching
- 4.24 Marquee Sign Usage
- 4.25 First Amendment
- 4.26 Social Media Policy
- 4.27 Use of Power Mobility Devices
- 4.28 Use of Service Animals
- 4.29 Easement Requests
- 4.30 Environmental
- 4.31 Cyber Liability Policy
- 4.32 Open Meetings Act – Training for Employees

- 4.33 Memorial Policy-Park Amenities or Park Features
- 4.34 Memorial Policy-Golf Tee Amenities or Features
- 4.35 Memorial Tree Planting
- 4.36 Memorial Park Benches
- 4.37 Mundelein Heritage Museum – Collection Management - Acquisition
- 4.38 Mundelein Heritage Museum – Collection Management - Deaccession
- 4.39 Mundelein Heritage Museum – Collection Management – Disposal
- 4.40 Gift Acceptance
- 4.41 Transgender Patron

## GENERAL MATTERS OF ADMINISTRATION

### SECTION 4.0

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#### 4.1 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.

#### 4.2 COMPREHENSIVE MASTER PLAN

The Board adopts and maintains a current Comprehensive Master Plan (CMP) at all times which is based on various subcomponent. The CMP is developed based on resident, staff and board assessment of the District's current and future park, facility and recreation needs. The CMP subcomponents are updated a minimum of once every five years and published for public review.

#### 4.3 COMMUNITY-WIDE SURVEY/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. In order to facilitate the involvement and input of residents in the short and long-range planning and decision-making process affecting the delivery of park, facility and recreation services, the Board will conduct a comprehensive attitude and interest survey and/or assessment a minimum of once every five years to develop a needs assessment. The results of the needs assessment will become a part of the CMP and published for public review.

#### 4.4 ADMINISTRATIVE PROCEDURES MANUAL

The Executive Director is responsible for creating and updating, or causing to be created, an agency Administrative Procedures Manual (APM). The APM is staff's implementation tool required to operate the District according to Board approved policies.

#### 4.5 FREEDOM OF INFORMATION ACT POLICY

This Policy ("**FOIA Policy**") outlines the Public Body's procedures for compliance with the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.* ("**Act**"), by the Public Body and any person requesting public records from the Public Body ("**Requestor**"), and contains instructions and forms for the implementation of the FOIA Policy. The Public Body will respond to written requests for inspection, copying, or certification of public records in accordance with the Act, this FOIA Policy, and other applicable law. All notices and other communications in connection with a request to inspect, copy, or certify public records under the Act must be sent to: Public Body's Freedom of Information Officer, 1401 N. Midlothian Rd., Mundelein, Illinois 60060 ("**Office**").

#### **4.6 PARK AND FACILITY USE**

The District is ever mindful that the public parks and facilities of the community are for the use and enjoyment of the general public. For these reasons, the District intends to make the parks and facilities available for various uses.

Since the District has large open spaces, there may be occasions the community may use parks to express their First and Fourteenth Amendments of the United States Constitution rights through the right of public assembly and expression in traditional and designated public forums.

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.

#### **4.7 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 stated in the Ordinance Code Providing for the Regulations and Restrictions Governing the Use of the Park System of the Mundelein Park & Recreation District. Exercising this authority, the Board has adopted, and may from time to time, amend District Ordinances.

#### **4.8 NAMING RIGHTS**

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.

1. 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.
2. Park Property may be named after streets, geographical locations, historical figures, events, or concepts.
3. 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.
4. 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.

#### **4.9 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.

#### **4.10 DISPOSITION OF DISTRICT PERSONAL PROPERTY**

In accordance with 70 ILCS 1205/8-22, from time to time the District performs planned “life expectancy” and equipment reviews on personal property may no longer necessary or useful to the District or may need replacement. Three-fifths (3/5) of the Board members will approve cost for replacement equipment within its budget and authorize disposition of the old or no longer necessary equipment. 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).

#### **4.11 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.

#### **4.12 EMPLOYEMENT 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.

#### **4.13 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:

1. Batteries
2. Used vehicle oils and coolant
3. Cardboard
4. Aluminum Cans
5. Paper
6. Toner cartridges
7. Plastic
8. Computer/Electronic Equipment
9. Concrete J. Steel

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

#### **4.14 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:

1. All local and state Ordinances regarding the Illinois Gift Ban Act
2. All relevant District policy and personnel practices
3. The overall benefit to the community
4. The overall benefit to the District
5. The potential associated costs, liabilities and exposure to/of the District
6. Reverter clauses attached to gifts will not be accepted 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. The Park District would encourage gift giver to consider the Park District Foundation for gifts and Bequest.

#### **4.15 AMERICAN WITH DISABILITIES ACT**

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.

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.

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.

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.



#### **4.16 SMOKE FREE ENVIRONMENT**

No person may use any cigar, cigarette, electronic cigarette, clove, bidis, kreteks, cigarillos, pipes, 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. Hookah products, weed, herbs and any other smoking are Prohibited on District property.

Any person who violates any provision of this Ordinance Code Providing for the Regulations and Restrictions Governing the Use of the Park System of the Mundelein Park & Recreation District – Park Regulations - Section 3.34 shall be subject to the following penalties in the District-wide Park Regulations. 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.

#### **4.17 CITIZEN INPUT**

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.

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 Mundelein Community Center, Regent Center, Steeple Chase, and Barefoot Bay for citizen input. Comment cards may be facility specific or general in scope to measure customer satisfaction, condition of facilities and quality of services. Suggestion box at each service desk area. District has an e-mail link on web site to provide suggestions and Community Center Operations Manager and staff will route any incoming emails to the appropriate Manager.

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.

#### **4.18 COOPERATIVE USE AND OPERATIONS AGREEMENT**

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.

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

#### **4.19 USE OF VOLUNTEER(S)**

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. Depending on the type of volunteer function, volunteers will be pre-screened and/or background checked.

#### **4.20 MOVABLE SOCCER GOAL**

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 tip over. 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 tip over. 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. Any renter or affiliate must follow policy.

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.

#### 1. 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 F267308, or any successive standards, for tip-resistant movable soccer goals.

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.

#### 2. 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.

#### 3. Guidelines for Goal Storage When Goal is Not in Use

The majority of soccer goal tip over incidents occur when the goals are unattended. Therefore, when goals are stored in a safe manner it reduces the risk of tip over 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.

4. 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).
5. 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.

#### **4.21 RULES FOR PUBLIC COMMENT**

1. 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.
2. 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.
3. 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.
  - a. 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.
  - b. 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.
  - c. 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.
  - d. 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.

#### **4.22 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.

#### 4.23 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.

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.
- 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.

#### 4.24 MARQUEE SIGN USAGE

This policy is intended to address the criteria for posting public service announcements on the District's marquee sign, to enable inherently District-based organizations to communicate public service notices regarding events such organizations are holding. The District believes there are reasonable and desirable needs for public service notices for organizations serving residents of the District but which are outside the span of control of the district. The District further believes that such needs must be tempered in light of the limited resources available for use of the marquee sign. The District wishes to provide limited space for information for organizations that conduct activities relevant to the mission of the District to promote residents' health, welfare and safety. The Mundelein Park & Recreation District shall provide the limited opportunity to place specific types of information for such organizations which meet the criteria set forth below. Notwithstanding anything herein to the contrary, no organization may place any editorial content on the District's marquee sign. The opportunities provided hereby shall be limited to placing a schedule or announcement of events, including the time, place and duration, and a person to contact for additional

#### 4.25 FIRST AMENDMENT ACTIVITIES

Policy requirements are established to insure orderly and safe implementation of First Amendment rights of freedom of speech and peaceful assembly guaranteed under the United States Constitution while on property owned or controlled by the Mundelein Park & Recreation District. Freedom of speech and assemble will follow Village of Mundelein Ordinance No. 03-04-10, Ordinance Regarding Parades and Public Assemblies in the Village of Mundelein, Illinois and Mundelein Park and Recreation District Policy Ordinance Binder and requirements herein.

The District believes there are instances where the Park District may approve permits for the performance of free speech and assembly activities on Park District property in accordance with Village of Mundelein Ordinance requirement. These types of First Amendment activities allowed on Park District property must be balanced against the nature and size of the property and the other intended or permitted uses thereof so that the conduct of First Amendment Activities does not result in a direct conflict with the Park District's intended or permitted use of the property or damage to the property. In light of these considerations, the Board of Park Commissioners adopts this policy as an exercise of its power to establish by policy all needful rules and regulations for the government and protection of parks, boulevards and driveways and other property under its jurisdiction, and to affect the objects for which the District was formed.

1. **First Amendment Activities** shall mean, and include, the following activities performed by or on behalf of an individual:
  - a. Engaging in charitable, religious or political speech or expressive conduct defined in Village Ordinance Section 2.B.
  - b. Conducting parades or public assemblies defined in Village Ordinance Section 2.C.;
  - c. Erecting unattended, seasonal displays representing a charitable, religious or political message, which may occupy an area no larger than 30 square feet and defined in Village Ordinance in Section 2.B as "ceremony, show, exhibition."
2. Permits by Mundelein Park and Recreation District for Activities in District Ordinance Section 2 A.1, A.2, and A.3 will be issued based on compliance with Village Ordinances prior to planning and implementing any activities by Park District personnel.

3. Non-Freedom of Speech and Peaceful Assembly Request are:
  - a. Engaging in the commercial sale and distribution of merchandise for charitable, religious, or political purposes;
  - b. Distributing non-commercial printed or written material; or

Request defined in Section 2 above only require permits issued by MPRD.

**Display Location** shall mean: - Reference to overall Ordinance

1. For erecting displays described in item District Ordinance, Section 2 A.3, an area no longer than 10' x 10' adjacent to the south parking lot of the 2+/-acre portion of Keith Mione Community Park is the primary location for such displays (as more specifically depicted on Exhibit A, attached hereto and incorporated by reference;)
2. All District Property or parts thereof not expressly described above shall be considered a secondary location where First Amendment Activities are permitted with additional review time. For activities described in items in District Ordinance Section 2 A.1, A.2, and A.3 an open and unimproved area no larger than 10' x 10' adjacent to and outside the parking lot at any District Property which has a parking area, provided that such activity, in consideration of all other contemporaneous Park District activity occurring there, does not obstruct any public sidewalk or ingress or egress to any place or building on District property by hindering or impeding or tending to hinder or impede the free and uninterrupted passage pedestrians thereon or therein. This approval process may be considered for up to 14 days as Exhibit (2) is the primary location.

**Restriction on Solicitation**

Residents and Resident Organizations only shall be issued permits for activities described in District Ordinance Section 2.A.2 only for First Amendment Locations.

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#### **4.26 SOCIAL MEDIA POLICY**

This policy is to set forth guidelines for the utilization of social media and social network sites that enhance park district communication and provides information to the public, without violating individuals' right to free speech. Social media encourages followers to share thoughts, opinions and other comments on our social media platforms. However, all of these "posts" should be done in a respectful manner. Posts will not be edited by staff; but if they are found to be in violation of this policy, the post can be hidden or removed.

Posts (including screen names/profile pictures) can be removed if they contain any of the following:

- Copyright or trademark violations.
- Political campaigns or ballot measures.
- Obscene, profane, violent, threatening, hateful, harassing or offensive language/content.
- Name calling or personal attacks, including discrimination based on race, creed, color, age, religion, gender, marital status, national origin, physical or mental disability, physical appearance, sexual orientation or financial status.
- Defamation or accusations of criminal conduct or immoral activity to a person or people.
- Nudity or sexual content.
- Conduct or encouragement of illegal activity.
- Invasion of an individual's right to privacy.
- Solicitations, advertisements or endorsements.
- Spam.

The District reserves the right to not respond to social media posts that are condemning, negative or unbeneficial to serving the public. Not engaging in these types of responses prevents a continuous negative two-way engagement that is detrimental to the District. In addition, the District is not liable for the content of the posts to its various social media accounts and reserves the right to restrict or remove any content deemed in violation of the Mundelein Park & Recreation District Public Social Media Policy or any applicable law.

In addition, the District will remove a follower if that follower's posts violate the District Social Media Policy. Policy should be posted on all social media accounts.



#### 4.27 SERVICE ANIMAL POLICY

Participants and authorized users may request to have a service animal accompany them in parks and facilities where they are authorized users as a reasonable accommodation. Persons with disabilities are invited to contact the Agency ADA Coordinator. **Employees** may request to have a service animal as a workplace accommodation. Please contact Human Resource Manager Sarah Bannon for information regarding this process. **Visitors** may be accompanied by a service animal when observing programs and activities, or enjoying Agency parks and facilities, without making a request for a reasonable modification. Persons with disabilities are invited to contact the ADA Coordinator.

1. **Service Animal:** A *dog* or a *miniature horse* that has been individually trained to perform tasks for the benefit of a person with a disability. Exceptions may be made by the Agency on a case-by-case basis in accordance with the law. Tasks may include, but are not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to sounds, pulling a wheelchair, or retrieving dropped items. Dogs or miniature horses that are not trained to perform tasks that mitigate the effects of a disability, including dogs or miniature horses that are used purely for emotional support, are not considered service animals and are not allowed at Agency facilities and premises, unless otherwise specifically permitted, such as at a dog park or equestrian facility.
2. **Partner/Handler:** A person with a disability who uses a service animal as a reasonable accommodation, or a trainer.
3. **Team:** A partner/handler and a service animal. The two work as a cohesive team in accomplishing the tasks of daily living.
4. **Trainee:** A dog or a miniature horse being trained to become a service animal has the same rights as a fully trained service animal when accompanied by a partner/handler and identified as such.

#### Temporary Exclusion of an Employee's Service Animal

1. In response to an immediate concern, the Agency may determine that a service animal must be temporarily removed from sites, parks, or facilities. The Director (or designee) shall notify the employee of this decision and that the incident will be reported immediately to the Agency's ADA Coordinator. The Director (or designee) shall then report the incident to the Agency's ADA Coordinator.
2. The ADA Coordinator will investigate all reported concerns and cases where service animals have been temporarily removed from sites, parks, and facilities. The ADA Coordinator will consult with appropriate staff and determine whether or not the animal should be excluded for an extended period of time, permanently or for particular services, programs or activities due to the increased risk of harm or injury to the Partner/Trainer, the service animal or other participants. The ADA Coordinator shall notify the employee of his or her decision. All decisions will be made on a case-by-case manner based on the particular prevailing circumstances.
3. If it is appropriate for the animal to be excluded from sites, parks, and facilities permanently, the ADA Coordinator will attempt to ensure the employee receives appropriate accommodations in place of the use of a service animal.
4. An employee who does not agree with the resolution may file an appeal or formal complaint following the Agency's ADA Process.

### Conflicting Disabilities

Individuals with medical issues (such as respiratory diseases) who are affected by animals should contact the ADA Coordinator if they have a concern about exposure to a service animal. The individual will be asked to provide medical documentation that identifies a disability and the need for an accommodation. The appropriate Agency staff will facilitate a process to resolve the conflict that considers the needs and conditions of all persons involved.

### Clarifying an Animal's Status

It may not be easy to discern whether or not an animal is a service animal by observing the animal's harness, cape, or backpack, or the partner/handler's disability. However, in other cases, an animal may only have a leash, and in still other situations, the partner/handler's disability is not apparent. Therefore, it may be appropriate for designated Agency staff such as managers, supervisors, or administrative staff to ask (1) whether the animal is required because of a disability, and (2) what work or task the animal has been trained to perform.

### Miscellaneous

- The Agency accepts no responsibility for care of service animals.
- The Agency accepts no liability for injury to any service animal, or injury to the handler/partner, whether caused by the animal, its handler/partner, another visitor to an Agency facility or site, the physical conditions of the Agency facility or site, or any other circumstance.
  - a. The Agency accepts no liability for damage or injury to others caused by a service animal.
  - b. The Agency accepts no liability for any injuries or property damage, to the service animal, its handler/partner, or others, resulting from the Agency's failure to enforce this policy or to supervise a service animal.
  - c. The Agency reserves the right to change, modify, or amend this policy at any time.

#### 4.28 MOBILITY DEVICE USE POLICY

“Direct threat”	means a significant risk to the health or safety of others that cannot be eliminated by a modification of policies, practices or procedures, or by the provision of auxiliary aids or services.
“Director”	means the chief administrative officer of the Mundelein Park & Recreation District, or his/her designee.
“Electronic personal assistance mobility devices (EPAMSS)”	a Segway® PT, or a battery powered mobility device with substantially similar characteristics and functionality
“Other Power-Driven Mobility Device”	means any mobility device powered by batteries, fuel, or other engines—whether or not designed primarily for use by individuals with mobility disabilities—that is used by individuals with mobility disabilities for the purpose of locomotion, but that is not a wheelchair within the meaning of this Policy.
“Qualified individual with a disability”	means an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity.
“Wheelchair”	means a manually-operated or power-driven device designed primarily for use by an individual with a mobility disability for the main purpose of indoor, or of both indoor and outdoor locomotion.

1. The Agency shall permit individuals with mobility disabilities to use wheelchairs and manually-powered mobility aids, such as walkers, crutches, canes, braces, or other similar devices designed for use by individuals with mobility disabilities in any areas open to pedestrian use.
  - a. Permitted users. Only individuals with mobility disabilities may use Other Power-Driven Mobility Devices in areas designated by the Director within Agency facilities or on Agency property.
    1. The Agency shall not ask an individual using a wheelchair or Other Power-Driven Mobility Device questions about the nature and extent of the individual's disability.
    2. The Agency may ask a person using an Other Power-Driven Mobility Device to provide a credible assurance that the mobility device is required because of the person's disability. Credible assurance shall include: a valid, State-issued, disability parking placard or card, or other State-issued proof of disability; or a verbal representation, not contradicted by observable fact, that the Other Power-Driven Mobility Device is being used for a mobility disability. A “valid” disability placard or card is one that is presented by the individual to whom it was issued and is otherwise in compliance with the State of issuance’s requirements for disability placards or cards.

- b. Permitted Other Power-Driven Mobility Device. Only EPAMDs are permitted to be operated in Agency facilities or on Agency property. No combustion engine-powered Other Power-Driven Mobility Devices are allowed to be operated in Agency facilities or on Agency property.
  1. Variances. The Director may grant a qualified individual with a disability a variance to allow a combustion engine-powered Other Power-Driven Mobility Device only at an outdoor facility owned and operated by the Agency upon a showing that (a) application of this restriction would cause an undue hardship on the applicant, and (b) emissions from the combustion engine-powered Other Power-Driven Mobility Device shall not have a deleterious impact on the health and safety other Agency patrons participating in or observing the relevant activity, service or program. Applications for a variance must be received by the Director at least 48 hours in advance of the relevant program, activity or service to which it shall apply, or the first in a series thereof.
2. General Safety Regulations. An Other Power-Driven Mobility Device:
  - a. is allowed in any area of a facility or park in which the general public is allowed, with the exception of stairways and identified hazardous areas;
  - b. must be controlled by the person riding the device;
  - c. must be operated in compliance with the following guidelines:
    1. may not exceed 4 mph in an indoor facility or 6 mph at an outdoor park or facility;
    2. shall be driven on the right side of the circulation route;
    3. the total combined height of the EPAMD and the operator may not exceed the height of the lowest immovable building element or park feature located in the area such device is to be operated;
    4. is prohibited from carrying another person on the frame, or any object on the frame that may make the EPAMD less stable;
    5. may not be driven into wet or ecologically sensitive areas which are posted as prohibited areas by the Agency; and
    6. may not be operated in a dangerous or reckless manner that jeopardizes the safety of the operator, Agency employees, or Agency participants.
3. Notwithstanding the general safety regulations described above, the Director shall have authority to direct a qualified individual with a disability on the safe operation of a permitted Other Power-Driven Mobility Device in light of the existing conditions at the facility where such individual seeks to operate the device and actual perceived risks related thereto, but not mere speculation, stereotypes, or generalizations about individuals with disabilities. In giving direction on the safe operation of a permitted Other Power-Driven Mobility Device, the Director may consider the then existing uses at the facility, the volume of pedestrian traffic, the prevailing environmental conditions, the density and placement of stationary devices and the individual's experience with the operation of such device.
4. This policy does not require the Agency to permit an individual to participate in or benefit from the services, programs, or activities of the Agency when that individual poses a direct threat to the health or safety of others. The Director has authority to prohibit an individual from participating in or benefiting from the services, programs, or activities of the Agency when that individual poses a direct threat to the health or safety of others. In determining whether an individual poses a direct threat to the health or safety of others, the Director must make an individualized assessment, based on reasonable judgment that relies on

current medical knowledge or on the best available objective evidence, to ascertain: the nature, duration, and severity of the risk; the probability that the potential injury will actually occur; and whether reasonable modifications of policies, practices, or procedures or the provision of auxiliary aids or services will mitigate the risk.

### **Personal devices and services**

This Policy does not require the Agency to provide to individuals with disabilities personal devices, such as wheelchairs or permitted Other Power-Driven Mobility Devices.

### **Miscellaneous**

1. The Agency accepts no responsibility for storage of any mobility device.
2. The Agency accepts no liability for damage to any mobility device, or injury to the operator, whether caused by the operator, another visitor to an Agency facility or site, the physical conditions of the Agency facility or site, or any other circumstance.
3. The Agency accepts no liability for damage caused by the operator of the device, or injury to others caused by the operator of the device.
4. The Agency accepts no liability for any injuries or property damage, to either the operator or others, resulting from the Agency's failure to enforce this policy or to supervise the operator of an Other Power-Driven Mobility Device.
5. The Agency reserves the right to change, modify, or amend this policy at any time.

#### 4.29 EASEMENT REQUESTS

Due to the location and size of park sites the District owns, it receives requests for easements. The following provisions govern granting of easement requests:

1. Granting of easement requests should not interfere with existing development plans of the park site in question.
2. Easement requests should not place undue restrictions on the park site during the construction phase, or once the ground is repaired and is available for public use.
3. Easement grantee should be expected to restore fully, at his/her expense, all landscape items such as trees, shrubs, sod, and other items, as required to restore the landscape to its original condition or better, as determined by the District.
4. **Residential** – Homeowners may seek temporary easements of access for construction of improvements to their property. In such instances, fees may be waived for residential homeowners.
5. **Private Contractor/Developer** – When a private contractor/developer requests to utilize District property for the purpose of generating revenues, the District will determine a reasonable and appropriate fee to the requesting party.
6. **Utility Companies** – Fees will be assessed as determined to be reasonable and appropriate by the District.
7. **Governmental Bodies** – Fees may be waived or assessed for governmental bodies depending upon the request and history of the mutual cooperative relationship between the two entities.
8. The Executive Director will review all requests and staff recommendation for granting or denying the easement. The recommendation of the Executive Director will then be forwarded to the Board for final action. A security deposit or bond, proof of \$1,000,000.00 insurance naming the District as additional insured, and a written statement from the requesting party that all damages to park property will be fully paid by said owner will be required in addition to any fees assessed.

#### **4.30 ENVIRONMENTAL**

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. This purpose of this policy is to provide clear direction and govern the District's environmental management practices.

##### **Purchase and Use of Environmentally Safe and Sensitive Products**

Purchase products for use in facility and park operations which minimize negative environmental impacts, taking into consideration the effects of product production, use, storage and disposal.

##### **Wise Use and Protection of Air, Water, Soil and Wildlife**

Actively seek and implement ways to conserve energy resources and investigate methods of applying alternative energy technologies.

##### **Reduction and Handling of Waste**

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.

##### **Open Space Planning and Preservation**

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 river corridors, greenways and trails.

##### **Environmental Education and Interpretation**

Provide education and interpretation opportunities for staff and the public which increase appreciation for the natural world and promote environmentally conscious lifestyles, emphasizing selective consumption and low-impact resource use.

##### **Natural Resource Protection**

Actively seek ways to protect and conserve water and soil, and to enhance air quality. Preserve and enhance natural resources such as grasslands, threatened species, woodlands, urban forests, and wetlands. Foster a sense of stewardship of the environment and aesthetic appreciation of resources.

##### **Environmentally Sound Park Practices**

Encourage design, development, operation and maintenance of landscaped areas, facilities and natural areas to enhance the environment and improve air quality, conserve water and energy.

##### **Environmental Aesthetics Protection**

Preserve, enhance, and interpret the scenic and aesthetic resources that are a part of environment.

#### **4.31 CYBER LIABILITY POLICY**

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

A breach is defined as the actual release or disclosure of information to an unauthorized individual/entity that exposes a person's:

- Personally Identifiable Information (PII).
- Protected Health Information (PHI).
- Financial/reputational information that may cause a person inconvenience or harm.
- Financial/reputational information that may cause your company inconvenience or harm.
- Customer (current/former), applicant or employee data.
- Corporate information or intellectual property.

As of Jan. 1, 2012, the Illinois Personal Information Protection Act requires proper disposal of materials containing personal information to protect against identity theft and financial fraud. Incidents of identity theft include “dumpster divers” finding troves of valuable personal information in public garbage bins/dumpsters. In addition, personal information left on computers, networks and drives and other electronic media can be accessed and misused with relative ease.

#### **4.32 OPEN MEETINGS ACT – TRAINING FOR EMPLOYEES POLICY**

The Illinois General Assembly amended the Open Meetings Act, effective January 1, 2012. The amendment required the Executive Director and one or more officials/employees to successfully complete a training program about the OMA. Subsequent revision to OMA has been enacted. All training will be on the most current revisions.

Any person who becomes an elected or appointed member of a public body subject to the Act after January 1, 2012, must complete the electronic training no later than the 90<sup>th</sup> day after taking the oath of office or, if not required to take an oath of office, after otherwise assuming responsibilities as a member of the public body.

The electronic training curriculum is developed and administered by the Illinois Attorney General's Public Access Counselor. Upon completion of the training, each official must submit a certificate of completion to the PAC. A certificate of completion covers the official for any committee or subcommittee of the public body and for every other public body of which the official may be a member. Instructions to public officials are not yet published by the PAC, but certification as an OMA officer under the current law will satisfy the new requirements.

Failure of an official to satisfy the OMA training requirement is a Class C misdemeanor, but does not affect the validity of any action taken by the public body.

The following designated positions are: Planning, Development & Adm. Manager and the Executive Director.



#### **4.33 MEMORIAL POLICY – PARK AMENITIES OR PARK FEATURES**

The Board of Commissioners recognizes the need of its residents for memorializing special park and recreation amenities and/or features as a lasting tribute to family member, events or to organizations. These individuals or groups may wish to donate such items as picnic tables, floral gardens, drinking fountains, tennis courts, golf tee boxes or other permanent amenities based upon their wishes or suggestions of the District.

It is the policy of the Board to review all such requests prior to final approval based on the following criteria:

1. The request is for a recreation or park amenity or park feature that will in no way adversely affect the health and safety of the individuals who will use this amenity or park.
2. The specific request should be consistent with the park's current and projected future design and use and should be considered a permanent improvement, which adds value to the overall District.
3. All amenities and/or park features shall be installed by a District approved contractor or by District staff. The cost of the memorial park amenity or park feature, labor, delivery, shipping and the installation and plaque and the mounting will be financially responsibility of the donors if they desire to commemorate their donation. All labor costs will be assumed 100% by the donor(s). All private contractors must fulfill District installation specifications, insurance and liability requirements prior to installation of memorial.
4. The Board and/or staff shall approve the overall size and wording engraved on the memorial plaque. As a guideline: A) plaques larger than 8" x 8" should be mounted on a larger surface such as a boulder, slate rock or pedestal; B) plaques should not be larger than 18" in height or length and should not contain excess wording as approved by the Board and/or staff.
5. The plaque should be made from a material approved or staff. Bronze and heavy-duty aluminum are two materials which are pre-approved.
6. The memorial park amenity or park feature, the location and plaque specifications must be initially reviewed by the Executive Director and/or staff.
7. The District will assume the maintenance responsibilities for the upkeep of the memorial amenity or park feature. However, in the event of vandalism or theft, the District will not be responsible for replacement or repair of the memorial amenity, park feature or memorial plaque and mounting.
8. The Board and/or staff reserve the right to relocate the memorial at their discretion due to the future changes in the design of the park which are adversely impacted by the memorial.

#### **4.34 MEMORIAL POLICY - TREE PLANTING PROGRAM POLICY**

The living tree memorial program is designed to help beautify the District's parks and allow residents to honor a special person or occasion. Persons wishing to commemorate a special event, such as a wedding anniversary, birth date or memorial to a loved one or relative may do so by having a choice of three trees planted in any of the District's parks pending space.

1. A one-time donation will purchase a tree to be planted in a choice of parks. All trees will be 3"-4" in diameter as young trees of this size have the best rate of survival after transplanting.
2. Those donating a tree will receive a memorial plaque placed on a post to be used at the base of each tree within the mulched tree ring commemorating the gift. The 5" x 6" memorial plaque may contain the donor's name or the name of the person they wish to honor and relevant date.
3. The District will select the tree from the appropriate nursery.
4. The park and specific site within the park must receive approval of District staff.
5. District staff must approve the specific tree variety. Certain tree species may have additional costs and shall be the financial responsibility of the donor.
6. District staff will plant the memorial tree in either the spring or fall when planting conditions are optimal.
7. District staff will take responsibility to maintain the tree and will guarantee the replacement of the tree. If the tree dies within the first year, the Park District will guarantee replacement. However, in the event of vandalism or theft, the District will not be responsible for replacement or repair of the tree or memorial plaque and mounting.
8. The Board and/or staff reserve the right to relocate the tree at their discretion due to future changes in the design of the park.

#### **4.35 MEMORIAL POLICY – PARK BENCHES**

The Board of Commissioners recognizes the need of its residents for memorializing special park benches as a lasting tribute to family member, events or to organizations. These individuals or groups may wish to donate a park bench based upon their wishes or suggestions of the District.

It is the policy of the Board that the Executive Director review all such requests prior to final approval based on the following criteria:

1. A one-time donation will purchase a bench to be planted in specific areas designated by the Park District.
2. The request is for a park bench that will in no way adversely affect the health and safety of the individuals who will use this bench.
3. The specific request should be consistent with the park's current and match the park design.
4. The park bench shall be installed by a District approved contractor or by District staff. All labor costs will be assumed 100% by the donor(s). All private contractors must fulfill District installation specifications, insurance and liability requirements prior to installation of memorial.
5. The Board shall approve the overall size and wording engraved on the memorial plaque. As a guideline: A) plaques will be 6" x 6" and should be mounted to the concrete;
6. The plaque should be made from a material approved by the Board. Bronze and heavy-duty aluminum are two materials which are pre-approved.
7. The memorial park bench, the location and plaque specifications must be initially reviewed by the Parks, Recreation Programs and Facilities Committee and receive final approval from the Board of Commissioners.
8. The cost of the memorial park bench, the installation and plaque and the mounting will be financially responsibility of the donors if they desire to commemorate their donation.
9. The District will assume the maintenance responsibilities for the upkeep of the memorial park bench. However, in the event of vandalism or theft, the District will not be responsible for replacement or large repair (\$50 or more) of the memorial park bench and mounting.
10. The Board reserves the right to relocate the memorial at their discretion due to the future changes in the design of the park which are adversely impacted by the memorial.
11. If after 10 years an incident occurs or unrepairable (dies, natural disaster), the Park District will make several attempts to contact the donor/family members. Donor/family members can replace or have plaque returned.

#### 4.36 MUNDELEIN HERITAGE MUSEUM – COLLECTION MANAGEMENT POLICY - ACQUISITION

The purpose of the Mundelein Heritage Museum is to preserve and promote our community's natural, native, and historical culture for the benefit of the public and to inspire excitement and curiosity about the past and appreciation for its relevance today.

1. *Acquisition* is the discovery, evaluation, negotiation of terms, taking custody of, title to, and acknowledging receipt of museum items for the collection.
2. *The "Original Collection"* of the Mundelein Heritage Museum consists of all the objects, photographs, and archive materials collected by the Fort Hill Historical Society and transferred to the Mundelein Park and Recreation District upon dissolution of the Historical Society. Items in the original collection are identified in the Collection Inventory by an accession number containing the designations "OC".
3. *Future Museum Items* added to the Heritage Museum collection after acceptance of the Original Collection by the MPRD will be accessioned without the OC designation.
4. *Nature of Ownership:* Materials and objects may be acquired by gift, bequest, purchase, or any other appropriate transaction by which full and absolute title is effectively transferred to the Mundelein Park District. No museum items shall be accepted which are known to have been illegally imported, stolen, or collected in a manner contrary to state or federal law. MHM subscribes to the provisions of the International Council of Museums Convention of 1970, and the Native American Graves and Property Repatriation Act. The MHM shall obtain the right, title and interest for all acquisitions, without restrictions or limiting conditions.

The MHC shall oversee the maintenance of acquisition files that shall contain any legal instruments and conveyances concerning the origin of each acquisition.

5. *Collecting Objectives for the MHM are:* 1) to display objects and photographs that depict daily life of the inhabitants of the Mundelein area throughout history; 2) preserve the natural, native, and historical culture of the Mundelein area; 3) connect the "story" of the everyday items on display to the people that owned them, the historical events that occurred in here, or to the history of the United States or the State of Illinois; 4) promote the public interest, and inspire excitement and curiosity about Mundelein's past and create an appreciation for the relevance today, 5) provide archival materials for historical, genealogical and educational research.

The focus of the collection is on the people and businesses of the Mundelein area, and events that occurred in Mundelein, the surrounding area, the State of Illinois and the nation that significantly affected the residents of Mundelein.

6. *Criteria for Acquisition:* Materials and objects must meet the following criteria to the satisfaction of the Collections Committee before being acquired.
  - a. The acquisition must conform to the HMH's collecting objectives.
  - b. A written statement of why an item should be acquired must be prepared by the Collections Committee and presented to the Historical Commission for approval before being presented to the MPRD Board.
  - c. The present owner must document clear title to the best extent possible.
  - d. Acquisitions must, in general, be free from donor-imposed restrictions.
  - e. Acquisitions shall not be encumbered by less than full literary rights, property rights, copyrights, patents or trademarks, or by physically hazardous attributes.
  - f. The MHM must be able to properly care for and house the proposed acquisition according to generally accepted professional standards.
  - g. No member of the MHC or MHM will appraise a gift on any other artifact for a member of the public.
  - h. If the acquisition is a purchase, funding, transportation, and conservation must be approved by the MPRD before the purchase occurs.
  - i. Funding for acquisitions must be allocated in the MPRD Museum Operating Budget. If funding is not allocated for acquisitions, the MPRD may consider a written request from the MHC for unbudgeted funds from the Park District Museum Fund.
  - j. Archival materials and photographs that are not accessioned may be accepted without approval of the MPRD Board.
  - k. Prior to the acquisition of property by gift, the prospective donor shall be provided a copy of the MHM collections policy.

7. *Accessioning*

Items acquired for the MHM collections will be accessioned according to standardized procedures adopted by the MHC. All objects from the Original Collection, and any acquired thereafter, shall be accessioned. Archival research materials are not subject to accessioning, with the exception that books and paper materials that are historically significant to the Mundelein area shall be considered artifacts and shall be accessioned. The determination whether or not to accession a paper artifact shall be determined by the MHC. The MHC may delegate this authority to a qualified individual.

#### **4.37 MUNDELEIN HERITAGE MUSEUM – COLLECTION MANAGEMENT POLICY - DEACCESSION**

*De-accessioning* is the process of permanently removing from the Permanent Collection accessioned museum objects or materials. The de-accessioning process shall be cautious, deliberate and consistent with the MHM mission statement and collections policy.

Museum items must meet at least one of the following criteria as determined by the MHC and the MPRD Board to be considered for de-accessioning:

- a. The item is inconsistent with the mission of the MHM.
- b. The item lacks original or physical integrity.
- c. The has failed to retain its identify or authenticity, or has been lost or stolen and remains lost or stolen for longer than two years.
- d. The item is redundant or duplicates other items or material in the collection and does not have a discernible connection to a Mundelein resident, federal, state or local historic event, is not necessary for educational or research purposes, does not further the mission of the MHM.
- e. The MHM is unable to properly preserve or conserve the item or material.
- f. The item lacks provenance, is readily obtainable on the open market, has been extensively repaired or altered, or is generally a poor example of its type.
- g. The item is being returned to its rightful owner, or to whom it was being held on loan.
- h. The item is being returned to the donor or donor's heirs because it can no longer fulfill restrictions relating to the care or presentation of the item.
- i. The item presents a hazard to people or other collection items.

##### *Authority for De-accessioning*

The Collections Committee is responsible for application of the de-accessioning criteria. All requests for de-accessioning shall be approved by the MHC before being presented to the MPRD Board. No museum item may be de-accessioned without the approval the MPRD Board.

#### **4.38 MUNDELEIN HERITAGE MUSEUM – COLLECTION MANAGEMENT POLICY - DISPOSAL**

The preferred method of disposal is to donate or trade the de-accessioned item(s) to another public non-profit institution in order to ensure that the items will remain in the public domain. De-accessioned objects may also be returned to the original donator, or, if they were not part of the Original Collection, they may be sold at public auction or at a public sale.

Items in the Original Collection, accessioned with the OC code, shall not be sold at public auction or at a public sale. Only items added to the collection and accessioned without an OC code are subject to sale. Items in the original collection may be donated, traded, disposed of, or returned to the original donator.

In the case of infestation, extreme disintegration or extremely poor condition, an item may be disposed of by physical destruction or disposal. Once an item is accessioned, disposal or destruction in this manner must be approved by the MHC and the MPRD.

Items that fail to sell at public auction or sale, shall be sold in a private sale, given away, destroyed, or disposed of.

1. *Ethics of Sale*

Museum employees, officers, trustees, volunteers, or their immediate families or representatives shall not purchase an item through public or private sale, or be given or otherwise transferred any museum item unless they were the donator of the item, or have obtained prior approval of the MHC and the MPRD Board.

2. *Proceeds*

Proceeds from the sale of de-accessioned collection items shall be deposited into the MPRD Museum Fund.

3. *Records*

A list of all materials and objects de-accession from the permanent collections shall be kept on file.

#### **4.39 GIFT ACCEPTANCE**

The Gift Acceptance Policy has been established to govern acceptance of gifts made to the District and to provide guidance to donors, staff and the Board.

The District will consider any and all gifts that will contribute to the fulfillment of the Park District's Mission. Gifts can be in the form of cash, tangible personal property, real estate, and miscellaneous charitable items. Gifts are defined as assets that do not fall within the parameters of the Park District's sponsorship program.

Restrictions placed on gifts that are not consistent with the Mission of the District may be rendered unreasonable or unable to be fulfilled, thus resulting in a rejection of the gift. The Board reserves the right to request the donor to remove or alter the restrictions in order to gain acceptance. The Board reserves the right to reject any and all gifts for any reason. The District reserves the right to seek the advice of legal counsel when considering potential gifts.

The responsibility of any and all legal, professional and appraisal fees that are associated with the gift acceptance must be detailed in the written proposal by the donor. Should additional fees arise during the gift acceptance process, the responsibility of these fees is to be assigned, in writing, prior to Board approval.

#### **4.40 Transgender Patron Policy**

This policy is designed to create a safe and inclusive environment in which community members, visitors and participants can be honest and open about who they are and feel comfortable using our facilities, participating in our programs and attending Park District events. This policy acts as a guideline; each situation that occurs will need to be evaluated on a case-by-case basis. It is the District's policy to treat everyone with dignity and respect and to provide facilities, services, programs and events that are free of discrimination whether that discrimination is based upon race, color, religion, gender (including pregnancy, gender identity, gender expression, gender change, gender orientation, gender strength equality, gender stereotyping, or transgender status), national origin, disability, parental status, political affiliation, genetic information, marital status, membership in an organization, age, reprisal, or other unlawful factors. The Park District offers programs, services, facilities and events consistent with its obligation to maintain an environment that is free of discrimination, including discrimination that is based upon gender identity or perceived gender non-conformity.

The following definitions are not provided to label individuals but rather to assist in understanding this policy and the obligations of District. These terms may or may not be used by transgender individuals to describe themselves.

- “Gender identity” or “Affirmed Gender” is a person’s deeply held sense or psychological knowledge of their own gender, regardless of the gender they were assigned at birth. Gender identity is also defined as an individual’s internal sense of being male or female or something else. It is not based on physical anatomy. The District understands that gender identity is a very personal matter that should be respected by all fellow employees and supervisors.
- “Assigned Gender” refers to the gender assigned to a child at birth based on physical anatomy.
- “Intersex” is a general term used for a variety of conditions in which a person is born with sex characteristics that do not fit the typical definitions of male and female.



- “Cisgender” is a term used to describe people whose gender identity corresponds with their assigned sex at birth.
- “Transgender” describes people whose gender identity is different from their gender assigned at birth
- “Transgender Man” is a term used to describe an individual who currently identifies as a man.
- “Transgender Woman” is a term used to describe an individual who currently identifies as a woman.
- “Gender nonconforming” describes people whose gender expression differs from stereotypical societal expectations related to gender.
- “Gender expression” refers to the way a person expresses gender identity to others, such as clothing, hairstyles, activities, voice or body characteristics, behavior or mannerisms.
- “Transition” is the time when a person begins to live as the gender with which they identify instead of the gender that they were assigned at birth. This may include changing one’s name, dressing and grooming differently. Transitioning may also include e such medical and legal aspects as taking hormones, having surgery or changing identity documents to reflect one’s gender identity.

### **Restroom/Locker Room Accessibility**

Individuals are allowed to choose to use the restrooms and locker rooms that correspond to the individual’s full-time gender identity. Reasonable accommodations which provide access to restrooms or locker rooms may be necessary to ensure the privacy, dignity, and respect of all individuals. Regardless of gender identity, any individual who has a need or desire for increased privacy should be provided access to an alternative restroom or changing area such as a single stall or staff bathroom. The objection of other individuals to a transgender or non-conforming gender individual using the same restroom or locker room facility shall not be the basis for denying the transgender or non-conforming gender individual use of that facility. Rather, the District may designate a different restroom or locker room facility for the objecting individual if available and reasonable.

### **Participation in Park District Programs**

Transgender or non-conforming gender individuals are encouraged to contact the Executive Director prior to registration or participation in District programs to ensure a smooth and respectful process or with any questions regarding participation or registration.

### **Names/Pronouns**

Individuals are entitled to be addressed by a name and pronoun that corresponds to their affirmed gender. This name does not need to be the name consistent with an individual’s government issued identification. Intentional or persistent refusal to respect an individual’s gender identity through the use of names and pronouns not correlated with the affirmed gender is a violation of this policy and will not be tolerated.

### **Discrimination/Harassment**

Complaints received regarding discrimination and/or harassment involving transgender or non-conforming gender individuals will be handled in the same manner as any other discrimination or harassment complaints



**MUNDELEIN PARK &  
RECREATION DISTRICT**

**5.0 ANNUAL FISCAL REQUIREMENTS**

- 5.1 Budget and Appropriation
- 5.2 Tax Levy
- 5.3 Annual Audit
- 5.4 State of Illinois Disclosure Statement
- 5.5 Annual Treasurer's Report
- 5.6 State Comptroller's Report
- 5.7 Official Filings
- 5.8 Preparing and Updating Disclosures

## **ANNUAL FISCAL REQUIREMENTS**

### **SECTION 5.0**

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To the extent any Illinois State Law or Federal Law exists which is inconsistent or contrary to these policies, then the District shall conform to the requirements of State or Federal Law.

#### **5.1 BUDGET AND APPROPRIATION ORDINANCE**

A combined Budget and Appropriation Ordinance shall be adopted by the Board within or before the first quarter of each fiscal year.

The budget shall contain a statement of cash on hand at the beginning of the fiscal year, an estimate of cash expected to be received during such fiscal year from all sources, an estimate of expenditures contemplated for such fiscal year and the estimated cash expected to be on hand at the end of such year.

The Budget and Appropriation Ordinance shall be prepared in tentative form and be made conveniently available for public inspection for at least thirty (30) days before final action. At least one public hearing shall be held before final action. The hearing must be advertised in a newspaper at least one week prior to the date for which the hearing is scheduled.

The Board must file a certified copy of the Budget and Appropriation Ordinance with the Lake County Clerks within 30 days of the adoption of the ordinance, along with an estimate, certified by the Executive Director, of revenues, by source, anticipated to be received by the District the following fiscal year.

The Board shall comply with all requirements of the Illinois Park District Code which relate to the Budget and Appropriation process. The Executive Director shall be charged with the preliminary preparation of the Budget and Appropriation Ordinance. The Budget and Appropriation Ordinance shall delineate the revenues and expenditures of all separate funds required by the District.

#### **5.2 LEVY ORDINANCE**

The District has the power to levy and collect taxes on all taxable property in the District. The Levy Ordinance shall be prepared, presented and approved in compliance with the Illinois Park District Code and the Illinois Compiled Statutes.

The Executive Director shall be charged with the preparation of the Levy Ordinance. The Levy Ordinance shall specify amounts to be raised by taxation and thereby levy said amounts.

A certified copy of the approved Levy Ordinance shall be filed with the Lake County Clerks no later than the last Tuesday in December of the prior year before Levy takes effect, or as otherwise established by law.

### **5.3 ANNUAL AUDIT**

An audit of all funds, property, and financial practices shall be conducted annually by an independent certified public accounting firm which will be chosen by the Board.

In addition to the normal test of various funds and investments, the firm shall provide an audit management letter providing recommendations for improving the fiscal and management practices of the District.

### **5.4 STATE OF ILLINOIS ECONOMIC DISCLOSURE STATEMENT**

The Government Ethics Act requires various district officials and employees to file economic disclosure statements with the clerk in the county in which they reside at the time they are appointed, elected or hired. After the initial filing, district officials and employees must continue to file annual statements by May 1. (5 ILCS 420/1-101) The Act requires the following persons to file disclosure statements:

1. Members of the Board and candidates for election to the Board
2. District employees who are compensated for services as employees and not as independent contractors and who:
  - a. are, or function as, the head of a department, division, bureau or other administrative unit;
  - b. have direct supervisory authority over, or direct responsibility for, the formulation, negotiation, issuance or execution of contracts in the amount of \$1,000 or greater;
  - c. have authority to approve licenses or permits;
  - d. adjudicate, arbitrate or decide any judicial or administrative proceeding, or review such a decision;
  - e. have authority to issue or promulgate rules or regulations; or
  - f. have supervisory responsibility for 20 or more employees.
3. Persons required to file shall obtain an appropriate form from the Secretary of the District. The completed statement must be filed by May 1<sup>st</sup> of each year, or as otherwise required by law.

## **5.5 ANNUAL TREASURER'S REPORT**

The Treasurer or designee shall prepare a report for the Treasurer at the end of each fiscal year showing:

1. the amount and source of all revenues, giving items, particulars and details;
2. all monies disbursed, where the total amount paid during the fiscal year exceeds \$1,000 in the aggregate, including the name of each individual to whom the monies were disbursed and the amount paid to each person;
3. all monies paid out as compensation for personal services, giving the name of each individual to whom paid by listing each employee, as required by the Illinois Park District Code;
4. a summary statement of operations for all funds and account groups, as excerpted from the annual financial report filed with the State Comptroller.

Such statement shall be subscribed and sworn to by the Treasurer. Within six months after the close of the fiscal year, such statement shall be filed in the Office of the County Clerk.

Within six months after the end of such fiscal year, the Treasurer shall have published a true, complete and correct copy of such statement one time in a newspaper in the town, district, or municipality in which he/she holds office. Certification of the statement's publication must then be filed with the County Clerk by the publisher of the newspaper within 10 days of publication.

## **5.6 STATE COMPTROLLER'S REPORT**

A copy of the Annual Audit Report must be filed with the Comptroller of the State of Illinois within six months following the close of each fiscal year. The Auditor is responsible for the filing.

Additionally, Form 558-4, entitled "Annual Audit Report, Park and Forest Preserve Districts," is prepared annually and filed with the Comptroller. This report should indicate beginning cash balance of all funds on a consolidated basis, revenues by defined categories (consolidated) and expenditures by defined categories (consolidated), with ending cash balance (consolidated) at the fiscal year-end. The report further provides information regarding investment of funds by type; description of indebtedness by type, including current issues and current redemptions; and appropriated amounts by funds.

**5.7 OFFICIAL FILINGS**

On an annual basis, the District shall file with the appropriate county and state agencies:

1. Budget and Appropriation Ordinance;
2. Tax Levy Ordinance;
3. Treasurer's Report (Statement of Receipts and Disbursements);
4. Form 558-4 Annual Report, Park and Forest Preserve Districts;
5. Annual Financial Statement and Independent Auditor's Report;
6. Any other documents or reports required by law.



**MUNDELEIN PARK &  
RECREATION DISTRICT**

**6.0 BUSINESS AND TECHNOLOGY OPERATIONS**

- 6.1 Statement of Intent
- 6.2 Creation of Debt
- 6.3 Authorization for Check Signing/Bill Payment/Check Issuance
- 6.4 Fiduciary Bonding Insurance Coverages
- 6.5 Insurance
- 6.6 Internal Auditing
- 6.7 Financial and “Official” Records Retention
- 6.8 Cash Receipts
- 6.9 Investments
- 6.10 Deposit of Funds
- 6.11 Petty Cash
- 6.12 Monthly Financial Reports
- 6.13 Purchase Requisition System
- 6.14 Legal Bidding
- 6.15 Capital Fixed Assets Ledger
- 6.16 Tax Dependency
- 6.17 Wire Transfers and ACH Origination
- 6.18 Annual, Externally Conducted Audits
- 6.19 Internal Service Funds
- 6.20 Bond Rating
- 6.21 Delegation of Authority on Certain Change Orders
- 6.22 Preparing and Updating Disclosures
- 6.23 Clothing and Uniform Fringe Benefits
- 6.24 Surveillance Cameras
- 6.25 Fund Balance Policy
- 6.26 Prompt Payment
- 6.27 Emergency Appropriation
- 6.28 Identity Protection
- 6.29 Budget

## **BUSINESS & TECHNOLOGY OPERATIONS**

### **SECTION 6.0**

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#### **6.1 STATEMENT OF INTENT**

The financial resources of the District are the means by which the District serves the public. All financial operations shall be conducted in accordance with written policies, procedures, State and Federal laws and ordinances.

All financial transactions of the District shall be recorded in a prescribed manner and be conveyed in a written and/or oral format. Internal controls shall be such that accurate records of all transactions will be available for audit purposes

#### **6.2 CREATION OF DEBT**

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.

No commissioner, committee, officer, or any other person employed or associated with the District shall be authorized to create any financial liability on behalf of the District except where said liability shall be approved in nature and amount by the Board and recorded in the minutes of said meeting and/or in accordance with the District's purchasing policy.

The District developed this 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.

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.



### **6.3 AUTHORIZATION FOR CHECK SIGNING/BILL PAYMENT CHECK ISSUANCE**

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

#### **6.4 FIDUCIARY BONDING INSURANCE COVERAGES**

The District shall obtain adequate insurance that provides protection against both internal and external acts of fraud, dishonesty, and theft that may arise either from criminal intent or negligence.

The following minimum coverage is to be maintained by the District:

1. Public Officials' Errors and Omissions Liability Coverage - This coverage protects the District and members of the Board from lawsuits arising out of decisions made by the Board. It also covers the organization from civil suits that arise from the announcement of statements or the distribution of documents to the public by either a Board member or employee that are flagrantly in error or fraudulent in their content. It does not cover any of the costs of a criminal defense that results in conviction.
2. Blanket Bond Coverage - This protects the District against losses due to dishonest or fraudulent acts by District employees.
3. Comprehensive Dishonesty, Disappearance, and Destruction Coverage -This coverage protects the District from losses of money and securities resulting from robbery and theft. This covers all District-controlled premises. It also covers losses from check forgeries.

#### **6.5 INSURANCE**

The District shall obtain sufficient insurance protection from losses arising out of physical damages due to fire, storm, vandalism, accident or other hazards; injuries arising from work-related sources; judgments against the District and its employees predicated on liability for acts due to negligence; vehicle liability; and physical damage explosion protection. Such insurance is to be obtained from qualified carriers at the lowest effective cost. In the alternative, the District may become a member of an intergovernmental self-insured cooperative, as permitted by the Illinois Intergovernmental Cooperative Act, in order to pool its funds with funds of other districts and share with them the cost of losses, including those set forth above.

Insurance membership in a self-insured pool shall also be obtained to protect full-time employees of the District as to losses due to nonwork-related injuries or illness. The District may provide coverage for hospital rooms, board and services, dental, vision care, physicians' and surgeons' fees, and medications and other supplies. It may also provide insurance for life, accidental death, disability, and income protection.

#### **6.6 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 an unscheduled payroll audit.

## **6.7 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. 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 2019 with a retention period of 3 years may be disposed of December 2022). Electronic records will be maintained as required by the Illinois Local Records Act.

## **6.8 CASH RECEIPTS**

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

## **6.9 INVESTMENTS**

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:

1. U. S. Treasury Bonds, Notes and Bills
2. Other securities which are guaranteed by the full faith and credit of the United States of America
3. U. S. Government Securities, including US Agencies and Instrumentalities, that are rated “AAA”.
4. 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.
5. Illinois Trust

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:

1. U. S. Government Securities
2. 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.

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.

## **6.10 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 available to the Board.

## **6.11 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:

- Health and Fitness Center Registration – MCC 1<sup>st</sup> floor
- Indoor Pool – MCC 1<sup>st</sup> floor
- Recreation Registration – MCC 1<sup>st</sup> floor □ Administration – MCC 3<sup>rd</sup> 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.

## **6.12 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. A monthly Treasurer's Report will be provided showing Cash and Investments as well as the change in Fund Balance for each Fund.

## **6.13 PURCHASE REQUISITION SYSTEM**

Managers have the authority to make single purchases up to \$5,000 if not split to meet the maximum dollar limitation, item is budgeted and he/she secure written quotes and approval from the Department Head. Superintendents/Department Heads have the authority to make purchases up to \$10,000 if not split to meet the maximum dollar limitation, if the item is budgeted and he/she secure written quotes. Purchases between \$5,000 and \$25,000 must 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.

#### **6.14 LEGAL BIDDING**

Purchase of goods or services estimated to exceed \$25,000 in value:

Following acceptance of a specific bid or bids by the Board of Commissioners, timely notification of the action shall be made in writing to all bidders.

The District shall award and enter into contractual arrangements with vendors primarily for completion of construction projects. Procurement of goods and/or services for non-construction projects may require contracts if it is determined to be in the best interest of the District.

Bid sureties shall be returned to the bidders within ten days following the acceptance or rejection of bids by the Board. However, the bid surety of the successful bidder shall be returned only after receipt of an acceptable Performance and Payment Bond.

#### **6.15 CAPITAL FIXED ASSETS LEDGER**

Assets of a long-term character in excess of five thousand dollars (\$5,000), tangible in nature and useful life of at least three years in purchase value and which are intended to continue to be held or used, such as land, buildings, machinery and equipment, shall be recorded at acquisition value on a ledger. The ledger shall include a description of the item, serial or identification number, date acquired, vendor name and address, purchase order number, and other information, which may aid in the description of valuation of the item. A notation shall be made on the ledger of the date, amount received and other specific details when such assets are sold or scrapped.

Classification - Capital 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.

## **6.16 TAX DEPENDENCY**

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% (plus or minus five percent) of total revenues.

## **6.17 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.

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

## **6.18 ANNUAL, EXTERNAL CONDUCTED AUDITS**

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 to be included are:

Corporate Fund  
Recreation Fund  
Museum Fund  
Special Recreation Fund  
Liability Fund  
Police Fund  
Museum Fund  
IMRF Fund  
Bond and Interest Fund  
Capital Fund

Special Audits can be conducted at the request of the Board.

#### **6.19 INTERNAL SERVICES FUNDS**

The purpose of the District's Service Fund is to prepare for providing resources for future planning and capital expenditures. The District has one fund to ensure that these resources are available to acquire items when future planning enhances services and facilities, existing items need replacement, acquire new items and to make major districtwide improvements.

The Park District's Internal Service Fund is:

- Capital Fund
- Future Planning Projects
- Capital Maintenance Plan Expenses (CMP)
- Capital Development Plan Expenses (CDP)

Included in the annual budget is a set amount of funds to be transferred at year's end from the Corporate and Recreation Funds into the Capital Fund. This amount is dependent upon each of the two separate funds' fund balance percentage, which is based on the Fund Balance Policy, Capital Maintenance Plan (CMP) and Capital Development Plan (CDP).

#### **6.20 BOND RATING**

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.

#### **6.21 DELEGATION OF AUTHORITY ON CERTAIN CHANGE ORDERS**

This policy has been created to provide the Executive Director of the Park District with the authorization to approve or deny certain change orders on which action is required within a limited time span.

The Executive Director of the Park District is hereby authorized and empowered to receive, review, investigate and approve or deny any and all change orders that authorize an increase or decrease

in either the cost of a public contract by less than \$20,000 or the time of completion by less than 30 days on construction contracts for the Park District, in accordance with the terms and conditions of the contracts under which the change is requested. The Executive Director shall, as soon as practicable after acting on any change order pursuant to this ordinance, shall inform the Board: (a) that a change order has been requested; (b) the Executive Director's findings on the request for the change order; (c) the Executive Director's response to the change order. Upon completion of all documentation for the change order, the Executive Director shall circulate same to the members of the Board.

In the absence of the Executive Director, the delegation of authority on certain change orders will transfer to the Superintendent of Business Services and Technology with Board President approval.

## **6.22 PREPARING AND UPDATING DISCLOSURES**

Mundelein Park and Recreation District, Lake County, Illinois (the "*District*") Policies and Procedures for Preparing and Updating Disclosures.

Pursuant to the District's responsibilities under the securities laws, including its continuing disclosure undertakings (the "*Undertakings*") under Rule 15c2-12 of the Securities Exchange Act of 1934, as amended, and the Securities and Exchange Commission's statements in enforcement actions, it is necessary and in the best interest of the District that the District's (i) preliminary and final official statements or offering circulars and any supplements or amendments thereto (collectively, the "*Official Statements*"), disseminated by the District in connection with any bonds, notes, certificates or other obligations, (ii) Annual Financial Information, as required by and defined in the Undertakings (the "*Annual Financial Information*") to be filed with the Municipal Securities Rulemaking Board's ("*MSRB*") Electronic Municipal Market Access ("*EMMA*") system, and (iii) notices of Material Events or Reportable Events, each as defined in the Undertakings, and any other required or voluntary disclosures to EMMA (each, an "*EMMA Notice*") comply in all material respects with the federal securities laws. Further, it is necessary and in the best interest of the District that the District adopt policies and procedures to enable the District to create accurate disclosures with respect to its (i) Official Statements, (ii) Annual Financial Information, and (iii) EMMA Notices. Official Statements, Annual Financial Information and EMMA Notices are collectively referred to herein as the "*Disclosures*."

*Disclosure Officer.* The Executive Director of the District (the "*Disclosure Officer*") is hereby designated as the officer responsible for the procedures related to Disclosures as hereinafter set forth (collectively, the "*Disclosure Procedures*").



### **6.23 CLOTHING AND UNIFORM FRINGE BENEFITS**

The purpose of this policy is to comply with the IRS tax laws and reporting requirements for clothing and uniform fringe benefits, identify the taxable and non-taxable fringe benefits, and to set the value to be considered as de minimis for exclusion from employee wages.

The de minimis value is \$50.00 per calendar year for exclusion from employee wages.

The value of work clothing provided by the employer is not taxable to the employee if:

- the employee must wear the clothes as a condition of employment **AND** the clothes are not suitable for everyday wear; or
- the clothes are required protective wear, such as safety shoes or boots, safety glasses, hard hats, neon-colored vests, or work gloves; or
- the clothing consists of uniforms that are rented by the employer; or
- the value is under the de minimis value per calendar year

### **6.24 SURVEILLANCE CAMERAS**

The District operates a video surveillance system to provide a safe and secure environment for its patrons and staff.

Information obtained through video surveillance will be used exclusively to assist with the investigation of incidents, including theft, vandalism, personal injury or property damage, and for security and law enforcement purposes, which must relate to the protection of the Mundelein Park & Recreation District patrons, staff and the public, or deterrence or detection of criminal activity. Video surveillance of the Park & Recreation District premises will be conducted in a professional, ethical, and legal manner, in accordance with the following principles: a) video surveillance must be conducted in accordance with the laws of Illinois; b) video surveillance will be used by only District employees authorized by the Executive Director and Department Heads of the District; c) appropriate signs and notice of video surveillance must be posted in areas subject to video monitoring.

### **6.25 FUND BALANCE TARGET**

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 number 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.

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

1. 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.
2. 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.
3. 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 30.

4. 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.

#### **6.26 PROMPT PAYMENT POLICY**

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

1. Invoices approved for payment shall be paid within 30 days of the date of invoice.
2. 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.
3. 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.
4. District shall take advantage of discount clauses of less than 30 days e.g. 15 days payment
5. 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.).

#### **6.27 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, a resolution will be passed at the next Regular Board Meeting and if it requires amending the annual budget, the Board will take action to make such adjustments.

#### **6.28 IDENTITY PROTECTION POLICY**

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

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.

The following words shall mean:

“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.

Neither the District nor any Person may:

1. Publicly post or publicly display in any manner an individual’s SSN.
2. Print an individual’s SSN on any card required for the individual to access products or services provided by the person or entity.
3. Require an individual to transmit a SSN over the Internet unless the connection is secure or the SSN is encrypted.
4. 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.

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.

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.

#### **6.29 BUDGET**

In the preparation of the annual fiscal budget, management will consciously work toward satisfying and fulfilling both the short-term and long-range goals and objectives formulated by management and approved annually by the Board.

Whenever feasible and practical, the budget process shall be decentralized in which frontline managers will formulate the preliminary drafts of their department budgets. The drafts will be reviewed by the appropriate Department Heads, Superintendent of Business Services and Technology and finally, the Executive Director. To carry out this policy, management will employ qualified people who can understand financial information, satisfy routine financial requirements, and satisfactorily prepare a budget.



**MUNDELEIN PARK &  
RECREATION DISTRICT**

**7.0 PROGRAM, FACILITY AND SERVICES ADMINISTRATION**

- 7.1 Definition of Resident and Non-Resident
- 7.2 Recreation Program, Facility and Service Philosophy
- 7.3 Revenues
- 7.4 Discounts
- 7.5 Financial Assistance
- 7.6 Facility Daily Fees, Memberships & Programs Definition
- 7.7 Facility and Rental Use Policy
- 7.8 Room Rental Use of Equipment
- 7.9 Marquee Sign Usage
- 7.10 Program Refunds
- 7.11 Program Evaluations
- 7.12 Statistics
- 7.13 Participants with Chronic Infectious Diseases
- 7.14 Abused and Neglected Child Reporting

## **PROGRAM, FACILITY AND SERVICES ADMINISTRATION**

### **SECTION 7.0**

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#### **7.1 DEFINITION OF RESIDENT AND NON-RESIDENT**

The purpose of the Definition of Policy is to categorize patrons of the Mundelein Park and Recreation District and assist with setting fees and charges for programs, services, memberships and facility use.

#### **Definition of Patrons**

##### **A. Residents**

1. Residents are defined as individuals that reside within Park District boundaries.
2. Active Adults Residents: Active Adults are defined as persons aged 55 and older for Steeple Chase Golf Club and Regent Center. Active Adults are defined as persons aged 62 and over for Health and Fitness Center, Indoor Pool, Diamond Lake Beach and Barefoot Bay.

##### **B. Resident and District Partnerships**

1. Military Personnel: Military personnel are defined as individuals that are active Military Personnel.
2. Local Government Agencies  
Local Government Agencies are defined as tax-supported organizations that reside within District boundaries.
3. Community Groups  
Community Groups are defined as nonprofit groups, associations, service organizations and charters whose offices or headquarters are within Park District boundaries.
4. Park Districts and Special Recreation Associations  
Park District are defined as tax-supported agencies that do not reside in the District boundaries. Special Recreation Associations are defined as associations comprised of member park districts in the State of Illinois.

##### **C. Nonresidents**

1. Nonresidents are defined as individuals and businesses who do not reside within Park District boundaries.

## **7.2 RECREATION FACILITY, PROGRAM AND SERVICE PHILOSOPHY**

The Mundelein Park & Recreation District exists to provide unique public recreational parks, facilities, services and programs for the health and welfare of all residents of the Mundelein Park & Recreation District while acknowledging that the District parks and facilities may be used by the varied patron defined herein. Inherent in the purpose is the development and maintenance of existing parks, open space and facilities with emphasis upon the District's natural resources. It is vital that the Mundelein Park & Recreation District be responsive to the needs of its residents.

## **7.3 REVENUE**

The District understands the need to establish fees and charges for certain recreation programs and services. The District has an obligation to its residents to operate in a fiscally sound manner. Part of this responsibility extends to establishing a policy when setting fees and charges for programs, services, memberships and facility use. This policy, along with market feasibility, comparable seasonal data and specific operational philosophies for cost recovery, establishes such method for staff to follow when determining fees and charges for programs, services and memberships. 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.

The District exists to provide public recreational facilities and programs for the health and welfare of all patrons of the District which otherwise could not be provided practically by private enterprise. Inherent in the purpose of the Park District is the development and maintenance of existing facilities with emphasis upon the District's natural resources. It is vital that the District be responsive to the leisure and recreational needs of its patrons.

In order to support this philosophy, the District offers year-round diversified experiences, ensuring all guests the opportunity to enjoy quality parks, facilities, programs and services. It is not possible to rely upon taxes alone to financially support the wide variety of parks and recreation experiences that are desired by the communities. Therefore, the District must utilize other sources of revenue to help supplement the tax base. Other sources of revenue may include grants, cash donations and/or land dedication, sponsorships, fees and charges.

District 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 after considering all factors required to execute program and reviewed but may change to provide necessary economic support towards all program fee classifications.

### **Methodology for Setting Fees and Charges**

The following methods are used when determining fees and charges.

#### **Public Services**

Public funds are used to provide basic parks and recreation services at no charge. These programs and services include the acquisition, planning, and development of lands, improvement to property, administration, and maintenance operations, as well as other basic services for the community at large.



### **Partial Subsidy**

Public funds are used to partially subsidize communitywide events and certain programs or services when the program or service is not self-supporting, but in the best interest of the community for the Park District to provide it.

### **Direct Cost Recovery**

Fees are charged to recover the total direct costs of providing a program or service. In the case of programs, this includes instructor wages and benefits, supplies, rental of outside facilities, transportation and trip tickets. For other services, applicable costs include staff's time to complete the actual service, as well as any materials used.

### **All Cost Recovery**

Fees are charged to recover direct costs, as described above, and the indirect costs associated with providing programs, facilities and services. These indirect costs include administration, maintenance, and other costs associated with owning and operating physical assets.

### **Revenue-Producing Facilities**

The Park District owns and operates enterprise facilities: Steeple Chase Golf Club, Health & Fitness Center, Big & Little, Barefoot Bay that are classified as a revenue-producing operation. These facilities/operations were created to support the special interests of the guests they serve and are operated to generate revenue in excess of all costs.

Fees are set based on a market-rate fee (which is defined by identifying all providers of an identical service in both private and public sectors), based on demand for the specific service, and set at the highest level the market will bear for the service in question.

- **Barefoot Bay & Health & Fitness Center** – Once operating and expenses are covered, excess funds may be used for capital improvements within the centers, or other improvements to the Park District that are considered capital expenditures.
- **Steeple Chase Golf Club** – Operating expenses (exclusive of IMRF and FICA), debt service and management incentives are covered through operating revenue. Excess funds remain in this fund for capital replacements and future capital improvements.
- **Big & Little** - Operating expenses (exclusive of IMRF and FICA), debt service and management incentives are covered through operating revenue. Excess funds remain in this fund for capital replacements and future capital improvements.

## **Fee Structures**

All Park District programs, services and operations are assigned to one of the following fee categories:

### **Public Services**

- Parks
- Playgrounds
- Outdoor ice skating
- Identified communitywide events
- Community Center room rentals (resident homeowner associations, resident governmental agencies)
- Spray Park

### **Partial Subsidy**

- New programs
- Identified communitywide events
- Youth open gym
- Community outreach programs
- Athletic field rentals (affiliate groups)
- Diamond Lake Beach

### **Direct Cost**

- Shelter rentals
- Active Adult programs and services
- Adult open gym

### **All Cost Recovery**

- Youth & adult programs
- Camps
- Preschool
- Youth & adult athletic leagues
- Contractual programs
- Gym rentals
- Athletic field rentals (resident groups)
- ARC

### **Revenue Producing**

- Food & beverage
- Health & Fitness Center memberships
- Pool memberships
- Greens fees
- Nonresident and commercial Recreation Center room rentals
- Golf Club rentals
- Day Care

If any fees, admissions and memberships are reviewed by the Executive Director and required to obtain board approval. Otherwise, the Executive Director has the authority to increase, lower or waive fees when it is deemed in the best interest of the Park District. The Executive Director is required to communicate all increases to the Board.

#### **7.4 DISCOUNTS**

The Discount Policy for District facilities provided to Mundelein Governmental Agencies has been established to provide a benefit to tax-supported organizations within Mundelein Park and Recreation District boundaries or provide services to Mundelein Park and Recreation District residents.

Eligible Agencies:

- Village of Mundelein
- School District No.75 and 120
- Fremont Library

Discounts are applied to rental of facilities and/or parks. The Executive Director shall have the authority to waive or modify this policy at any time.

#### **7.5 FINANCIAL ASSISTANCE**

The District is committed to providing quality recreation opportunities to all patrons. The funds generated by the Mundelein Parks Foundation may be used to help resident participate in programs regardless of economic condition. The scholarship fund is typically funded through a donation by the Mundelein Parks Foundation.

The Financial Assistance Policy has been established to allow for program assistance in the form of scholarships to resident children (ages nineteen and under, or who still qualify as a dependent under the Internal Revenue Code) whose households meet the criteria for financial need as documented in the Confidential Request for Assistance Application.

The amount of financial assistance available each year for scholarships shall be determined by Foundation and during the District's annual budget process. Should scholarship requests exceed available funds, it will be at the discretion of the Foundation Trustees and Board of Commissioners with a recommendation from the Executive Director to provide additional scholarships. 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.

## 7.6 FACILITY DAILY FEES, MEMBERSHIPS AND PROGRAMS

The District recognizes daily fees, memberships and program fees for the following and be reviewed on an annual basis: Health & Fitness Center, Barefoot Bay, Diamond Lake Beach, Steeple Chase Golf Club and Recreation Programs. Specific details are listed in the brochure and website.

<u>Defined Patrons</u>	<u>Daily Fees</u>
Residents	Resident Rate
Military Personnel	Senior Resident Rate (Barefoot Daily Rate Only)
Non-Residents	Resident Rate + designated percentage

\*Non-residents, Commercial Groups, Business and Corporate Residents, Active Adult Non-Residents, as defined by the policy do not receive resident rates for daily admission fees and memberships for the Barefoot Bay, Open Gym, Diamond Lake, Indoor Pool and Health & Fitness Center.

## 7.7 FACILITY AND RENTAL USE POLICY

The Recreation Facility and Rental Use Policy's purpose is to provide a systematic method by which Recreation Facility and Rental Use fees and priority are determined for Defined Patrons on an annual basis.

### Recreation Facility Rental Definition

The District recognizes Recreation Facilities Rentals as: Rooms and Gymnasium, Barefoot Bay, athletic fields, athletic courts and Shelters.

<u>Defined Guests</u>	<u>Fees</u>
Residents	Resident Rate
Non-Residents	Resident Rate + designated percentage
Affiliates	Designated discount from Resident Rate
Community Organizations	Resident Rate
Local Government	
Park Districts & Special Recreation Assoc.	
Community Groups	
Charitable Organizations	

Defined Guests are allowed to apply one discount rate only.

### Recreation Facility Daily Fees, Memberships and Programs Definition

The Park District recognizes daily fees, memberships and program fees for Recreation Facilities as: Community Center Gymnasium, Barefoot Bay, Indoor Pool, Spray Park, Beach, Diamond Lake Beach and Golf Club. Specific details are listed in the District Program guide.

### **Recreation Facility Use Priority**

1. Park District Programs
2. Affiliates
3. Resident and District Partners

### **Complimentary Recreation Center Room Rentals**

Specific guests receive one complimentary Community Center room rental per month. Complimentary use applies to the Community Center only, and during regular hours of operation. Should a specific guest require special arrangements or request to use a facility during off hours, they will be charged the established fees. Specific guests that receive complimentary use include:

- Affiliates
- Local Government Agencies
- Community Groups

### **7.8 ROOM RENTAL USE OF EQUIPMENT**

The District does not allow residents, non-residents, affiliates, and/or community organizations to store equipment.

### **7.9 MARQUEE SIGN USAGE**

This policy is intended to address the criteria for posting public service announcements on the District's marquee sign, to enable inherently District-based organizations to communicate public service notices regarding events such organizations are holding. The District wishes to provide limited space for information for organizations that conduct activities relevant to the mission of the District to promote residents' health, welfare and safety. Notwithstanding anything herein to the contrary, no organization may place any editorial content on the District's marquee sign. The opportunities provided hereby shall be limited to placing a schedule or announcement of events, including the time, place and duration, and a person to contact for additional information. Foremost, any public service announcements issued by the District shall have absolute priority over any announcements submitted by any other organization or entity.

To qualify, an organization must meet the criteria in one of the following categories in order to have their public service announcements presented on the Marquee Sign.

1. The organization must be not-for-profit and must have a significant relationship to the Mundelein community. A significant relationship with the District can be demonstrated by meeting one of the following:
  - a. Having a membership of which 55% or more reside within the corporate limits of the District.
  - b. Having a charter or other official recognition by a parent, state or national organization that designates it a Mundelein chapter.
  - c. The Corporate Authorities hereby find that the following organizations satisfy the foregoing criteria in subparagraphs (A) and/or (B):
    - Mundelein AYSO
    - Mundelein Baseball Softball Association

- d. The sole exception to the not-for-profit requirement is that a Mundelein business may publish notice of a charitable event, all of the proceeds from which will benefit a generally recognized charitable organization.
  - Lake County Stallions
  - Mundelein Soccer Club
  
2. Being one of the following taxing bodies serving District residents:
  - Village of Mundelein
  - Fremont Township
  - Libertyville Township
  - Fremont Public Library District
  - Consolidated High School District No. 120
  - Community High School District 128
  - Stevenson High School District 125
  - Elementary School District 73
  - Elementary School District 75
  - Elementary School District 76
  - Elementary School District 79
  
3. Federal and State Representatives for purposes of announcing the place and time of Town Meetings Being an organization of Mundelein businesses whose purpose is to support and encourage business within the District.
  
4. Being an organization, which provides recreation services for people with special needs:
  - Special Recreation Association of Central Lake County (SRACLC)
  
5. Any other requests for use of the marquee sign for public service announcements must be brought to the District Board for its approval. Such requests may only be for an organization that has a substantially similar purpose as those described herein above. Approval or disapproval may not be based on the political or religious affiliation of the organization.

#### **7.10 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.

### **7.11 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.

### **7.12 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.

### **7.13 PARTICIPANTS WITH CHRONIC INFECTIOUS DISEASES**

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.

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.

#### **7.14 ABUSED AND NEGLECTED CHILD REPORTING**

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.). 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.

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.

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.





**MUNDELEIN PARK &  
RECREATION DISTRICT**

## **8.0 COMPENSATION ADMINISTRATION**

- 8.1 Statements of Intent
- 8.2 Salary Range
- 8.3 Merit Increase within Budget
- 8.4 Progression Requirements
- 8.5 Salary Changes
- 8.6 Performance Evaluations
- 8.7 Medical, Dental, Vision Employee Contribution

# **COMPENSATION ADMINISTRATION**

## **Section 8.0**

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### **8.1 STATEMENTS OF INTENT**

All positions will be defined in terms of their reflective duties and responsibilities. All positions will be evaluated and classified in order of their relative market rate and utilizing benchmarking and approved evaluation techniques.

### **8.2 SALARY RANGE**

The District will maintain a competitive salary structure which consists of salary ranges. Salary ranges are the means by which the market value of positions is expressed in dollar terms, and will be sufficiently broad to provide salary growth potential for competent personnel. Salary ranges will be reviewed annually by Human Resources, appropriate changes will be recommended to the Executive Director and approved by the Board annually.

### **8.3 MERIT INCREASE WITHIN BUDGET**

Human Resources will annually evaluate the manpower market in terms of competitive factors, changes in living costs, organization economics and objectives. From this analysis, a salary increase budget expressed as percentages will be developed and justified for approval by the Executive Director and Board of Commissioners.

### **8.4 SALARY PROGRESSION REQUIREMENTS**

It is the policy of the organization to grant salary adjustments on the basis of individual performance and/or market rate. To this end, all employees included in the program should be reviewed at least annually. This does not mean that salary increases are automatic or annual. Performance, salary increase budget and individual position within the salary range are the prime considerations in determining amount and frequency of salary adjustments. Before an employee can receive a salary adjustment, the employee's position must have been described, evaluated and assigned a salary range.

### **8.5 SALARY CHANGES**

A proposed salary increase, if not budgeted, or if it is an exception must be approved by the Executive Director. Exceptions and supporting documentation will be considered by the Executive Director, who will recommend disposition of exceptions in a memorandum.

A promotion is a permanent reassignment from a position evaluated in a lower salary range to another position evaluated in a higher range. Human Resources will review and Executive Director will approve.

An upgrade is a re-evaluation of a position to a higher salary range. The salary increase for an incumbent will be administered in the same manner as a promotional or ability increase with approval by Executive Director. A demotion is a permanent reassignment from a position evaluated in a higher salary range to another position evaluated in a lower salary range. Executive Director must approve any demotion.

It is not the organization's practice to reduce an employee's salary simply because of position re-evaluation into a lower salary range. This action is not considered a demotion and the employee's existing salary shall continue, if approved by the Board of Commissioners.

A transfer is a change from one position to another within the same salary range, or a change from a position in one organizational unit to a position of equal value in another organizational unit.

Transfers will not normally be rewarded by a salary adjustment. However, the employee's past performance and salary grade level should be considered for purposes of determining desirable merit increases. Thus, merited increases may be coincidental with transfers when justified by such considerations. An employee shall not be transferred to a new or revised position until the position has been described, evaluated and classified.

When employees are temporarily assigned positions classified in higher or lower salary grades (for example, as a result of a temporary increase or decrease in production) or assigned to special tasks that are normally performed by employees in higher or lower salary grades, their salary and title shall remain unchanged. If a temporary assignment becomes permanent, individual salaries will be adjusted in accordance with promotion and demotion policies. An employee will be regarded as permanently reassigned when the person is expected to continue to perform temporary duties and responsibilities beyond three months (90 days).

A new employee's salary shall not exceed salary market range, with certain permissible exceptions. If the employee offers qualifications in excess of those normally required, the individual may be hired at a salary above market range.

## **8.6 PERFORMANCE EVALUATIONS**

In keeping with salary progression policy, formal performance evaluations shall be conducted annually for the period beginning May 1 to assist in determining salary adjustments. The performance evaluation process should include completion of the evaluation form and a performance evaluation meeting to review the employee's performance to determine progress, potential and areas requiring improvement. New employees will have a 180-day probation period after which an initial performance review will be performed before being placed on the annual May 1 cycle.

## **8.7 MEDICAL, DENTAL AND VISION EMPLOYEE CONTRIBUTIONS**

Board will approve a three-year employee contribution plan based on input and recommendations from staff.



**MUNDELEIN PARK &  
RECREATION DISTRICT**

**9.0 LAND ACQUISITION, INVENTORY, SALE, LEASE OF PUBLIC PROPERTY**

- 9.1 Statement of Intent
- 9.2 Land and Cash Donations
- 9.3 Developer Impact Fee Donation Agreements
- 9.4 Disposition of Public Property
- 9.5 Acquisition of Public Property

**LAND DEVELOPMENT IMPACT, ACQUISITION, INVENTORY, SALE & LEASE OF  
PUBLIC PROPERTY  
SECTION 9.0**

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**9.1 STATEMENT OF INTENT**

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.

**9.2 LAND AND CASH DONATIONS**

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.

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

$$\text{Population} = 235.9 (75 \text{ D.U.} \times 3.145)$$

$$\text{Land Donation} = 235.9 \text{ Pop.} \times 15 \text{ acres}/1,000 = 3.54 \text{ acres}$$

- 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, March 13, 2017 is \$152,000 per acre. This rate will be reviewed periodically and may be adjusted.

Example: 74-4 BR Detached Single Family Residences

$$3.54 \text{ acres} \times \$152,000/\text{acres} = \$538,080$$

- 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, noncontributory 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.

### **9.3 DEVELOPER IMPACT FEE DONATION AGREEMENTS**

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. In the event of a conflict between this Policy and a Builders Impact Fee Agreement, the terms of the Agreement shall control.

#### 9.4 DISPOSITION OF PUBLIC PROPERTY

The Board or its designee will periodically review all District-owned real estate and determine the appropriate use of the property. The District shall evaluate the current use of, potential uses of, estimated market value of, cost of maintaining, and benefits to the community at large of the property when determining whether the property should be retained, leased, licensed, or disposed of. The District's goal is to optimize the use, sale price, or revenue generated from District-owned property.

Classification: Using the inventory, the Board or its designee shall classify the intended use of all Park District-owned properties and shall categorize said properties as sell, retain for public purpose, lease, license, or other. The Board or its designee may then choose to act on this designation as described herein.

1. Board Declares Property Surplus: The Board shall declare a decision whether to sell or not sell. The Board shall declare a decision whether to sell by Resolution. As part of the Resolution, the Board may place conditions on the property sale. The District shall declare a decision whether to not sell in a public meeting.
2. Sale of Real Estate: District-owned property may be sold by a negotiated sale with a developer and/or licensed real estate broker, at the discretion of the Board.
3. Board Approval: Notice of the property sale shall be published as required by the Park District Code and the final purchase price and contract shall be subject to approval by the Board. For the sale of land which is three (3) acres or less, the District shall file a petition with the court and follow the requirements of the Park Commissioners Land Sale Act, 70 ILCS 1235/1. For the sale of land in excess of three (3) acres, the Park District shall conduct a referendum on the sale as required by the Park District Code, 70 ILCS 1205/10-7, et seq.
4. Payment for District Surplus Property: Sales of real property shall be on a cash basis, unless otherwise authorized by the Board.



**Properties to Be Leased or Licensed:** The District shall strive to obtain a fair market rate of return on Park District-owned or controlled property being considered for lease or license and negotiate terms and conditions that will continue to sustain a fair market rate of return through rent or use fee review, consumer price index adjustments, reappraisals, or the application of percentage rents or use fees to gross income.

Legal Considerations: Prior to the lease or license of any District-owned property, the District shall consider whether a lease or license is the appropriate means of conveying a property or use interest, based on the use of the property, the length of the agreement, the tax status of the property and the user, and the proposed terms of the agreement.

Notice of Intent: The Board shall provide a *Notice of Intent* to lease property. A notice shall be sent to the "adjoining property owners," and community. For purposes of this notice, "adjoining property owners" shall be the property owners of all properties adjacent and contiguous to the surplus property. The notice shall inform adjoining property owners and community of the intent to lease. The notice shall invite the adjoining property owners and community to appear before the Board so concerns can be addressed.

Board Lease: The Board shall declare a decision whether to lease or not lease. The Board shall declare a decision whether to lease by Resolution. As part of the Resolution, the Board may place conditions on the property lease. The District shall declare a decision whether to not sell in a public meeting.

Lease of Real Estate: District-owned property may be leased by a negotiated sale at the discretion of the Board.

Payment for District Surplus Property: Sales of real property shall be on a cash basis, unless otherwise authorized by the Board.

## 9.5 ACQUISITION

Because of the uniqueness of real estate in terms of its location, size, and physical characteristics, as well as the vagaries of the real estate market itself, the acquisition of real estate ordinarily cannot be planned with the same precision or consistency as the District plans the acquisition of rolling stock or other capital investments. Further, the District does not seek out properties for acquisition unless there is a public purpose for which such property will be used. Such need or use may be based on current or anticipated conditions, as well as long-term planning objectives.

The District, as part of its comprehensive planning and its various narrower planning activities, should periodically review its current and long-term real property needs. To the extent that real estate needs are identified, District staff and officials should be prepared to address the District's real estate needs as opportunities arise. It may be appropriate for the Board to maintain a list of properties that it may have interest in acquiring in the future and update such list in conjunction with periodic updates to strategic plans.

The circumstances under which the District may seek to acquire real estate will often dictate the procedures that the District should follow in connection with any land acquisition. In addition, whether the District is prepared to exercise its eminent domain powers in connection with a land purchase will also affect the manner that the District proceeds with an acquisition. The procedure for evaluating any potential acquisition may vary depending on whether the acquisition is strategic, planned, or minor.

1. Strategic Property
  - a. Economic: The property presents a unique economic opportunity for the community which has been determined to be unlikely to be achieved if the property is left to independent market forces.
  - b. Use: The highest and best use of the property, as envisioned by the Board, is not likely to be achieved through independent market forces.
  - c. Location: The property provides an opportunity for public infrastructure improvements, repair or enhancement. Or, the property presents an opportunity for connection or contiguity of existing publicly owned land or rights-of-way which would support a public purpose.
  - d. Significance: The property or structures on the property hold special significance for the community and may be in danger of deterioration or loss without District intervention.
  - e. Transitional: The property is located between two distinct uses and the manner in which the property may be developed is determined by the District to have the potential to either be “additive”, enhancing the surrounding uses or, a” detractor” having the potential for a negative impact of surrounding and established uses.
  - f. Need: The property meets a need previously identified by the District or provides the opportunity for a use determined to be in the best interest of the community.
  - g. Availability: The property is available due to a unique set of circumstances which may not occur again.

## **CODE OF CONDUCT**

### **SECTION 10.0**

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#### **10.1 BEHAVIOR MANAGEMENT**

The District is dedicated to providing safe and enjoyable programs, activities, facilities and work environment for all users in the community, 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 are included as part of the policy:

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 and/or drugs on District property is prohibited. Alcohol may be 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.

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 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.

#### **10.2 PARK REGULATIONS**

Park Regulations are attached and approved as a separate Ordinance.



MUNDELEIN PARK & RECREATION DISTRICT

**CROSSINGS PARK**

## Constant Contact Survey Results

**Campaign Name:** Leo Leathers open space options survey

**Survey Starts:** 159

**Survey Submits:** 58

**Export Date:** 03/16/2022 11:27 AM

### RANK ORDER

Choose your top three amenities. (1 = 1st choice, 2 = 2nd choice, 3 = 3rd choice). Please note that the pictures are examples and do not reflect the potential design.

Answer Choice	Average Rank	Ranked 1	Ranked 2	Ranked 3	Ranked 4	Ranked 5	Ranked 6	Ranked 7	Ranked 8
Obstacle Course/Ultimate Ninja	3.10	16 (27%)	10 (17%)	11 (18%)	7 (12%)	6 (10%)	5 (8%)	1 (1%)	2 (3%)
Gaga Pit	5.72	2 (3%)	3 (5%)	3 (5%)	11 (18%)	5 (8%)	7 (12%)	12 (20%)	15 (25%)
Outdoor Exercise Equipment	3.97	7 (12%)	7 (12%)	9 (15%)	13 (22%)	10 (17%)	6 (10%)	4 (6%)	2 (3%)
Natural area play equipment	3.71	9 (15%)	12 (20%)	6 (10%)	11 (18%)	10 (17%)	2 (3%)	6 (10%)	2 (3%)
Pickleball (1 court only)	3.95	11 (18%)	9 (15%)	8 (13%)	5 (8%)	8 (13%)	6 (10%)	8 (13%)	3 (5%)
Small Gazebo (fit 5-10 people)	4.67	4 (6%)	10 (17%)	5 (8%)	7 (12%)	5 (8%)	13 (22%)	11 (18%)	3 (5%)
Leisure Area with benches and paths	4.24	8 (13%)	6 (10%)	11 (18%)	3 (5%)	11 (18%)	8 (13%)	10 (17%)	1 (1%)
Keep it natural (no mow)	6.64	1 (1%)	1 (1%)	5 (8%)	1 (1%)	3 (5%)	11 (18%)	6 (10%)	30 (51%)
<b>Total Responses</b>	<b>58</b>								

### OPEN QUESTION

Please share your thoughts about the ideas presented.

Nice variety.  
I just see pickleball ending up like the tennis courts.

First choice- I think an area to take a walk through the park and/or sit on a bench is a nice idea.

2nd - Pickelbalk is a nice idea for all ages. Especially for children that have outgrown the play ground.

3rd - There is already a play ground in the park and the park district offers other facilities for exercise, swimming, etc. so I don't feel an area for small children is needed.

Definitely NO to the Gaga pit

**23 Response(s)**

# Help us determine how to use the open space at Leo Leathers Park

## 22 Responses

1. Nice variety. I just see pickleball ending up like the tennis courts.
2. First choice- I think an area to take a walk through the park and/or sit on a bench is a nice idea. 2nd - Pickelbalk is a nice idea for all ages. Especially for children that have outgrown the play ground. 3rd - There is already a play ground in the park and the park district offers other facilities for exercise, swimming, etc. so I don't feel an area for small children is needed.
3. Definitely NO to the Gaga pit
4. Consider options that will last. Don't chase trends/fads that won't last. Gaga pit? Pickle ball? Fun today but gone tomorrow.
5. These are all great ideas. Can't wait to see what goes in.
6. All good ideas, but there is already a playground there
7. What about space for an ice rink in the winter
8. Path through woods connecting to trail by pond.
9. We like cool things for the kids to do, but the outdoor exercise equipment would also be cool.
10. All good options
11. No
12. Keeping as much of the natural environment as possible especially trees
13. Suggest that you consider combining gazebo and leisure area concept if enough SF is available. Another idea for leisure area would be installing BBQ equipment.
14. A pyramid for climbing would be a great addition. Similar to the one at Hannaran Park in Mundelein. Thank you for doing this survey!
15. Providing safe spaces for children and young adults is imperative for the community
16. Pickle Ball would be great!
17. Love the natural play ground
18. Thanks Ron, great that we have a voice in what is going on in this space. My other choice would be a garden
19. Most active for my kids.
20. We are excited at the possibility to expand on the playground equipment because we have a young child.
21. I had to look up what a Gaga pit is( funny my auto correct capitalized that)! So that's a hard no. A space that would attract and accommodate the most people is preferable. Since there is already a playground, and frisbee golf a leisure space would be nice. The idea of a gazebo would be ok depending on how big it is. I'm assuming there would be picnic tables? There is a lack of shade over the play areas, so I'm hoping there would be some landscaping included. Thanks for allowing us feedback!
22. I would love to see a small off the leash area fenced in with poop bags provided. That would be my number three choice. Thank you for including me in the survey



# Leo Leatners Park







**MUNDELEIN PARK &  
RECREATION DISTRICT**

**REGULAR BOARD MEETING**  
**April 11, 2022**  
**7:30 p.m.**

PUBLIC NOTICE IS HEREBY GIVEN that the Board of Park Commissioners of the Mundelein Park & Recreation District, Lake County, Illinois (the "*Park Board*") will hold a Regular Board Meeting of the Park Board on the 11th day of April, 2022 at 7:30 o'clock p.m., at Regent Center, 1200 Regent Drive, Mundelein, Illinois.

AGENDA

**Call to Order:**

**Pledge of Allegiance:**

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

**Approval of Minutes:** Committee Meeting 03-14-22, Regular Meeting 03-14-22, and Executive Session 03-14-22

**Approval of Disbursements:** Warrants: 031022, 031822, 032822, 032922, 033022, 040122, 040322, 040422, 040522, 041122 = \$698,552.01

**Correspondence:**

**Old Business:** 1. Approve of Board Policy Manual

**New Business:**

1. Approve of MCC Copier Lease

**Board Business:**

**Staff Reports:**

**Executive Session:** Personnel 5 ILCS 120/2 (c)(1);  
Purchase or Lease of Real Estate 5 ILCS 120/2 (c)(5); Imminent or  
Collective Bargaining or Salary Schedules 5 ILCS 120/2(c)(2)

**Action on Items Discussed in Executive Session, if Necessary**

**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 name 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 President 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 D, 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 comments; and (iii) whether the subject begin represented by a group spokesperson shall be deemed to have waived their opportunity to speak independently unless the President 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

**MINUTES**  
**Mundelein Park & Recreation District**  
**Committee of the Whole**  
**March 14, 2022**

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The Committee of the Whole meeting of the Board of Park Commissioners of the Mundelein Park and Recreation District, Mundelein, Lake County, Illinois, was called to order at 7:00 p.m.

Present were Commissioners DOLAN, KNUDSON, McGRATH, ORTEGA and President FRASIER.

Staff present included Executive Director SALSKI and Superintendent of Recreation LaPORTE.

Executive Director SALSKI presented the Annual Data Report. Commissioner KNUDSON had questions about the dollar per round not being as high as expected as well as price per round being the same as compared to 2002-2006. He wondered if it was due to the complimentary rounds related to loyalty program. Commissioner DOLAN asked if it was due to League Play. Executive Director SALSKI stated he will review with Steeple Chase and communicate back to the Board.

Executive Director SALSKI presented the article related to the correspondence, Annexation of Property and explained the process outlined in the memorandum. Executive Director SALSKI mentioned ideas if the District annexed the property off Rt. 60 and how to allocate potential property tax for property near Winchester, Rt. 83, Peterson and Midlothian, if annexed by District. Executive Director SALSKI suggested drafting Ordinances to annex the property near Winchester, Rt. 83, Peterson and Midlothian. Executive Director SALSKI mentioned a bigger discussion should occur with property annexed off Rt. 60. Commissioner McGRATH suggested combining the two annexation projects together. Commissioner DOLAN suggested that it was important to have a conversation with any property owner prior to annexing as the process could get complicated. Commissioner DOLAN suggested separating the two annexation projects. He provided history of a board meeting discussion several years ago about annexing specific properties and it became contentious with property owners. He suggested a Board Member and Executive Director reach out to the property owner to explain our process and reasons before Ordinances are provided to the Board. Commissioner McGRATH asked whether there were downsides to annexing the one property near Winchester, Rt. 83, Peterson and Midlothian since the Village has completed the process and ownership was expected to be transferred to Village. Executive Director SALSKI stated it was important to begin the process sooner than later.

Executive Director SALSKI provided an update about SRACLC and Round Lake Park District becoming a member and its process to becoming a member. Executive Director SALSKI shared information with SRACLC trying to find new administrative office and programming space. He mentioned Mundelein is the most central area especially with Round Lake Park District expected to join SRACLC. He provided reasons why SRACLC was looking to move such as lack of space, future repairs and being centrally located. Commissioner DOLAN asked if any agencies

are helping and/or required to pay more. He asked if being closer to adjacent open space was important and asked the legal requirements for purchasing. Executive Director SALSKI did not have all the answers but expected to be attending another SRACLC Board Meeting to receive answers. He stated there was a meeting several weeks ago to better understand the opportunities and whether the Board was interested in pursuing these opportunities. Board Members suggested specific spaces in the area and Executive Director SALSKI stated he would share with John Buckner.

Executive Director SALSKI presented the draft Board Policy Manual and commented that Commissioner ORTEGA and he worked together. He mentioned Section 6.0 will be removed as there was language already in the policy manual as it just wasn't easily identified. The Board completed a full review and ready to move forward for approval in April.

Executive Director SALSKI shared the NIMEC Electricity Bid results and stated reasons for choosing one year. He mentioned 14% of the group selected one year. Executive Director SALSKI stated he planned to continue to monitor costs to determine next steps.

President Frasier asked if there were any questions on the Regular Board Meeting agenda. None were raised.

Visitor: Ron Greenberg

There being no further business, Commissioner ORTEGA moved to adjourn at 7:29 p.m. second by Commissioner DOLAN. A voice vote was taken with all voting yes.

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Secretary

**MINUTES**  
**Mundelein Park and Recreation District**  
**Regular Board Meeting**  
**March 14, 2022**

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The Regular Board 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 FRASIER and he asked the assemblage to rise and recite the Pledge of Allegiance.

He then directed the secretary to call the roll. Present were Commissioners DOLAN, KNUDSON, McGRATH, ORTEGA and President FRASIER.

Staff present included Executive Director SALSKI and Superintendent of Recreation LAPORTE.

President FRASIER read the minutes from the prior Board Meetings needed to be approved. Commissioner DOLAN moved to approve the minutes of the Committee Meeting, Regular Meeting and Executive Session of February 28, 2022, second by Commissioner ORTEGA. President FRASIER repeated the motion, asked if there were any additional corrections or additions. None were raised. A voice vote was taken with all voting yes.

President FRASIER read the Warrants needed to be approved. Commissioner KNUDSON moved to approve Warrants 030322, 030422, 030522, 030722 and 031422 in the amount of \$336,899.25 second by Commissioner ORTEGA. President FRASIER repeated the motion, asked if there were any questions. None were raised. A roll call vote was taken with Commissioners KNUDSON, ORTEGA, DOLAN, McGRATH and President FRASIER, voting yes.

President FRASIER requested a motion for the February financial report. Commissioner McGRATH moved to place the February Financial Report on file, second by Commissioner DOLAN. President FRASIER repeated the motion and asked if there were any questions. None were raised. A roll call vote was taken with Commissioners McGRATH, DOLAN, KNUDSON, ORTEGA and President FRASIER, voting yes.

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

President FRASIER acknowledged the correspondence of the Village of Mundelein Annexation.

President FRASIER requested a motion to approve Ordinance 22-03-01 for Declaration of Surplus Property. Commissioner DOLAN moved to approve Ordinance 22-03-01 for Declaration of Surplus Property, second by Commissioner McGRATH. President FRASIER repeated the motion, asked if there were any questions. None were raised. A roll call vote was taken with Commissioners DOLAN, McGRATH, ORTEGA, KNUDSON and President FRASIER, voting yes.

President FRASIER requested a motion to approve the 2022 Aquatic Facilities Hours of Operations. Commissioner McGRATH moved to approve the 2022 Aquatic Facilities Hours of Operations with authorizing the Executive Director to expand hours if possible, second by Commissioner ORTEGA. President FRASIER repeated the motion, asked if there were any questions. None were raised. A roll call vote was taken with Commissioners McGRATH, ORTEGA, DOLAN, KNUDSON and President FRASIER, voting yes.

President FRASIER asked if there was any information under Board Business. None were raised.

President FRASIER asked Executive Director SALSKI if there were any staff reports. Executive Director SALSKI mentioned Steeple Chase Golf Club was opening on Wednesday and Thursday, Walking Only. He mentioned the tee sheet will open up on Saturday and Sunday with Carts. However, the weather will be monitored daily to determine whether to open until March 28. March 28 would be the official start of the season. Executive Director SALSKI mentioned staff reached to the Naval Base to find opportunities to advertise for guards. He mentioned the Naval Base may not even open their pool or beach due to the shortage of lifeguards. Superintendent LaPORTE welcomed Aquatic Supervisor, Andrew Camugno. He graduated from University of Illinois and worked in various areas such as camp, Regent Center and basketball.

President FRASIER acknowledged the service anniversaries listed on the agenda

Commissioner ORTEGA moved to adjourn to Executive Session at 7:39 p.m. for discussion of Purchase or Lease of Real Estate 5 ILCS 120/2 (c)(5), second by Commissioner DOLAN. A roll call vote was taken with Commissioners ORTEGA, DOLAN, KNUDSON, McGRATH and FRASIER voting yes.

Visitors: Ron Greenberg

*Meeting Minutes*  
*March 14, 2022*  
*Page Three*

There being no further business, Commissioner DOLAN moved to adjourn at 7:59 p.m. seconded by Commissioner McGRATH. A voice vote was taken with all voting yes.

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Secretary

Warrants for Board Meeting 4/11/22	
Warrant Number	Amount
031022	450.00
031822	213,600.80
032822	102,313.93
032922	7,913.00
033022	600.00
040122	202,295.37
040322	4,034.28
040422	43,503.69
040522	5,802.45
041122	118,038.49
<b>Total</b>	<b>698,552.01</b>



# Mundelein Park District Warrant Report

Date Paid 03/10/2022

031022

Check #	Vendor Name	Invoice Description	Fund Charged	Department Charged	Amount
134002	USPS - POSTMASTER MUNDELEIN				
		PERMIT 173--FOR POSTCARD MAILING TO GRAND DOMINION AND SADDLEBROOK	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$214.79
		PERMIT 173--FOR POSTCARD MAILING TO GRAND DOMINION AND SADDLEBROOK	RECREATION PROGRAM FUND	REGENT CENTER	\$214.79
		PERMIT 173--FOR POSTCARD MAILING TO GRAND DOMINION AND SADDLEBROOK	RECREATION PROGRAM FUND	ADMINISTRATION	\$20.42

Check Total:	\$450.00
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**Warrant Total: \$450.00**

Payroll ID: 107

Pay Period End Date: 03/12/2022 Check Post Date: 03/18/2022 Bank ID: A

031822

\* YTD values reflect values AS OF the check date based on all current adjustments, checks, void checks

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Grand Totals for Payroll:

Pay Code Id	Hours	OT Hours	Cur. Amnt.	YTD Amnt.*	Ded/Exp Id	Cur. Amnt.	YTD Amnt.*
** OT	0.00	0.00	21.85		ADDL IMRF 1	1,159.74	7,094.62
** PER	0.00	0.00	12.56		ADDL IMRF 2	1,104.90	6,753.59
** REG	0.00	0.00	436.07		DENTAL	192.33	1,153.98
** SIC	0.00	0.00	42.39		DENTAL_ER	1,089.40	6,536.14
** VAC	5.00	0.00	85.06		EAP_ER	72.68	400.49
ANNIV	0.00	0.00	0.00	1,060.00	FCC	65.55	393.30
AQUA	0.00	0.00	0.00	0.00	FITW	12,610.47	66,454.62
BACK PAY	0.00	0.00	0.00	2,478.42	FLH	434.80	2,608.80
BON	0.00	0.00	12,395.22	13,520.62	GROUP LIFE	11.00	11.00
CAR	0.00	0.00	0.00	1,500.00	HERITAGE GREENS	518.11	2,222.77
CELL	0.00	0.00	590.00	1,770.00	MEDICAL_HMO	1,800.84	10,805.04
CV19	0.00	0.00	0.00	4,605.87	MEDICAL_HMO_ER	10,204.84	61,228.96
CV19-1	0.00	0.00	0.00	0.00	MEDICAL_PPO	1,912.02	11,472.12
CV19-2	0.00	0.00	0.00	0.00	MEDICAL_PPO_ER	10,834.37	65,006.08
CV19-3	0.00	0.00	0.00	0.00	MEDICARE_EE	2,317.01	12,644.50
CV19-4	0.00	0.00	0.00	0.00	MEDICARE_ER	2,317.01	12,644.50
CV19-5	0.00	0.00	0.00	0.00	NCPERS	32.00	192.00
CV19-6	0.00	0.00	0.00	0.00	NWD	350.00	2,100.00
DBL	0.00	0.00	0.00	0.00	NYL	53.34	320.04
EOY	0.00	0.00	0.00	1,000.00	PDMRA ADDL LIFE	217.75	1,295.30
EPTO	0.00	0.00	0.00	0.00	PEN_IM2	2,942.48	15,912.02
ESSNTLCOMP	0.00	0.00	0.00	0.00	PEN_IM2_ER	7,179.62	38,825.36
FFCRA123	0.00	0.00	0.00	0.00	PEN_IMR	2,980.78	16,883.80
FFCRA456	0.00	0.00	0.00	0.00	PEN_IMR_ER	7,273.12	41,196.44
FNRL	0.00	0.00	0.00	923.50	SITW	7,244.92	39,478.24
GOLF LSSNS	0.00	0.00	0.00	0.00	SOCSEC_EE	9,906.66	54,065.92
HOL	0.00	0.00	0.00	45,368.68	SOCSEC_ER	9,906.66	54,065.92
INC	0.00	0.00	0.00	0.00	STA	850.00	5,100.00
INTERIM	0.00	0.00	0.00	260.80	STA %	329.23	2,007.38
JRY	0.00	0.00	0.00	0.00	UN	153.00	846.00
LWP	0.00	0.00	0.00	0.00	VISION	27.20	163.20
NHI	0.00	0.00	1,846.20	9,077.15	VISION_ER	154.07	924.30
OT	0.00	22.57	801.58	6,464.86	WI UI PRCNT GAR	8.13	44.93
PATH2	0.00	0.00	0.00	6,050.00			
PER	14.00	0.00	345.30	7,731.35			
REFERRAL	0.00	0.00	0.00	0.00			
REG	3,883.91	0.00	73,242.31	380,497.64			
SALARY	1,040.00	0.00	69,462.21	366,702.32			
SIC	62.85	0.00	1,833.61	7,481.66			
SIN	0.00	0.00	0.00	7,173.82			
TFB	0.00	0.00	170.85	364.81			
TIP	0.00	0.00	0.00	0.00			
TLI	0.00	0.00	79.01	472.11			

164,558.03
12,223.67
14,452.74
22,366.36
213,600.80

\* = Check Adjustment >> = Pre-Tax Deductions capped at Applicable Gross

Payroll ID: 107

Pay Period End Date: 03/12/2022 Check Post Date: 03/18/2022 Bank ID: A

\* YTD values reflect values AS OF the check date based on all current adjustments, checks, void checks

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VAC	155.55	0.00	3,443.67	34,053.95
WELLNESS	0.00	0.00	0.00	1,839.93

Gross Pay This Period	Deduction Refund	Ded. This Period	Net Pay This Period	Gross Pay YTD	Dir. Dep.	Expense This Period
164,558.03	0.00	47,211.26	117,346.77	899,660.45	117,037.79	49,042.77

Tax Type	State / Loc	App Wages	Prior Ded	Taxable Gross
Social Security		164,217.89	4,432.74	159,785.15
Medicare		164,217.89	4,432.74	159,785.15
Federal		164,217.89	11,885.23	152,332.66
State	IL	162,169.37	11,657.51	150,511.86
State	WI	2,048.52	227.72	1,820.80

# Mundelein Park District Warrant Report

Date Paid 03/24/2022

032822

Check #	Vendor Name	Invoice Description	Fund Charged	Department Charged	Amount
134013	1ST AYD CORP	SHOP SUPPLIES	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$712.70
		Check Total:			
134014	A BARR SALES, INC	CO2 TANKS	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$148.00
		Check Total:			
134015	A T & T	INTERNET	RECREATION PROGRAM FUND	ADMINISTRATION	\$922.60
		Check Total:			
134016	ACE HARDWARE	SUPPLIES - REGENT BENCH REPAIR	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$32.16
		ELECTRIC SUPPLIES	RECREATION PROGRAM FUND	MCC INDOOR POOL	\$39.19
		TRAP RAKES	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$11.99
		TRAP RAKES	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$119.90
		CAP TO CLOSE OFF FRYER	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$1.79
		PAINT FOR BFB	RECREATION PROGRAM FUND	BAREFOOT BAY	\$10.06
		Check Total:			
134017	ACUSHNET COMPANY	BALLS	CORPORATE FUND	GOLF PRO SHOP	\$3,909.59
		BALLS	CORPORATE FUND	GOLF PRO SHOP	\$232.21
		CLUB	CORPORATE FUND	GOLF PRO SHOP	\$139.37
		BALLS	CORPORATE FUND	GOLF PRO SHOP	\$942.03
		CLUB	CORPORATE FUND	GOLF PRO SHOP	\$131.40
		Check Total:			
134018	ADVANCED TURF SOLUTIONS	FLAGSTICKS	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$764.82
		Check Total:			
134019	ADVOCATE OCCUPATIONAL HEALTH	PRE-EMPLOYMENT PHYSICAL & DT - WYLIE	CORPORATE FUND	RISK MANAGEMENT	\$127.00
		PRE-EMPLOYMENT PHYSICAL & DT - WISKERCHEN	CORPORATE FUND	RISK MANAGEMENT	\$127.00
		Check Total:			
134020	AIRGAS USA, LLC	PROPANE RENTALS	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$106.24
		Check Total:			
134021	ALBERTSONS COMPANIES INC	SNACK FOR 1/2 DAY OF SCHOOL	RECREATION PROGRAM FUND	REC CONNECTION	\$47.55
		FOOD PROJECT FOR FEB 21 DAY OFF SCHOOL PROGRAM	RECREATION PROGRAM FUND	REC CONNECTION	\$55.88
		LC CLASS VDAY PARTY	RECREATION PROGRAM FUND	LEARNING CENTER	\$30.55
		LC SNACKS AND CRAFTS	RECREATION PROGRAM FUND	LEARNING CENTER	\$17.95
		PROGRAM SUPPLIES	RECREATION PROGRAM FUND	LEARNING CENTER	\$12.47
		Check Total:			
134022	ALLIED CENTRAL SECURITY &	ALARM	CORPORATE FUND	GOLF PRO SHOP	\$619.00
		Check Total:			

# Mundelein Park District Warrant Report

**Date Paid 03/24/2022**

Check #	Vendor Name	Invoice Description	Fund Charged	Department Charged	Amount
134023	<b>AMERICAN MUSCLE DOCKS &amp; FABRICATI</b>	BOAT LAUNCH DOCK REPAIR	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$2,224.00
		<b>Check Total:</b>			
134024	<b>ANCEL GLINK, P.C.</b>	LEGAL SERVICES	CORPORATE FUND	ADMINISTRATION	\$450.00
		<b>Check Total:</b>			
134025	<b>ANDERSON PEST SOLUTIONS</b>	ANDERSON PEST	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$45.19
		PEST CONTROL - MUSEUM	CORPORATE FUND	MUSEUM	\$37.13
		PEST CONTROL	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$60.96
		PEST CONTROL	CORPORATE FUND	GOLF PRO SHOP	\$92.70
		PEST CONTROL	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$92.55
		BAREFOOT BAY PEST SOLUTIONS	RECREATION PROGRAM FUND	BAREFOOT BAY	\$76.51
		MAUSOLEUM PEST SOLUTIONS	RECREATION PROGRAM FUND	BAREFOOT BAY	\$52.97
		DRC PEST CONTROL	RECREATION PROGRAM FUND	DUNBAR RECREATION CENT	\$12.60
		DRC PEST CONTROL	RECREATION PROGRAM FUND	DUNBAR RECREATION CENT	\$9.45
		DRC PEST CONTROL	RECREATION PROGRAM FUND	GROUP X PROGRAMS	\$6.30
		DRC PEST CONTROL	RECREATION PROGRAM FUND	TRAILS DAY CAMP	\$6.30
		DRC PEST CONTROL	RECREATION PROGRAM FUND	REC CONNECTION	\$22.05
		DRC PEST CONTROL	RECREATION PROGRAM FUND	LONG TERM DANCE	\$6.30
		<b>Check Total:</b>			
134026	<b>ANDREW CAMUGNARO</b>	CAMUGNARO DRIVERS ABSTRACT	CORPORATE FUND	RISK MANAGEMENT	\$13.00
		<b>Check Total:</b>			
134027	<b>ASHBURY'S AT BOUGHTON RIDGE</b>	IT NETWORKING MEETING, MCINENREY	CORPORATE FUND	ADMINISTRATION	\$15.00
		<b>Check Total:</b>			
134028	<b>BASELINE YOUTH SPORTS, INC</b>	BASELINE YOUTH SPORTS FEBRUARY REFEREES	RECREATION PROGRAM FUND	BASKETBALL - YOUTH/FEED	\$840.00
		<b>Check Total:</b>			
134029	<b>BATTERIES PLUS LLC</b>	BATTERIES	RECREATION PROGRAM FUND	MCC INDOOR POOL	\$35.90
		BATTERIES IP	RECREATION PROGRAM FUND	MCC INDOOR POOL	\$36.42
		BATTERY REPAIR	CORPORATE FUND	GOLF PRO SHOP	\$31.42
		<b>Check Total:</b>			
134030	<b>BLACK CLOVER ENTERPRISES, LLC</b>	HATS	CORPORATE FUND	GOLF PRO SHOP	\$1,058.09
		<b>Check Total:</b>			
134031	<b>BURRIS EQUIPMENT CO</b>	LIFT INSPECTION	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$282.85
		<b>Check Total:</b>			
134032	<b>CAHILL HEATING, AIR CONDITION-</b>	DLRC - FURNANCE REPAIR	RECREATION PROGRAM FUND	DIAMOND LAKE FACILITY	\$1,686.00
		<b>Check Total:</b>			
134033	<b>CALLAWAY GOLF COMPANY</b>				

# Mundelein Park District Warrant Report

**Date Paid 03/24/2022**

Check #	Vendor Name	Invoice Description	Fund Charged	Department Charged	Amount
		CLUB	CORPORATE FUND	GOLF PRO SHOP	\$903.72
				Check Total:	\$903.72
<b>134034</b>	<b>CDW GOVERNMENT, INC</b>				
		STAFF LAPTOPS	RECREATION PROGRAM FUND	BAREFOOT BAY	\$2,667.46
		STAFF LAPTOPS	RECREATION PROGRAM FUND	ADMINISTRATION	\$1,333.73
		STAFF LAPTOPS	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$1,333.73
		STAFF LAPTOPS	CORPORATE FUND	ADMINISTRATION	\$1,333.73
		STAFF LAPTOPS	CORPORATE FUND	ADMINISTRATION	\$1,333.73
		STAFF LAPTOPS	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$1,333.73
		STAFF LAPTOPS	CORPORATE FUND	ADMINISTRATION	\$1,333.73
		STAFF LAPTOPS	CORPORATE FUND	ADMINISTRATION	\$1,333.73
		STAFF LAPTOPS	RECREATION PROGRAM FUND	REC CONNECTION	\$1,333.73
		STAFF LAPTOPS	CORPORATE FUND	ADMINISTRATION	\$1,333.73
		STAFF LAPTOPS	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$1,333.73
				Check Total:	\$16,004.76
<b>134035</b>	<b>CHARLES PALID</b>				
		REFUND ACCOUNT BALANCE	RECREATION PROGRAM FUND	ASSETS	\$35.00
				Check Total:	\$35.00
<b>134036</b>	<b>CHICAGO CLASSIC COACH, LLC</b>				
		REGENT CENTER - EATALY TRIP	RECREATION PROGRAM FUND	REGENT CENTER	\$659.00
		REGENT CENTER - EATALY CREDIT	RECREATION PROGRAM FUND	REGENT CENTER	\$(9.00)
				Check Total:	\$650.00
<b>134037</b>	<b>CHRISTINA ERICKSON</b>				
		REFUND ACCOUNT BALANCE	RECREATION PROGRAM FUND	ASSETS	\$2.50
				Check Total:	\$2.50
<b>134038</b>	<b>CHRISTOPHER CRONKHITE</b>				
		CPO CLASS MILEAGE REIMBURSEMENT - CRONKHITE	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$101.80
				Check Total:	\$101.80
<b>134039</b>	<b>CINTAS FIRST AID &amp; SAFETY</b>				
		DRC FIRST AID SUPPLIES	RECREATION PROGRAM FUND	DUNBAR RECREATION CENT	\$73.92
		FIRST AID	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$66.50
		FIRST AID	RECREATION PROGRAM FUND	MCC INDOOR POOL	\$60.03
		DRC FIRST AID SUPPLIES	RECREATION PROGRAM FUND	DUNBAR RECREATION CENT	\$35.76
				Check Total:	\$236.21
<b>134040</b>	<b>CITY ELECTRIC SUPPLY CO</b>				
		3RD FLOOR OFFICE PROJECT	CAPITAL IMPROVEMENT FUND	CAPITAL IMPROVEMENT	\$298.28
		NEW LIGHTING FOR B&L CLASSROOM UPDATE	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$4,131.60
				Check Total:	\$4,429.88
<b>134041</b>	<b>CONSERV FS INC</b>				
		TURF MARKING PAINT	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$151.20
				Check Total:	\$151.20
<b>134042</b>	<b>CONSTELLATION NEW ENERGY, INC</b>				
		HICKORY PARK ELECTRICITY	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$21.34
				Check Total:	\$21.34
<b>134043</b>	<b>CUTLER WORKWEAR</b>				

# Mundelein Park District Warrant Report

**Date Paid 03/24/2022**

Check #	Vendor Name	Invoice Description	Fund Charged	Department Charged	Amount
		STAFF UNIFORMS - WISKERCHEN	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$212.08
		STAFF UNIFORMS - NEUWIRTH	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$33.58
				<b>Check Total:</b>	<b>\$245.66</b>
<b>134044</b>	<b>DE LAGE LANDEN</b>				
		COPIER LEASE 04/15/2022-05/14/2022	CORPORATE FUND	ADMINISTRATION	\$117.41
		COPIER LEASE 04/15/2022-05/14/2022	RECREATION PROGRAM FUND	ADMINISTRATION	\$117.41
		COPIER LEASE 04/15/2022-05/14/2022	RECREATION PROGRAM FUND	DIAMOND LAKE FACILITY	\$82.77
				<b>Check Total:</b>	<b>\$317.59</b>
<b>134045</b>	<b>DELICIOUS UNLIMITED</b>				
		QUALITY CATERING FOOD SERVICE FOR WK OF 2/28	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$602.70
		QUALITY CATERING FOOD SERVICE FOR WK OF 3/7	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$593.66
				<b>Check Total:</b>	<b>\$1,196.36</b>
<b>134046</b>	<b>DJ SIMS</b>				
		REFUND ACCOUNT BALANCE	RECREATION PROGRAM FUND	ASSETS	\$49.49
				<b>Check Total:</b>	<b>\$49.49</b>
<b>134047</b>	<b>EFAX CORPORATE</b>				
		MARCH 2022 FAX SERVICE	RECREATION PROGRAM FUND	REGENT CENTER	\$15.66
		MARCH 2022 FAX SERVICE	RECREATION PROGRAM FUND	BAREFOOT BAY	\$15.66
		MARCH 2022 FAX SERVICE	RECREATION PROGRAM FUND	MCC FACILITY	\$15.65
		MARCH 2022 FAX SERVICE	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$15.66
		MARCH 2022 FAX SERVICE	RECREATION PROGRAM FUND	MCC INDOOR POOL	\$15.66
		MARCH 2022 FAX SERVICE	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$15.66
				<b>Check Total:</b>	<b>\$93.95</b>
<b>134048</b>	<b>EMPLOYEE BENEFITS CORPORATION</b>				
		MARCH FLEX FEES	CORPORATE FUND	ADMINISTRATION	\$54.00
				<b>Check Total:</b>	<b>\$54.00</b>
<b>134049</b>	<b>F J KERRIGAN PLUMBING CO INC</b>				
		CAPITAL - HOT TUB REPAIR	CAPITAL IMPROVEMENT FUND	CAPITAL IMPROVEMENT	\$557.10
				<b>Check Total:</b>	<b>\$557.10</b>
<b>134050</b>	<b>FORE BETTER GOLF, INC</b>				
		SCORECARDS	CORPORATE FUND	GOLF PRO SHOP	\$1,445.00
				<b>Check Total:</b>	<b>\$1,445.00</b>
<b>134051</b>	<b>GRAPHIC 14 INCORPORATED</b>				
		SPECIALTY PAPER FOR MARKETING	RECREATION PROGRAM FUND	ADMINISTRATION	\$170.21
				<b>Check Total:</b>	<b>\$170.21</b>
<b>134052</b>	<b>GRAYSLAKE COMMUNITY PARK DIST</b>				
		5TH & 6TH GRADE GIRLS GRAYSLAKE REFEREES	RECREATION PROGRAM FUND	BASKETBALL - YOUTH/FEED	\$450.00
				<b>Check Total:</b>	<b>\$450.00</b>
<b>134053</b>	<b>HOME DEPOT CREDIT SERVICES</b>				
		CREDIT - REFUND OF TAX	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$(4.16)
		SOFTBALL FIELD MAINT BLOCK	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$16.44
		SOFTBALL FIELD SUPPLIES	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$26.16
		MCC MAINTENANCE	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$9.84
		BOAT LAUNCH DOCK REPAIR	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$240.94
		INDOOR POOL SHOWER HEAD REPAIR	RECREATION PROGRAM FUND	MCC INDOOR POOL	\$24.98

# Mundelein Park District Warrant Report

**Date Paid 03/24/2022**

Check #	Vendor Name	Invoice Description	Fund Charged	Department Charged	Amount
		3RD FLOOR OFFICE PROJECT	CAPITAL IMPROVEMENT FUND	CAPITAL IMPROVEMENT	\$319.98
		BOAT LAUNCH DOCK REPAIR	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$112.68
		3RD FLOOR OFFICE PROJECT	CAPITAL IMPROVEMENT FUND	CAPITAL IMPROVEMENT	\$25.46
		BENCHES - PAINT AND REPAIR	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$136.56
		3RD FLOOR OFFICE PROJECT	CAPITAL IMPROVEMENT FUND	CAPITAL IMPROVEMENT	\$49.89
		3RD FLOOR OFFICE PROJECT	CAPITAL IMPROVEMENT FUND	CAPITAL IMPROVEMENT	\$10.76
		3RD FLOOR OFFICE PROJECT	CAPITAL IMPROVEMENT FUND	CAPITAL IMPROVEMENT	\$27.36
		PAINTING SUPPLIES - AMENITIES	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$126.18
		3RD FLOOR OFFICE PROJECT	CAPITAL IMPROVEMENT FUND	CAPITAL IMPROVEMENT	\$83.24
		3RD FLOOR OFFICE PROJECT	CAPITAL IMPROVEMENT FUND	CAPITAL IMPROVEMENT	\$799.00
		DOOR CLOSER FOR LAUNDRY ROOM	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$63.58
		BOAT LAUNCH DOCK REPAIR	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$112.68
		REPAIRS	CORPORATE FUND	GOLF PRO SHOP	\$35.79
		SUPPLIES - REGENT BENCHES REPAIR	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$148.53
		SOFTBALL STORAGE BOX REPAIR	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$5.42
		3RD FLOOR OFFICE PROJECT	CAPITAL IMPROVEMENT FUND	CAPITAL IMPROVEMENT	\$119.00
		3RD FLOOR OFFICE PROJECT	CAPITAL IMPROVEMENT FUND	CAPITAL IMPROVEMENT	\$16.78
		3RD FLOOR OFFICE PROJECT	CAPITAL IMPROVEMENT FUND	CAPITAL IMPROVEMENT	\$51.35
		3RD FLOOR OFFICE PROJECT	CAPITAL IMPROVEMENT FUND	CAPITAL IMPROVEMENT	\$4.38
		PAINT FOR AMENITIES	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$29.88
		REPAIR ON AMENITIES	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$8.47
		BOAT LAUNCH REPAIR	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$44.82
		BUILDING LIGHT REPLACEMENT	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$10.37
		IP BUILDING MAINTENANCE	RECREATION PROGRAM FUND	MCC INDOOR POOL	\$35.22
		DANCE - INDOOR LIGHT REPAIR	RECREATION PROGRAM FUND	KRACKLAUER DANCE STUDI	\$97.97
		MCC ROOF VENT REPAIR	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$36.94
		CLEANING SUPPLIES	CORPORATE FUND	GOLF PRO SHOP	\$34.90
		CUSTODIAL SUPPLIES	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$13.71
<b>Check Total:</b>					<b>\$2,875.10</b>
<b>134054</b>	<b>HUNTER SHELDON</b>				
		REFUND ACCOUNT BALANCE	RECREATION PROGRAM FUND	ASSETS	\$49.00
<b>Check Total:</b>					<b>\$49.00</b>
<b>134055</b>	<b>ILL DEPT OF AGRICULTURE</b>				
		PESTICIDE LICENSE - VLCEK	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$45.00
<b>Check Total:</b>					<b>\$45.00</b>
<b>134056</b>	<b>ILLINOIS SHOTOKAN KARATE</b>				
		ILLINOIS SHOTOKAN KARATE WINTER 2022	RECREATION PROGRAM FUND	KARATE	\$8,235.90
<b>Check Total:</b>					<b>\$8,235.90</b>
<b>134057</b>	<b>JC LICHT LLC</b>				
		PAINTING BEACH/PLAYGROUND AND CUBBIES	RECREATION PROGRAM FUND	DIAMOND LAKE FACILITY	\$67.82
		PAINTING BEACH/PLAYGROUND AND CUBBIES	CAPITAL IMPROVEMENT FUND	CAPITAL IMPROVEMENT	\$38.62
		3RD FLOOR OFFICE PROJECT	CAPITAL IMPROVEMENT FUND	CAPITAL IMPROVEMENT	\$195.10
		BAY/ BEACH OPS PAINTING	RECREATION PROGRAM FUND	BAREFOOT BAY	\$58.04
		BIG AND LITTLE SIGN REPAIR	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$65.92
		LAZY RIVER PAINT	RECREATION PROGRAM FUND	BAREFOOT BAY	\$5,863.05
<b>Check Total:</b>					<b>\$6,288.55</b>
<b>134058</b>	<b>KLOSS DISTRIBUTING CO INC</b>				
		BEER	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$900.91
		BEER	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$85.40



# Mundelein Park District Warrant Report

**Date Paid 03/24/2022**

Check #	Vendor Name	Invoice Description	Fund Charged	Department Charged	Amount
				Check Total:	\$986.31
<b>134059</b>	<b>LAKE COUNTY HEALTH DEPARTMENT</b>				
		COUNTY HEALTH DEPT LICENSE	RECREATION PROGRAM FUND	BAREFOOT BAY	\$579.00
		LAKE COUNTY HEALTH DEPARTMENT PERMIT FOR BEACH	RECREATION PROGRAM FUND	DIAMOND LAKE BEACH	\$231.00
		HEALTH DEPARTMENT	RECREATION PROGRAM FUND	MCC INDOOR POOL	\$404.00
				Check Total:	\$1,214.00
<b>134060</b>	<b>LAWSON PRODUCTS</b>				
		FASTENERS	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$9.50
		SHOP SUPPLIES - FASTENERS	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$14.50
		AMENITIES PAINT	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$44.52
				Check Total:	\$68.52
<b>134061</b>	<b>MARK VENEGONI</b>				
		REFUND ACCOUNT BALANCE	RECREATION PROGRAM FUND	ASSETS	\$348.00
				Check Total:	\$348.00
<b>134062</b>	<b>MGN LOCK-KEY &amp; SAFES, INC</b>				
		3RD FLOOR OFFICE PROJECT	CAPITAL IMPROVEMENT FUND	CAPITAL IMPROVEMENT	\$11.25
		DUPLICATE KEYS	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$123.25
				Check Total:	\$134.50
<b>134063</b>	<b>MICHALLA HALL</b>				
		REFUND ACCOUNT BALANCE	RECREATION PROGRAM FUND	ASSETS	\$28.00
				Check Total:	\$28.00
<b>134064</b>	<b>MICKEY'S LINEN &amp; TOWEL SUPPY</b>				
		KITCHEN TOWELS	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$104.15
				Check Total:	\$104.15
<b>134065</b>	<b>MORRISON'S LAUNDRY &amp; CLEANERS</b>				
		CUSTODIAL TOWEL CLEANING	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$26.70
				Check Total:	\$26.70
<b>134066</b>	<b>NAPA AUTO PARTS</b>				
		MOWER MAINTENANCE	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$17.82
		TRUCK REPAIR	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$607.59
		BREAK FLUID	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$61.66
		OIL FILTER	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$24.57
				Check Total:	\$711.64
<b>134067</b>	<b>NEXBELT, LLC</b>				
		BELTS	CORPORATE FUND	GOLF PRO SHOP	\$712.18
				Check Total:	\$712.18
<b>134068</b>	<b>NORTH SHORE GAS</b>				
		MCC GAS	RECREATION PROGRAM FUND	MCC FACILITY	\$413.54
		MCC GAS	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$620.30
		MCC GAS	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$1,654.14
		MCC GAS	RECREATION PROGRAM FUND	MCC INDOOR POOL	\$1,447.38
		DRC NATURAL GAS	RECREATION PROGRAM FUND	DUNBAR RECREATION CENT	\$114.71
		DRC NATURAL GAS	RECREATION PROGRAM FUND	DUNBAR RECREATION CENT	\$86.04
		DRC NATURAL GAS	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$57.36
		DRC NATURAL GAS	RECREATION PROGRAM FUND	TRAILS DAY CAMP	\$57.36
		DRC NATURAL GAS	RECREATION PROGRAM FUND	REC CONNECTION	\$200.75

# Mundelein Park District Warrant Report

**Date Paid 03/24/2022**

Check #	Vendor Name	Invoice Description	Fund Charged	Department Charged	Amount
		DRC NATURAL GAS	RECREATION PROGRAM FUND	KRACKLAUER DANCE STUDI	\$57.35
		PARK MAINT BUILDING - NAT GAS	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$364.73
		NATURAL GAS CONCESSION STAND	RECREATION PROGRAM FUND	BAREFOOT BAY	\$625.63
		NATURAL GAS BAY	RECREATION PROGRAM FUND	BAREFOOT BAY	\$279.35
		REGENT CENTER - GAS	RECREATION PROGRAM FUND	REGENT CENTER	\$320.21
		DLRC GAS	RECREATION PROGRAM FUND	DIAMOND LAKE FACILITY	\$504.57
		MUSEUM NAT GAS	CORPORATE FUND	MUSEUM	\$258.65
		KDS - GAS	RECREATION PROGRAM FUND	KRACKLAUER DANCE STUDI	\$176.63
				<b>Check Total:</b>	<b>\$7,238.70</b>
<b>134069</b>	<b>PATRICIA CHRISANTHAKES</b>				
		REFUND ACCOUNT BALANCE	RECREATION PROGRAM FUND	ASSETS	\$5.20
				<b>Check Total:</b>	<b>\$5.20</b>
<b>134070</b>	<b>PAUL WISKERCHEN</b>				
		WISKERCHEN DRIVERS ABSTRACT REIMBURSEMENT	CORPORATE FUND	RISK MANAGEMENT	\$13.00
		CPO CLASS MILEAGE REIMBURSEMENT - WISKERCHEN	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$101.80
		STAFF UNIFORM - REIMBURSEMENT - WISKERCHEN	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$42.00
				<b>Check Total:</b>	<b>\$156.80</b>
<b>134071</b>	<b>PEPSI-COLA</b>				
		PEPSI	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$635.52
		PEPSI	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$256.10
				<b>Check Total:</b>	<b>\$891.62</b>
<b>134072</b>	<b>PERFORMANCE FOODSERVICE</b>				
		AM/PM SNACK	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$550.92
		SNACK REFUND	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$(20.17)
				<b>Check Total:</b>	<b>\$530.75</b>
<b>134073</b>	<b>REINDERS INC</b>				
		FILTERS	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$476.42
		TIRES ROUGH MOWER	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$1,230.75
				<b>Check Total:</b>	<b>\$1,707.17</b>
<b>134074</b>	<b>REVELS TURF &amp; TRACTOR, LLC</b>				
		JD KNIVES	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$196.56
				<b>Check Total:</b>	<b>\$196.56</b>
<b>134075</b>	<b>ROCHELLE JURASZ</b>				
		REFUND ACCOUNT BALANCE	RECREATION PROGRAM FUND	ASSETS	\$9.86
				<b>Check Total:</b>	<b>\$9.86</b>
<b>134076</b>	<b>SANTA MARIA DEL POPOLO CHURCH</b>				
		STAGE RENTAL	RECREATION PROGRAM FUND	ART, THEATRE & MUSIC	\$520.00
				<b>Check Total:</b>	<b>\$520.00</b>
<b>134077</b>	<b>SCHURING &amp; SCHURING, INC</b>				
		MILK SERVICE	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$67.20
		MILK SERVICE	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$57.60
				<b>Check Total:</b>	<b>\$124.80</b>
<b>134078</b>	<b>SOUND OF MUSIC SYSTEMS CORP</b>				
		FITNESS CENTER MUSIC ROYALTIES	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$45.00

# Mundelein Park District Warrant Report

**Date Paid 03/24/2022**

Check #	Vendor Name	Invoice Description	Fund Charged	Department Charged	Amount
Check Total:					\$45.00
<b>134079</b>	<b>SPORTS R US</b>				
		SPORTS R US WINTER I & II	RECREATION PROGRAM FUND	SPORTS CONTRACT PROGR	\$748.00
Check Total:					\$748.00
<b>134080</b>	<b>SPORTSKIDS INC</b>				
		SPORTSKIDS WINTER I	RECREATION PROGRAM FUND	SPORTS CONTRACT PROGR	\$3,545.50
Check Total:					\$3,545.50
<b>134081</b>	<b>SPORTSMITH</b>				
		WEIGHT STACK CABLE REPAIRS	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$134.77
Check Total:					\$134.77
<b>134082</b>	<b>THE SEGAL COMPANY (MIDWEST)</b>				
		SERVICES FOR GASB 75	CORPORATE FUND	ADMINISTRATION	\$2,250.00
Check Total:					\$2,250.00
<b>134083</b>	<b>TOSHIBA FINANCIAL SERVICES</b>				
		1ST FLOOR COPIER LEASE	RECREATION PROGRAM FUND	ADMINISTRATION	\$212.81
Check Total:					\$212.81
<b>134084</b>	<b>TOUR EDGE GOLF MFG, INC</b>				
		CLUBS	CORPORATE FUND	GOLF PRO SHOP	\$361.91
Check Total:					\$361.91
<b>134085</b>	<b>VAISHALI WANI</b>				
		REFUND ACCOUNT BALANCE	RECREATION PROGRAM FUND	ASSETS	\$5.00
Check Total:					\$5.00
<b>134086</b>	<b>VILLAGE OF MUNDELEIN</b>				
		DLRC WATER & SEWER SERVICE 12/08/2021-02/07/2022	RECREATION PROGRAM FUND	DIAMOND LAKE FACILITY	\$62.04
		WATER & SEWER SERVICE 12/08/2021 - 02/04/2022 - PARK MAINT GARAGE	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$62.04
		WATER & SEWER SERVICE 12/08/2021 -02/04/2022	RECREATION PROGRAM FUND	REGENT CENTER	\$62.04
		WATER & SEWER SERVICE 12/10/2021 -02/10/2022	RECREATION PROGRAM FUND	MCC FACILITY	\$3.32
		WATER & SEWER SERVICE 12/10/2021 -02/10/2022	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$4.99
		WATER & SEWER SERVICE 12/10/2021 -02/10/2022	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$13.30
		WATER & SEWER SERVICE 12/10/2021 -02/10/2022	RECREATION PROGRAM FUND	MCC INDOOR POOL	\$11.63
		WATER & SEWER SERVICE 12/08/2021 -02/04/2022	RECREATION PROGRAM FUND	MCC FACILITY	\$94.33
		WATER & SEWER SERVICE 12/08/2021 -02/04/2022	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$141.50
		WATER & SEWER SERVICE 12/08/2021 -02/04/2022	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$377.34
		WATER & SEWER SERVICE 12/08/2021 -02/04/2022	RECREATION PROGRAM FUND	MCC INDOOR POOL	\$330.17
		WATER & SEWER SERVICE 12/10/2021 -02/10/2022	RECREATION PROGRAM FUND	BAREFOOT BAY	\$33.24
		MCC WATER & SEWER SERVICE 12/08/2021-02/04/2022	RECREATION PROGRAM FUND	MCC FACILITY	\$60.38
		MCC WATER & SEWER SERVICE 12/08/2021-02/04/2022	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$90.56
		MCC WATER & SEWER SERVICE 12/08/2021-02/04/2022	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$241.50

# Mundelein Park District Warrant Report

**Date Paid 03/24/2022**

Check #	Vendor Name	Invoice Description	Fund Charged	Department Charged	Amount
		MCC WATER & SEWER SERVICE 12/08/2021-02/04/2022	RECREATION PROGRAM FUND	MCC INDOOR POOL	\$211.32
		WATER & SEWER SERVICE 12/08/2021 -02/04/2022	RECREATION PROGRAM FUND	SPRAY PARK	\$62.04
				<b>Check Total:</b>	<b>\$1,861.74</b>
<b>134087</b>	<b>WAREHOUSE DIRECT OFFICE PROD</b>				
		REGENT CENTER - GARBAGE BAGS	RECREATION PROGRAM FUND	REGENT CENTER	\$150.42
		CUSTODIAL SUPPLIES	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$835.68
		CUSTODIAL SUPPLIES	RECREATION PROGRAM FUND	MCC INDOOR POOL	\$278.56
		OFFICE SUPPLIES	CORPORATE FUND	ADMINISTRATION	\$7.04
		OFFICE SUPPLIES	RECREATION PROGRAM FUND	ADMINISTRATION	\$10.56
		GARBAGE CAN BAGS	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$63.36
		DRC CUSTODIAL SUPPLIES	RECREATION PROGRAM FUND	KRACKLAUER DANCE STUDI	\$32.91
		DRC CUSTODIAL SUPPLIES	RECREATION PROGRAM FUND	TRAILS DAY CAMP	\$32.91
		DRC CUSTODIAL SUPPLIES	RECREATION PROGRAM FUND	ADMINISTRATION	\$32.91
		DRC CUSTODIAL SUPPLIES	RECREATION PROGRAM FUND	REC CONNECTION	\$76.78
		DRC CUSTODIAL SUPPLIES	RECREATION PROGRAM FUND	DUNBAR RECREATION CENT	\$43.87
		OFFICE SUPPLIES	CORPORATE FUND	ADMINISTRATION	\$102.04
		OFFICE SUPPLIES	RECREATION PROGRAM FUND	ADMINISTRATION	\$153.06
				<b>Check Total:</b>	<b>\$1,820.10</b>
<b>134088</b>	<b>WAUKEGAN TIRE</b>				
		MOWER TIRES	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$293.98
		TRAILER TIRES	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$204.79
		TRUCK TIRE DISPOSAL	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$40.75
				<b>Check Total:</b>	<b>\$539.52</b>
<b>134089</b>	<b>WILD GOOSE CHASE INC</b>				
		GOOSE CONTROL	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$250.00
				<b>Check Total:</b>	<b>\$250.00</b>
<b>134090</b>	<b>CHICAGO DISTRICT GOLF ASSOC</b>				
		CDGA HANDICAP FEES	CORPORATE FUND	GOLF PRO SHOP	\$220.00
				<b>Check Total:</b>	<b>\$220.00</b>
<b>134091</b>	<b>VILLAGE OF MUNDELEIN</b>				
		WATER & SEWER SERVICE 12/08/2021 -02/04/2022	RECREATION PROGRAM FUND	BAREFOOT BAY	\$6,715.46
		WATER & SEWER SERVICE 12/08/2021 -02/04/2022	RECREATION PROGRAM FUND	BAREFOOT BAY	\$6,824.20
				<b>Check Total:</b>	<b>\$13,539.66</b>

**Warrant Total: \$102,313.93**

# Mundelein Park District Warrant Report

Date Paid 03/29/2022

032922

Check #	Vendor Name	Invoice Description	Fund Charged	Department Charged	Amount
286	IDES	UNEMPLOYMENT, 4TH QUARTER, 2021	CORPORATE FUND	RISK MANAGEMENT	\$7,913.00
				Check Total:	\$7,913.00

**Warrant Total: \$7,913.00**

# Mundelein Park District Warrant Report

Date Paid 03/30/2022

033022

Check #	Vendor Name	Invoice Description	Fund Charged	Department Charged	Amount
134099	ILLINOIS ASSOC OF PARK DIST	DISTINGUISHED ACCREDITATION APPLICATION FEE	CORPORATE FUND	ADMINISTRATION	\$600.00

Check Total:	\$600.00
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**Warrant Total: \$600.00**

Payroll ID: 108

Pay Period End Date: 03/26/2022 Check Post Date: 04/01/2022 Bank ID: A

040122

\* YTD values reflect values AS OF the check date based on all current adjustments, checks, void checks

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Grand Totals for Payroll:

Pay Code Id	Hours	OT Hours	Cur. Amnt.	YTD Amnt.*	Ded/Exp Id	Cur. Amnt.	YTD Amnt.*
** REFERRAL	0.00	0.00	600.00		** PDMRA ADDL LIFE	11.20	
ANNIV	0.00	0.00	0.00	1,045.00	ADDL IMRF 1	1,132.68	8,227.30
AQUA	0.00	0.00	0.00	0.00	ADDL IMRF 2	1,114.90	7,868.49
BACK PAY	0.00	0.00	0.00	6,745.22	DENTAL	192.33	1,346.31
BON	0.00	0.00	0.00	14,025.02	DENTAL_ER	1,089.40	7,625.41
CAR	0.00	0.00	500.00	2,000.00	EAP_ER	71.10	468.00
CELL	0.00	0.00	0.00	1,770.00	FCC	65.55	458.85
CV19	0.00	0.00	0.00	4,411.12	FITW	11,074.16	77,232.63
CV19-1	0.00	0.00	0.00	0.00	FLH	434.80	3,043.60
CV19-2	0.00	0.00	0.00	0.00	GROUP LIFE	266.70	1,020.60
CV19-3	0.00	0.00	0.00	0.00	MEDICAL_HMO	1,800.84	12,605.88
CV19-4	0.00	0.00	0.00	0.00	MEDICAL_HMO_ER	10,204.84	71,433.76
CV19-5	0.00	0.00	0.00	0.00	MEDICAL_PPO	1,912.02	13,384.14
CV19-6	0.00	0.00	0.00	0.00	MEDICAL_PPO_ER	10,834.37	75,840.38
DBL	0.00	0.00	0.00	0.00	MEDICARE_EE	2,182.85	14,827.65
EOY	0.00	0.00	0.00	1,000.00	MEDICARE_ER	2,182.85	14,827.65
EPTO	0.00	0.00	0.00	0.00	NCPERS	32.00	224.00
ESSNTLCOMP	0.00	0.00	0.00	0.00	NWD	350.00	2,450.00
FFCRA123	0.00	0.00	0.00	0.00	NYL	53.34	373.38
FFCRA456	0.00	0.00	0.00	0.00	PDMRA ADDL LIFE	217.75	1,524.25
FNRL	0.00	0.00	0.00	923.50	PEN_IM2	2,784.65	18,678.99
GOLF LSSNS	0.00	0.00	0.00	0.00	PEN_IM2_ER	6,794.48	45,576.68
HOL	0.00	0.00	0.00	45,570.44	PEN_IMR	2,734.11	19,617.91
INC	0.00	0.00	0.00	0.00	PEN_IMR_ER	6,671.21	47,867.65
INTERIM	0.00	0.00	0.00	260.80	SITW	6,785.74	46,245.49
JRY	0.00	0.00	0.00	0.00	SOCSEC_EE	9,333.67	63,400.98
LWP	0.00	0.00	0.00	0.00	SOCSEC_ER	9,333.67	63,400.98
NHI	0.00	0.00	1,846.20	10,923.35	STA	850.00	5,950.00
OT	0.00	30.58	966.32	7,431.18	STA %	370.15	2,377.53
PATH2	0.00	0.00	0.00	6,050.00	UN	170.00	1,033.00
PER	45.50	0.00	1,345.74	9,077.09	VISION	27.20	190.40
REFERRAL	0.00	0.00	100.00	700.00	VISION_ER	154.07	1,078.31
REG	3,925.28	0.00	73,812.99	449,642.32			
SALARY	1,040.00	0.00	59,702.74	426,405.06			
SIC	49.00	0.00	1,119.16	8,600.82			
SIN	24.00	0.00	852.88	8,026.70			
TFB	0.00	0.00	200.00	564.81			
Tip	0.00	0.00	0.00	0.00			
TLI	0.00	0.00	83.31	555.42			
TVU	0.00	0.00	0.00	0.00			
VAC	366.50	0.00	13,394.73	47,376.18			
WELLNESS	16.00	0.00	451.92	2,291.85			

154,692.68
11,516.52
13,465.69
22,620.48
202,295.37

\* = Check Adjustment >> = Pre-Tax Deductions capped at Applicable Gross

Payroll ID: 108

Pay Period End Date: 03/26/2022 Check Post Date: 04/01/2022 Bank ID: A

\* YTD values reflect values AS OF the check date based on all current adjustments, checks, void checks

Gross Pay This Period	Deduction Refund	Ded. This Period	Net Pay This Period	Gross Pay YTD	Dir. Dep.	Expense This Period
154,692.68	0.00	43,618.74	111,062.74	1,054,375.53	110,782.99	47,602.69
Tax Type	State / Loc		App Wages	Prior Ded		Taxable Gross
Social Security			154,975.99	4,432.74		150,543.25
Medicare			154,975.99	4,432.74		150,543.25
Federal			154,975.99	11,521.65		143,454.34
State	IL		152,927.47	11,293.93		141,633.54
State	WI		2,048.52	227.72		1,820.80

\* = Check Adjustment >> = Pre-Tax Deductions capped at Applicable Gross



# Mundelein Park District Warrant Report

Date Paid 04/04/2022

040422

Check #	Vendor Name	Invoice Description	Fund Charged	Department Charged	Amount
287	WEISSMAN DESIGNS FOR DANCE				
		DANCE COSTUMES	RECREATION PROGRAM FUND	LONG TERM DANCE	\$26.69
		DANCE COSTUMES	RECREATION PROGRAM FUND	LONG TERM DANCE	\$104.40
		DANCE COSTUMES	RECREATION PROGRAM FUND	LONG TERM DANCE	\$11.28
		A/C 787191477-00001	CORPORATE FUND	PUBLIC SAFETY	\$49.43
		A/C 787191477-00001	RECREATION PROGRAM FUND	ADMINISTRATION	\$19.00
		A/C 787191477-00001	CORPORATE FUND	ADMINISTRATION	\$19.01
		A/C 787191477-00001	CORPORATE FUND	GOLF PRO SHOP	\$75.68
		A/C 787191477-00001	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$572.03
		A/C 787191477-00001	RECREATION PROGRAM FUND	ADMINISTRATION	\$49.43
		A/C 787191477-00001	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$49.43
		A/C 787191477-00001	RECREATION PROGRAM FUND	REC CONNECTION	\$148.29
		A/C 787191477-00001	CORPORATE FUND	ADMINISTRATION	\$75.34
		A/C 787191477-00001	RECREATION PROGRAM FUND	ADMINISTRATION	\$27.67
		POSTAGE FOR 1095 FORMS	CORPORATE FUND	ADMINISTRATION	\$17.50
		TIMECLOCK RETURN	CORPORATE FUND	ADMINISTRATION	\$15.93
		BOOKCASE	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$556.00
		OFFICE SUPPLIES	CORPORATE FUND	ADMINISTRATION	\$85.98
		FITNESS EQUIPMENT REPAIRS	RECREATION PROGRAM FUND	ASSETS	\$(134.77)
		WEIGHT STACK CABLE REPAIRS	RECREATION PROGRAM FUND	ASSETS	\$134.77
		SNACKS FOR DUNBAR AND WASHINGTON	RECREATION PROGRAM FUND	REC CONNECTION	\$388.18
		SNACKS FOR DUNBAR AND WASHINGTON	RECREATION PROGRAM FUND	REC CONNECTION	\$228.00
		REGENT CENTER - COFFEE AND CREAMER	RECREATION PROGRAM FUND	REGENT CENTER	\$39.12
		STAFF WORKING MEETING	CORPORATE FUND	ADMINISTRATION	\$74.05
		STAFF MEETING	RECREATION PROGRAM FUND	REC CONNECTION	\$95.58
		DAY OFF PROGRAM	RECREATION PROGRAM FUND	REC CONNECTION	\$382.50
		DAY OFF PROGRAM	RECREATION PROGRAM FUND	ASSETS	\$45.00
		DAY OFF PROGRAM IN HOUSE FIELD TRIP	RECREATION PROGRAM FUND	REC CONNECTION	\$229.77
		DAY OFF PROGRAM FIELD TRIP	RECREATION PROGRAM FUND	REC CONNECTION	\$564.00
		IPRA MENTORING-RON SALSKI	CORPORATE FUND	ADMINISTRATION	\$100.00
		CERTIFIED PLAYGROUND SAFETY INSPECTOR CLASS - NEUWIRTH	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$579.00
		IPRA MEMBERSHIP - SWANSON	RECREATION PROGRAM FUND	REC CONNECTION	\$97.00
		IAPD LEGISLATIVE CONFERENCE	CORPORATE FUND	ADMINISTRATION	\$205.00
		IAPD LEGISLATIVE CONFERENCE	CORPORATE FUND	ADMINISTRATION	\$557.20
		IAPD LEGISLATIVE CONFERENCE	RECREATION PROGRAM FUND	ADMINISTRATION	\$238.80
		IAPD LEGISLATIVE CONFERENCE-REFUND - MCGRATH	CORPORATE FUND	ADMINISTRATION	\$(113.05)
		IAPD LEGISLATIVE CONFERENCE-REFUND - MCGRATH	RECREATION PROGRAM FUND	ADMINISTRATION	\$(48.45)
		INTERNAL CONTROLS SEMINAR MCINERNEY	CORPORATE FUND	ASSETS	\$125.00
		HITZ PIZZA FOR 5TH & 6TH GRADE GIRLS TEAM PARTY	RECREATION PROGRAM FUND	BASKETBALL - YOUTH/FEED	\$170.00
		CARNIVAL & CAKE DECORATING PARTY	RECREATION PROGRAM FUND	SPECIAL EVENTS	\$63.99
		SEW CUTE CLUB	RECREATION PROGRAM FUND	ART, THEATRE & MUSIC	\$108.70
		SUGAR CLUB SWEET SPRING PARTY THEATER	RECREATION PROGRAM FUND	COOKING & NUTRITION	\$71.45
		DIGITAL NEWS SUBSCRIPTION	RECREATION PROGRAM FUND	SPECIAL EVENTS	\$30.88
		MUSIC LICENSING - ASCAP	CORPORATE FUND	ADMINISTRATION	\$27.72
		MUSIC LICENSING - ASCAP	RECREATION PROGRAM FUND	ADMINISTRATION	\$131.92
		MUSIC LICENSING - ASCAP	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$131.92
		MUSIC LICENSING - ASCAP	RECREATION PROGRAM FUND	LONG TERM DANCE	\$131.91
		FUNBRELLA FOR SPRAY AND BEACH	RECREATION PROGRAM FUND	SPRAY PARK	\$1,549.00
		FUNBRELLA FOR SPRAY AND BEACH	RECREATION PROGRAM FUND	DIAMOND LAKE BEACH	\$2,667.00
		DAY OFF PROGRAM FIELD TRIP	RECREATION PROGRAM FUND	REC CONNECTION	\$470.00

# Mundelein Park District Warrant Report

Date Paid 04/04/2022

Check #	Vendor Name	Invoice Description	Fund Charged	Department Charged	Amount
		DAY OFF PROGRAM FIELD TRIP	RECREATION PROGRAM FUND	ASSETS	\$0.14
		KDS - INTERNET	RECREATION PROGRAM FUND	KRACKLAUER DANCE STUDI	\$111.85
		INTERNET	CORPORATE FUND	GOLF PRO SHOP	\$139.90
		INTERNET	RECREATION PROGRAM FUND	DIAMOND LAKE FACILITY	\$151.85
		INTERNET MCC	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$75.00
		INTERNET MCC	RECREATION PROGRAM FUND	ADMINISTRATION	\$188.40
		INTERNET	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$111.85
		REGENT CENTER - INTERNET	RECREATION PROGRAM FUND	REGENT CENTER	\$111.85
		DIRECT TV FITNESS CENTER	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$256.99
		EPACT FOR CAMP AND REC CONNECTION	RECREATION PROGRAM FUND	TRAILS DAY CAMP	\$1,100.00
		EPACT FOR CAMP AND REC CONNECTION	RECREATION PROGRAM FUND	REC CONNECTION	\$1,005.00
		OFFICE SUPPLIES	CORPORATE FUND	ADMINISTRATION	\$12.47
		OFFICE SUPPLIES	RECREATION PROGRAM FUND	ADMINISTRATION	\$18.70
		WINDOW PRIVACY FILM - 3RD FLOOR	CAPITAL IMPROVEMENT FUND	CAPITAL IMPROVEMENT	\$33.99
		OFFICE PROJECT			
		OFFICE SUPPLIES	RECREATION PROGRAM FUND	ADMINISTRATION	\$53.99
		OFFICE SUPPLIES	CORPORATE FUND	ADMINISTRATION	\$36.00
		ICE PACKS AND TRAINER CPR MASKS	CORPORATE FUND	RISK MANAGEMENT	\$89.93
		INK FOR DUNBAR	RECREATION PROGRAM FUND	REC CONNECTION	\$96.89
		SUPPLIES FOR SPRING BREAK DAY OFF PROGRAM	RECREATION PROGRAM FUND	REC CONNECTION	\$83.90
		SIGN HOLDERS	CORPORATE FUND	GOLF PRO SHOP	\$59.99
		REPLACEMENT CLOCK	CORPORATE FUND	GOLF PRO SHOP	\$48.70
		AM SNACKS	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$30.14
		AM SNACKS	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$214.16
		OFFICE SUPPLIES	CORPORATE FUND	ADMINISTRATION	\$13.20
		OFFICE SUPPLIES	RECREATION PROGRAM FUND	ADMINISTRATION	\$19.79
		OFFICE SUPPLIES	CORPORATE FUND	ADMINISTRATION	\$6.00
		OFFICE SUPPLIES	RECREATION PROGRAM FUND	ADMINISTRATION	\$8.99
		FILTER FOR ICE MAKER	RECREATION PROGRAM FUND	LEARNING CENTER	\$86.20
		SAFETY SUGGESTION BOX CARDS	CORPORATE FUND	RISK MANAGEMENT	\$16.21
		REGENT CENTER - HDMI CABLE FOR TV	RECREATION PROGRAM FUND	REGENT CENTER	\$8.87
		REGENT CENTER - BINGO DOBBERS	RECREATION PROGRAM FUND	REGENT CENTER	\$57.54
		DOCKING STATION AND CABLES	CORPORATE FUND	ADMINISTRATION	\$159.99
		DOCKING STATION AND CABLES	CORPORATE FUND	ADMINISTRATION	\$9.99
		LAPTOP CHARGER AND CABLES	CORPORATE FUND	ADMINISTRATION	\$13.90
		LAPTOP CHARGER AND CABLES	CORPORATE FUND	ADMINISTRATION	\$19.99
		FILE ORGANIZER	CORPORATE FUND	ADMINISTRATION	\$18.99
		SOFTBALL SUPPLIES	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$76.54
		PPE	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$128.99
		PPE	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$49.98
		PRINTERS FOR PARKS AND BUSINESS SERVICES	CORPORATE FUND	ADMINISTRATION	\$369.00
		PRINTERS FOR PARKS AND BUSINESS SERVICES	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$369.00
		PROGRAM SUPPLIES B&L/LC	RECREATION PROGRAM FUND	LEARNING CENTER	\$19.69
		PROGRAM SUPPLIES B&L/LC	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$124.25
		NETWORK SUPPLIES	CORPORATE FUND	ADMINISTRATION	\$80.82
		PROGRAM SUPPLIES	RECREATION PROGRAM FUND	LEARNING CENTER	\$27.97
		TRUCK MAINTENANCE	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$134.99
		MOWER REPAIR	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$138.84
		TRUCK MAINTENANCE	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$155.88
		MOWER REPAIR	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$185.86
		TRAILER MAINTENANCE	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$220.00
		MOWER MAINTENANCE	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$62.68
		UTILITY CART - MAINTENANCE	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$47.99

# Mundelein Park District Warrant Report

**Date Paid 04/04/2022**

Check #	Vendor Name	Invoice Description	Fund Charged	Department Charged	Amount
		COTTONTAIL TRAIL EGGS	RECREATION PROGRAM FUND	SPECIAL EVENTS	\$355.83
		COTTONTAIL TRAIL	RECREATION PROGRAM FUND	SPECIAL EVENTS	\$41.98
		CAKE & PIZZA PARTY	RECREATION PROGRAM FUND	SPECIAL EVENTS	\$74.96
		OFFICE SUPPLIES	CORPORATE FUND	ADMINISTRATION	\$33.58
		OFFICE SUPPLIES	RECREATION PROGRAM FUND	ADMINISTRATION	\$50.36
		DESK ORGANIZER	CORPORATE FUND	ADMINISTRATION	\$12.97
		EASEL FOR MUSEUM	CORPORATE FUND	MUSEUM	\$39.49
		SUPPLIES - SMALL BATTERIES	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$91.40
		CLOCK FOR IP OFFICE	RECREATION PROGRAM FUND	MCC INDOOR POOL	\$21.85
		OFFICE SUPPLIES	CORPORATE FUND	ADMINISTRATION	\$22.23
		OFFICE SUPPLIES	RECREATION PROGRAM FUND	ADMINISTRATION	\$33.35
		INDOOR POOL CHEMICALS	RECREATION PROGRAM FUND	MCC INDOOR POOL	\$21.99
		OFFICE CHAIRS	RECREATION PROGRAM FUND	MCC INDOOR POOL	\$137.92
		RETURN OF FILE ORGANIZER	CORPORATE FUND	ADMINISTRATION	\$(18.99)
		PROGRAM SUPPLIES	RECREATION PROGRAM FUND	LEARNING CENTER	\$57.81
		PROGRAM SUPPLIES	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$7.99
		PPE - SAFETY GLASSES	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$49.75
		SLOAN FLUSH VALVE	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$162.79
		LADDER V-RUNG STABILIZERS	CORPORATE FUND	RISK MANAGEMENT	\$51.78
		PROGRAM SUPPLIES	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$14.97
		PROGRAM SUPPLIES	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$26.75
		DESK TRAYS	CORPORATE FUND	ADMINISTRATION	\$9.16
		DESK TRAYS	RECREATION PROGRAM FUND	ADMINISTRATION	\$13.74
		TV/MONITOR FOR BUSINESS	CORPORATE FUND	ADMINISTRATION	\$249.99
		SERVICES TRAINING			
		COMMAND STRIPS	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$30.82
		COLD PACKS AND FLYER HOLDERS	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$68.90
		PENS AND POST IT TABS	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$43.95
		RETURN OF BINDER	CORPORATE FUND	ADMINISTRATION	\$(2.65)
		RETURN OF BINDER	RECREATION PROGRAM FUND	ADMINISTRATION	\$(3.98)
		OFFICE COFFEE	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$30.23
		PAPER CUTTER	CORPORATE FUND	MUSEUM	\$35.19
		KEY LABELS	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$19.98
		PARTS RETURN	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$(185.86)
		PPE - SAFETY GLASSES	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$40.32
		SOFTBALL SUPPLIES - RETURNED	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$(76.54)
		FACEBOOK AD FOR LIFEGUARD	RECREATION PROGRAM FUND	BAREFOOT BAY	\$107.66
		RECRUITMENT			
		EXECUTIVE DIRECTOR - ALL DISTRICT	CORPORATE FUND	ADMINISTRATION	\$71.96
		MEETING			
		BUSINESS CARD FOR MATT WELLS	RECREATION PROGRAM FUND	ADMINISTRATION	\$30.79
		CUSTOM NOTECARDS	CORPORATE FUND	ADMINISTRATION	\$101.98
		BUSINESS CARDS FOR CHRIS	CORPORATE FUND	ADMINISTRATION	\$52.80
		CRONKHITE, ANDREW CAMUGNARO, EMILY CATTELL, NINA BYE AND PAUL WISKERCHEN			
		BUSINESS CARDS FOR CHRIS	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$52.80
		CRONKHITE, ANDREW CAMUGNARO, EMILY CATTELL, NINA BYE AND PAUL WISKERCHEN			
		BUSINESS CARDS FOR CHRIS	RECREATION PROGRAM FUND	MCC INDOOR POOL	\$26.39
		CRONKHITE, ANDREW CAMUGNARO, EMILY CATTELL, NINA BYE AND PAUL WISKERCHEN			
		REGENT CENTER - ADULT BINGO	RECREATION PROGRAM FUND	REGENT CENTER	\$20.00
		TABLE COVERINGS			
		PIZZA PARTY	RECREATION PROGRAM FUND	SPECIAL EVENTS	\$37.37
		SUGAR CLUB	RECREATION PROGRAM FUND	COOKING & NUTRITION	\$158.72
		PARTY SUPPLIES	RECREATION PROGRAM FUND	SPECIAL EVENTS	\$23.55
		PIZZA PARTY	RECREATION PROGRAM FUND	SPECIAL EVENTS	\$38.16

# Mundelein Park District Warrant Report

Date Paid 04/04/2022

Check #	Vendor Name	Invoice Description	Fund Charged	Department Charged	Amount
		REGENT CENTER - ADULT BINGO PRIZES	RECREATION PROGRAM FUND	REGENT CENTER	\$60.00
		BREAKFAST SNACK ITEMS	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$13.56
		JOB FAIR GIFT CARDS	RECREATION PROGRAM FUND	BAREFOOT BAY	\$57.90
		GROUP EXERCISE STAFF RETENTION	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$60.00
		NAMETAGS	CORPORATE FUND	ADMINISTRATION	\$63.51
		NAMETAGS	RECREATION PROGRAM FUND	ADMINISTRATION	\$95.27
		HMHB GOLF PROGAM	CORPORATE FUND	HEALTHY MINDS/HEALTHY	\$240.00
		ADOBE TAX REFUND	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$(11.24)
		ADOBE - SUBSCRIPTION	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$191.12
		MEMBERSHIP DUES FOR WOMEN IN LEISURE - REHOR	RECREATION PROGRAM FUND	REC CONNECTION	\$40.00
		CREDIT FOR TAX FOR DISPLAY2GO	RECREATION PROGRAM FUND	REC CONNECTION	\$(2.99)
		DISPLAY BOARD	RECREATION PROGRAM FUND	REC CONNECTION	\$50.92
		2022 LABOR LAW POSTERS	CORPORATE FUND	ADMINISTRATION	\$210.35
		2022 LABOR LAW POSTERS	RECREATION PROGRAM FUND	ADMINISTRATION	\$210.42
		IAPD LEGISLATIVE CONFERENCE-HOTEL-SALSKI	CORPORATE FUND	ADMINISTRATION	\$135.66
		IAPD LEGISLATIVE CONFERENCE-HOTEL-ORTEGA	CORPORATE FUND	ADMINISTRATION	\$94.96
		IAPD LEGISLATIVE CONFERENCE-HOTEL-ORTEGA	RECREATION PROGRAM FUND	ADMINISTRATION	\$40.70
		IAPD LEGISLATIVE CONFERENCE-HOTEL-FRASIER	CORPORATE FUND	ADMINISTRATION	\$94.96
		IAPD LEGISLATIVE CONFERENCE-HOTEL-FRASIER	RECREATION PROGRAM FUND	ADMINISTRATION	\$40.70
		IAPD LEGISLATIVE CONFERENCE-HOTEL-DOLAN	CORPORATE FUND	ADMINISTRATION	\$94.96
		IAPD LEGISLATIVE CONFERENCE-HOTEL-DOLAN	RECREATION PROGRAM FUND	ADMINISTRATION	\$40.70
		REGENT CENTER - BINGO AND LUNCH	RECREATION PROGRAM FUND	REGENT CENTER	\$235.00
		ZOOM MEETINGS	CORPORATE FUND	ADMINISTRATION	\$14.99
		ZOOM-GROUP EXERCISE	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$14.99
		ZOOM VIDEO DANCE	RECREATION PROGRAM FUND	LONG TERM DANCE	\$14.99
		ZOOM VIDEO DANCE	RECREATION PROGRAM FUND	LONG TERM DANCE	\$14.99
		REGENT CENTER - ZOOM PROGRAMS	RECREATION PROGRAM FUND	REGENT CENTER	\$14.99
		ZOOM-PROGRAMS & HMHB	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$14.99
		ZOOM-PROGRAMS & HMHB	CORPORATE FUND	HEALTHY MINDS/HEALTHY	\$14.99
		ZOOM - LAPORTE	RECREATION PROGRAM FUND	ADMINISTRATION	\$14.99
		BUSINESS SERVICE ZOOM ACCOUNT MARCH	CORPORATE FUND	ADMINISTRATION	\$14.99
		ZOOM	RECREATION PROGRAM FUND	REC CONNECTION	\$14.99
		STAFF INFORMATIONAL VOICE MESSAGE	CORPORATE FUND	ADMINISTRATION	\$164.97
		STAFF RELATIONS - LC STAFF MEETING	RECREATION PROGRAM FUND	ADMINISTRATION	\$35.70
		INSTRUCTOR RECERT - DE LUCA AND CAVAZOS	CORPORATE FUND	RISK MANAGEMENT	\$35.00
		INSTRUCTOR RECERT - DE LUCA AND CAVAZOS	RECREATION PROGRAM FUND	ADMINISTRATION	\$35.00
		CPR AND FIRST AID	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$55.20
		CPR AND FIRST AID	CORPORATE FUND	GOLF PRO SHOP	\$18.40
		CPR AND FIRST AID	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$18.40
		CPR AND FIRST AID	RECREATION PROGRAM FUND	REGENT CENTER	\$9.20
		CPR AND FIRST AID	CORPORATE FUND	ADMINISTRATION	\$46.00
		TV SERVICE	CORPORATE FUND	GOLF PRO SHOP	\$69.99
		MUSEUM - GLASS FOR DISPLAY	CORPORATE FUND	MUSEUM	\$50.00
		CAKE PARTY	RECREATION PROGRAM FUND	SPECIAL EVENTS	\$174.28
		FOOD FOR CRAFT FOR 1/2 DAY	RECREATION PROGRAM FUND	REC CONNECTION	\$25.23
		STAFF RELATIONS/PROGRAM SUPPLIES	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$23.96

# Mundelein Park District Warrant Report

Date Paid 04/04/2022

Check #	Vendor Name	Invoice Description	Fund Charged	Department Charged	Amount
		STAFF RELATIONS/PROGRAM SUPPLIES	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$48.90
		REGENT CENTER - ADULT BINGO PRIZES	RECREATION PROGRAM FUND	REGENT CENTER	\$70.00
		THEATER PARTY	RECREATION PROGRAM FUND	SPECIAL EVENTS	\$35.51
		IAPD LEGISLATIVE CONFERENCE-FUEL	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$56.05
		SNAPCHAT AD FOR LIFEGUARD RECRUITMENT	RECREATION PROGRAM FUND	BAREFOOT BAY	\$19.98
		SNAPCHAT AD FOR LIFEGUARD RECRUITMENT	RECREATION PROGRAM FUND	BAREFOOT BAY	\$20.00
		SNAPCHAT AD FOR LIFEGUARDS	RECREATION PROGRAM FUND	BAREFOOT BAY	\$19.78
		SNAPCHAT AD FOR LIFEGUARDS	RECREATION PROGRAM FUND	BAREFOOT BAY	\$17.29
		SNAPCHAT AD FOR LIFEGUARD RECRUITMENT	RECREATION PROGRAM FUND	BAREFOOT BAY	\$20.00
		SNAPCHAT AD FOR LIFEGUARD RECRUITMENT	RECREATION PROGRAM FUND	BAREFOOT BAY	\$19.91
		SNAPCHAT AD TO HIRE LIFEGUARDS	RECREATION PROGRAM FUND	BAREFOOT BAY	\$19.99
		SNAPCHAT AD FOR LIFEGUARD HIRING	RECREATION PROGRAM FUND	BAREFOOT BAY	\$19.95
		SNAPCHAT AD TO HIRE LIFEGUARDS	RECREATION PROGRAM FUND	BAREFOOT BAY	\$19.94
		SNAPCHAT AD TO HIRE LIFEGUARDS	RECREATION PROGRAM FUND	BAREFOOT BAY	\$19.98
		SNAPCHAT AD TO HIRE LIFEGUARDS	RECREATION PROGRAM FUND	BAREFOOT BAY	\$20.00
		SNAPCHAT AD TO HIRE LIFEGUARDS	RECREATION PROGRAM FUND	BAREFOOT BAY	\$20.00
		AD FOR AQUATICS LIFEGUARD HIRING	RECREATION PROGRAM FUND	BAREFOOT BAY	\$19.27
		SNAPCHAT AD TO HIRE LIFEGUARDS	RECREATION PROGRAM FUND	BAREFOOT BAY	\$19.99
		AQUATICS VIRTUAL JOB FAIR AD ON SNAPCHAT	RECREATION PROGRAM FUND	BAREFOOT BAY	\$19.99
		AQUATICS VIRTUAL JOB FAIR AD ON SNAPCHAT	RECREATION PROGRAM FUND	BAREFOOT BAY	\$20.00
		AQUATICS VIRTUAL JOB FAIR AD ON SNAPCHAT	RECREATION PROGRAM FUND	BAREFOOT BAY	\$20.00
		SNAPCHAT AD FOR SUMMER AQUATICS MARKETING	RECREATION PROGRAM FUND	BAREFOOT BAY	\$20.00
		SNAPCHAT AD FOR SUMMER AQUATICS HIRING	RECREATION PROGRAM FUND	BAREFOOT BAY	\$19.99
		SNAPCHAT AD FOR LIFEGUARD RECRUITMENT	RECREATION PROGRAM FUND	BAREFOOT BAY	\$20.00
		LIFEGUARD AD ON SNAPCHAT	RECREATION PROGRAM FUND	BAREFOOT BAY	\$19.95
		SPANISH TRANSLATION- FUNFINDER	RECREATION PROGRAM FUND	ADMINISTRATION	\$30.40
		SPANISH TRANSLATION FUNFINDER & BROCHURE	RECREATION PROGRAM FUND	ADMINISTRATION	\$135.10
		BRIGHTWHEEL APP	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$180.00
		SPOTIFY	RECREATION PROGRAM FUND	BAREFOOT BAY	\$9.99
		FITNESS CENTER MEMBER GIVEAWAYS	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$300.00
		FITNESS CENTER MEMBER GIVEAWAYS	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$400.00
		FITNESS CENTER MEMBER GIVEAWAYS	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$306.77
		STAFF TRAINING - CPO - WISKERCHEN	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$345.00
		NEW CHAIRS FOR CLASSROOMS	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$695.70
		CONF HOTEL REFUND - MORAVEC	RECREATION PROGRAM FUND	ADMINISTRATION	\$(96.69)
		REGENT CENTER - ADULT BINGO PRIZES	RECREATION PROGRAM FUND	REGENT CENTER	\$85.94
		EMPLOYEE APPRECIATION EVENT 2022	CORPORATE FUND	ADMINISTRATION	\$2,635.20
		EMPLOYEE APPRECIATION EVENT 2022	RECREATION PROGRAM FUND	ADMINISTRATION	\$2,635.20
		HOTEL KB4-CON GUIDRY, MCINERNEY	CORPORATE FUND	ADMINISTRATION	\$250.76
		BOOKCASE-RON SALSKI	CAPITAL IMPROVEMENT FUND	CAPITAL IMPROVEMENT	\$198.68
		REGENT CENTER - TRIP DEPOSIT	RECREATION PROGRAM FUND	REGENT CENTER	\$50.00
		STAFF MEETING	CORPORATE FUND	ADMINISTRATION	\$23.40

# Mundelein Park District Warrant Report

Date Paid 04/04/2022

Check #	Vendor Name	Invoice Description	Fund Charged	Department Charged	Amount
		STAFF MEETING DINNER	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$85.90
		REGENT CENTER - SOUND SYSTEM	RECREATION PROGRAM FUND	RENTALS	\$44.99
		POWER SOURCE			
		OFFICE SUPPLIES	CORPORATE FUND	ADMINISTRATION	\$191.68
		OFFICE SUPPLIES	RECREATION PROGRAM FUND	ADMINISTRATION	\$287.51
		DANCE COMPETITION	RECREATION PROGRAM FUND	LONG TERM DANCE	\$2,844.90
		DANCE COMPETITION	RECREATION PROGRAM FUND	LONG TERM DANCE	\$51.50
		INDOOR POOL FURNITURE	RECREATION PROGRAM FUND	MCC INDOOR POOL	\$6,526.30
		PATIO TABLES	CORPORATE FUND	GOLF PRO SHOP	\$1,497.00
				Check Total:	\$43,503.69

**Warrant Total: \$43,503.69**

# Mundelein Park District Warrant Report

Date Paid 04/05/2022

040522

Check #	Vendor Name	Invoice Description	Fund Charged	Department Charged	Amount
134100	A T & T	TELEPHONE - MUSEUM	CORPORATE FUND	MUSEUM	\$133.67
		TELEPHONE	RECREATION PROGRAM FUND	KRACKLAUER DANCE STUDI	\$133.67
		Check Total:			\$267.34
134101	ComEd	ELECTRIC - KRACKLAUER PARK LIGHTS	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$50.51
		Check Total:			\$50.51
134102	DELICIOUS UNLIMITED	QUALITY CATERING FOOD SERVICE FOR WK OF 3/14	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$594.13
		QUALITY CATERING FOOD SERVICE FOR WK OF 3/21	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$590.47
		Check Total:			\$1,184.60
134103	USPS - POSTMASTER MUNDELEIN	POSTAGE FOR SUMMER BROCHURE	RECREATION PROGRAM FUND	ADMINISTRATION	\$4,300.00
		Check Total:			\$4,300.00

**Warrant Total: \$5,802.45**

# Mundelein Park District Warrant Report

**Date Paid 04/11/2022**

041122

Check #	Vendor Name	Invoice Description	Fund Charged	Department Charged	Amount
<b>134104</b>	<b>ACE HARDWARE</b>	LIGHT BULBS	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$14.38
		BFB PROJECT REPAIRS	RECREATION PROGRAM FUND	BAREFOOT BAY	\$131.27
		FASTENERS	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$29.23
		BUILDING MAINTENANCE SUPPLIES	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$17.08
		PAINT SUPPLIES	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$30.33
		<b>Check Total:</b>			
<b>134105</b>	<b>ACUSHNET COMPANY</b>	CLUBS	CORPORATE FUND	GOLF PRO SHOP	\$265.37
		BALLS	CORPORATE FUND	GOLF PRO SHOP	\$1,398.20
		CLUBS	CORPORATE FUND	GOLF PRO SHOP	\$271.80
		GLOVES	CORPORATE FUND	GOLF PRO SHOP	\$88.20
		GLOVES	CORPORATE FUND	GOLF PRO SHOP	\$882.00
		BALLS	CORPORATE FUND	GOLF PRO SHOP	\$236.87
		GLOVES	CORPORATE FUND	GOLF PRO SHOP	\$88.20
		CLUB	CORPORATE FUND	GOLF PRO SHOP	\$139.42
		BALL CREDIT	CORPORATE FUND	GOLF PRO SHOP	\$(434.00)
		APPAREL	CORPORATE FUND	GOLF PRO SHOP	\$40.84
		BALLS	CORPORATE FUND	GOLF PRO SHOP	\$1,145.39
		MERCHANDISE	CORPORATE FUND	GOLF PRO SHOP	\$80.85
		<b>Check Total:</b>			
<b>134106</b>	<b>ADVANCED TURF SOLUTIONS</b>	FOLIAR PAK	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$2,063.96
		<b>Check Total:</b>			
<b>134107</b>	<b>ALERTLINE COMMUNICATIONS LLC</b>	MCC ELEVATOR TELEPHONE	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$52.50
		MCC ELEVATOR TELEPHONE	RECREATION PROGRAM FUND	MCC FACILITY	\$52.50
		<b>Check Total:</b>			
<b>134108</b>	<b>ALPHA MEDIA</b>	DIGITAL MEDIA CAMPAIGN FOR LIFEGUARD RECRUITMENT	RECREATION PROGRAM FUND	BAREFOOT BAY	\$2,820.00
		<b>Check Total:</b>			
<b>134109</b>	<b>AMERICAN MUSCLE DOCKS &amp; FABRICATI</b>	BOAT LAUNCH DOCK REPAIR	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$50.86
		<b>Check Total:</b>			
<b>134110</b>	<b>AMERICAN SWING PRODUCTS INC</b>	SWING REPAIR	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$64.00
		<b>Check Total:</b>			
<b>134111</b>	<b>ANJANETTE SIMS</b>	REFUND ACCOUNT BALANCE	RECREATION PROGRAM FUND	ASSETS	\$54.60
		<b>Check Total:</b>			
<b>134112</b>	<b>AUTO-WARES GROUP</b>	OIL FILTER	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$34.58
		FILTERS	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$119.72
		FILTERS	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$136.59
		AIR FILTER	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$46.58
		<b>Check Total:</b>			
<b>134113</b>	<b>BERRY TIRE &amp; AUTO</b>				



# Mundelein Park District Warrant Report

**Date Paid 04/11/2022**

Check #	Vendor Name	Invoice Description	Fund Charged	Department Charged	Amount
		TIRES	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$260.00
				Check Total:	\$260.00
<b>134114</b>	<b>BODY ONE PRODUCTS, INC.</b>				
		FACILITY WIPES	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$629.00
				Check Total:	\$629.00
<b>134115</b>	<b>BUHRMAN DESIGN GROUP INC</b>				
		CONTRACT LANDSCAPE MAINT	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$5,167.73
				Check Total:	\$5,167.73
<b>134116</b>	<b>BURRIS EQUIPMENT CO</b>				
		TRAP RAKE PARTS	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$536.71
		TRAP RAKE PARTS	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$681.54
				Check Total:	\$1,218.25
<b>134117</b>	<b>CAHILL HEATING, AIR CONDITION-</b>				
		REGENT CENTER - VENT MOTOR	RECREATION PROGRAM FUND	REGENT CENTER	\$472.00
				Check Total:	\$472.00
<b>134118</b>	<b>CALLAWAY GOLF COMPANY</b>				
		CLUB	CORPORATE FUND	GOLF PRO SHOP	\$182.57
		TOWELS	CORPORATE FUND	GOLF PRO SHOP	\$105.65
		CLUB	CORPORATE FUND	GOLF PRO SHOP	\$182.54
				Check Total:	\$470.76
<b>134119</b>	<b>CHILDREN'S THEATRE COMPANY</b>				
		THEATER INSTRUCTOR	RECREATION PROGRAM FUND	COOKING & NUTRITION	\$4,058.10
				Check Total:	\$4,058.10
<b>134120</b>	<b>CHRISTINE GOODMAN</b>				
		REFUND ACCOUNT BALANCE	RECREATION PROGRAM FUND	ASSETS	\$23.20
				Check Total:	\$23.20
<b>134121</b>	<b>CITY ELECTRIC SUPPLY CO</b>				
		ACCESSORIES FOR NEW LIGHTING	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$458.91
		BFB THERMOSTAT WIRE REPAIR	RECREATION PROGRAM FUND	BAREFOOT BAY	\$279.72
		REPLACEMENT LIGHTS	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$310.00
		TIMER REPLACEMENT	CORPORATE FUND	MUSEUM	\$69.95
		4 LAMP REPLACEMENTS	RECREATION PROGRAM FUND	BAREFOOT BAY	\$105.72
		MAINT BUILDING LIGHT	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$125.00
		MAINT BUILDING LIGHT	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$125.00
				Check Total:	\$1,474.30
<b>134122</b>	<b>CLAUDIA OSTER</b>				
		SPANISH INSTRUCTOR	RECREATION PROGRAM FUND	EARLY CHILDHOOD PROGR	\$312.00
				Check Total:	\$312.00
<b>134123</b>	<b>CONSERV FS INC</b>				
		GASOLINE	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$3,937.00
		DIESEL	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$752.72
				Check Total:	\$4,689.72
<b>134124</b>	<b>CONSTELLATION NEW ENERGY, INC</b>				
		ELECTRIC	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$853.28
		ELECTRIC	CORPORATE FUND	GOLF PRO SHOP	\$459.46
		SB LIGHTS	RECREATION PROGRAM FUND	SOFTBALL FIELDS	\$52.51

# Mundelein Park District Warrant Report

**Date Paid 04/11/2022**

Check #	Vendor Name	Invoice Description	Fund Charged	Department Charged	Amount
	KDS ELECTRIC		RECREATION PROGRAM FUND	KRACKLAUER DANCE STUDI	\$142.83
	LONGMEADOW PARK - ELECTRICITY		CORPORATE FUND	PARKS AND PLAYGROUNDS	\$37.22
	REGENT CENTER - ELECTRIC		RECREATION PROGRAM FUND	REGENT CENTER	\$265.49
	HANRAHAN PARK - ELECTRICITY		CORPORATE FUND	PARKS AND PLAYGROUNDS	\$18.61
	MEMORIAL PARK - ELECTRICITY		CORPORATE FUND	PARKS AND PLAYGROUNDS	\$33.11
	LEWANDOSKI PARK - ELECTRICITY		CORPORATE FUND	PARKS AND PLAYGROUNDS	\$28.19
	ELECTRIC - MUSEUM		CORPORATE FUND	MUSEUM	\$72.98
	ELECTRIC - MIONE GARAGE		CORPORATE FUND	PARKS AND PLAYGROUNDS	\$45.67
	MCC ELECTRIC		RECREATION PROGRAM FUND	MCC FACILITY	\$549.71
	MCC ELECTRIC		RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$824.57
	MCC ELECTRIC		RECREATION PROGRAM FUND	HEALTH & FITNESS	\$2,198.86
	MCC ELECTRIC		RECREATION PROGRAM FUND	MCC INDOOR POOL	\$1,924.00
	ELECTRIC - PARK MAINT BUILDING		CORPORATE FUND	PARKS AND PLAYGROUNDS	\$496.27
	BAY ELECTRIC		RECREATION PROGRAM FUND	BAREFOOT BAY	\$541.95
	DRC ELECTRIC		RECREATION PROGRAM FUND	DUNBAR RECREATION CENT	\$420.06
	DRC ELECTRIC		RECREATION PROGRAM FUND	DUNBAR RECREATION CENT	\$315.05
	DRC ELECTRIC		RECREATION PROGRAM FUND	HEALTH & FITNESS	\$210.03
	DRC ELECTRIC		RECREATION PROGRAM FUND	TRAILS DAY CAMP	\$210.03
	DRC ELECTRIC		RECREATION PROGRAM FUND	REC CONNECTION	\$735.11
	DRC ELECTRIC		RECREATION PROGRAM FUND	KRACKLAUER DANCE STUDI	\$210.03
	BAY ELECTRIC		RECREATION PROGRAM FUND	BAREFOOT BAY	\$629.11
	ELECTRIC - BOAT LAUNCH LIGHT		CORPORATE FUND	PARKS AND PLAYGROUNDS	\$18.33
	ELECTRIC - DIAMOND LAKE PARK LIGHTS		CORPORATE FUND	PARKS AND PLAYGROUNDS	\$22.42
	ELECTRIC - BOAT HOUSE		CORPORATE FUND	PARKS AND PLAYGROUNDS	\$23.77
	ELECTRIC - DIAMOND LAKE SPORTS COMPLEX		CORPORATE FUND	PARKS AND PLAYGROUNDS	\$193.08
	ELECTRIC - SPORTS COMPLEX		CORPORATE FUND	PARKS AND PLAYGROUNDS	\$39.94
	DLRC ELECTRIC		RECREATION PROGRAM FUND	DIAMOND LAKE FACILITY	\$403.78
<b>Check Total:</b>					<b>\$11,975.45</b>
<b>134125</b>	<b>COUNTRY BUMPKIN</b>				
	GRADE 8 GRAVEL		CORPORATE FUND	GOLF COURSE MAINTAINEN	\$165.00
	GRADE 8 GRAVEL		CORPORATE FUND	GOLF COURSE MAINTAINEN	\$165.00
<b>Check Total:</b>					<b>\$330.00</b>
<b>134126</b>	<b>CUTLER WORKWEAR</b>				
	STAFF UNIFORMS - NEUWIRTH		CORPORATE FUND	PARKS AND PLAYGROUNDS	\$130.00
	STAFF UNIFORMS - NEUWIRTH		CORPORATE FUND	PARKS AND PLAYGROUNDS	\$275.36
	STAFF UNIFORMS - WYLIE		CORPORATE FUND	PARKS AND PLAYGROUNDS	\$287.63
	STAFF UNIFORMS - WYLIE		CORPORATE FUND	PARKS AND PLAYGROUNDS	\$170.67
	STAFF UNIFORMS - FONSECA		CORPORATE FUND	PARKS AND PLAYGROUNDS	\$337.95
	STAFF UNIFORMS - BEDOLLA		CORPORATE FUND	PARKS AND PLAYGROUNDS	\$262.77
<b>Check Total:</b>					<b>\$1,464.38</b>
<b>134127</b>	<b>DEBBIE MCINERNEY</b>				
	MILEAGE REIMBURSEMENT-MCINERNEY		CORPORATE FUND	ADMINISTRATION	\$53.70
<b>Check Total:</b>					<b>\$53.70</b>
<b>134128</b>	<b>DISTRICT 75 PTO</b>				
	REFUND FOR CANCELED EVENT		RECREATION PROGRAM FUND	ASSETS	\$300.00
<b>Check Total:</b>					<b>\$300.00</b>
<b>134129</b>	<b>ERIN BENNETT</b>				
	REFUND FOR TRX YOGA PROGRAM		RECREATION PROGRAM FUND	ASSETS	\$95.00
<b>Check Total:</b>					<b>\$95.00</b>

# Mundelein Park District Warrant Report

**Date Paid 04/11/2022**

Check #	Vendor Name	Invoice Description	Fund Charged	Department Charged	Amount
<b>134130</b>	<b>FERGUSON ENTERPRISES LLC</b>				
		REGENT CENTER - SINK FIX	RECREATION PROGRAM FUND	REGENT CENTER	\$8.22
<b>Check Total:</b>					<b>\$8.22</b>
<b>134131</b>	<b>FIRST COMMUNICATIONS LLC</b>				
		MARCH 2022 TELEPHONE AND INTERNET	CORPORATE FUND	ADMINISTRATION	\$26.18
		MARCH 2022 TELEPHONE AND INTERNET	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$26.18
		MARCH 2022 TELEPHONE AND INTERNET	CORPORATE FUND	GOLF PRO SHOP	\$104.33
		MARCH 2022 TELEPHONE AND INTERNET	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$22.44
		MARCH 2022 TELEPHONE AND INTERNET	RECREATION PROGRAM FUND	MCC FACILITY	\$18.70
		MARCH 2022 TELEPHONE AND INTERNET	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$18.70
		MARCH 2022 TELEPHONE AND INTERNET	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$22.44
		MARCH 2022 TELEPHONE AND INTERNET	RECREATION PROGRAM FUND	MCC INDOOR POOL	\$7.49
		MARCH 2022 TELEPHONE AND INTERNET	RECREATION PROGRAM FUND	REC CONNECTION	\$7.48
		MARCH 2022 TELEPHONE AND INTERNET	RECREATION PROGRAM FUND	BAREFOOT BAY	\$22.44
		MARCH 2022 TELEPHONE AND INTERNET	RECREATION PROGRAM FUND	DIAMOND LAKE BEACH	\$7.48
		MARCH 2022 TELEPHONE AND INTERNET	RECREATION PROGRAM FUND	LEARNING CENTER	\$3.74
		MARCH 2022 TELEPHONE AND INTERNET	RECREATION PROGRAM FUND	REGENT CENTER	\$3.74
		MARCH 2022 TELEPHONE AND INTERNET	RECREATION PROGRAM FUND	ADMINISTRATION	\$275.00
		MARCH 2022 TELEPHONE AND INTERNET	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$275.00
<b>Check Total:</b>					<b>\$841.34</b>
<b>134132</b>	<b>GARY A GUNTHER</b>				
		MUSEUM - PICTURE FRAME REPAIR	CORPORATE FUND	MUSEUM	\$20.99
<b>Check Total:</b>					<b>\$20.99</b>
<b>134133</b>	<b>GAURANG JANI</b>				
		REFUND ACCOUNT BALANCE	RECREATION PROGRAM FUND	ASSETS	\$6.40
<b>Check Total:</b>					<b>\$6.40</b>
<b>134134</b>	<b>GEAR FOR SPORTS</b>				
		STAFF APPAREL	CORPORATE FUND	ADMINISTRATION	\$404.21
		STAFF APPAREL	RECREATION PROGRAM FUND	ADMINISTRATION	\$350.00
<b>Check Total:</b>					<b>\$754.21</b>
<b>134135</b>	<b>GINA ARENDT</b>				
		REFUND ACCOUNT BALANCE	RECREATION PROGRAM FUND	ASSETS	\$100.80
<b>Check Total:</b>					<b>\$100.80</b>
<b>134136</b>	<b>GROOT INC</b>				
		PARK MAINT - REFUSE	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$1,255.20
		REFUGE PICKUP	CORPORATE FUND	GOLF PRO SHOP	\$330.02
		DUNBAR - REFUSE	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$156.65
<b>Check Total:</b>					<b>\$1,741.87</b>
<b>134137</b>	<b>HOBART SERVICES</b>				

# Mundelein Park District Warrant Report

**Date Paid 04/11/2022**

Check #	Vendor Name	Invoice Description	Fund Charged	Department Charged	Amount
		REPAIRS	CORPORATE FUND	GOLF PRO SHOP	\$391.12
				Check Total:	\$391.12
<b>134138</b>	<b>ILLINOIS ASSOC OF PARK DIST</b>				
		IAPD LEGISLATIVE CONFERENCE - SALSKI/BOARD MEMBERS	CORPORATE FUND	ADMINISTRATION	\$62.40
		IAPD LEGISLATIVE CONFERENCE - SALSKI/BOARD MEMBERS	CORPORATE FUND	ADMINISTRATION	\$262.08
		IAPD LEGISLATIVE CONFERENCE - SALSKI/BOARD MEMBERS	RECREATION PROGRAM FUND	ADMINISTRATION	\$112.32
				Check Total:	\$436.80
<b>134139</b>	<b>IMPACT NETWORKING, LLC</b>				
		3RD FLOOR COPIES 3/28/2022 TO 4/27/2022	CORPORATE FUND	ADMINISTRATION	\$95.26
		3RD FLOOR COPIES 3/28/2022 TO 4/27/2022	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$1.84
		3RD FLOOR COPIES 3/28/2022 TO 4/27/2022	CORPORATE FUND	GOLF PRO SHOP	\$0.16
		3RD FLOOR COPIES 3/28/2022 TO 4/27/2022	RECREATION PROGRAM FUND	ADMINISTRATION	\$170.46
		3RD FLOOR COPIES 3/28/2022 TO 4/27/2022	RECREATION PROGRAM FUND	TRAILS DAY CAMP	\$3.76
		3RD FLOOR COPIES 3/28/2022 TO 4/27/2022	RECREATION PROGRAM FUND	REGENT CENTER	\$0.02
		3RD FLOOR COPIES 3/28/2022 TO 4/27/2022	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$26.06
		3RD FLOOR COPIES 3/28/2022 TO 4/27/2022	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$16.40
		3RD FLOOR COPIES 3/28/2022 TO 4/27/2022	RECREATION PROGRAM FUND	BAREFOOT BAY	\$5.37
		3RD FLOOR COPIES 3/28/2022 TO 4/27/2022	RECREATION PROGRAM FUND	BAREFOOT BAY	\$7.50
		3RD FLOOR COPIES 3/28/2022 TO 4/27/2022	RECREATION PROGRAM FUND	REC CONNECTION	\$0.16
		3RD FLOOR COPIES 3/28/2022 TO 4/27/2022	RECREATION PROGRAM FUND	MCC INDOOR POOL	\$0.01
				Check Total:	\$327.00
<b>134140</b>	<b>IMPACT NETWORKING, LLC</b>				
		REPAIR FOR T-730 DESIGNJET WIDE FORMAT PRINTER	CORPORATE FUND	ADMINISTRATION	\$310.00
				Check Total:	\$310.00
<b>134141</b>	<b>JASON WYLIE</b>				
		DRIVERS ABSTRACT REIMBURSEMENT - WYLIE	CORPORATE FUND	RISK MANAGEMENT	\$13.00
				Check Total:	\$13.00
<b>134142</b>	<b>JC LICHT LLC</b>				
		AMENITY MAINTENANCE	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$66.05
				Check Total:	\$66.05
<b>134143</b>	<b>JSD PROFESSIONAL SERVICES, INC.</b>				
		OSLAD GRANT-LONGMEADOW	CAPITAL IMPROVEMENT FUND	CAPITAL IMPROVEMENT	\$1,900.00
		OSLAD GRANT-LONGMEADOW PARK	CAPITAL IMPROVEMENT FUND	CAPITAL IMPROVEMENT	\$950.00
				Check Total:	\$2,850.00
<b>134144</b>	<b>KATHERINE REGET</b>				
		DEPOSIT REFUND	RECREATION PROGRAM FUND	ASSETS	\$100.00
				Check Total:	\$100.00

# Mundelein Park District Warrant Report

**Date Paid 04/11/2022**

Check #	Vendor Name	Invoice Description	Fund Charged	Department Charged	Amount
134145	LAKE COUNTY CLERK	REPORT FOR AUDIT	CORPORATE FUND	ADMINISTRATION	\$5.00
		Check Total:			
134146	LAKESHORE BEVERAGE CO	BEER	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$144.00
		BEER	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$84.00
		Check Total:			
134147	LANER MUCHIN LTD	LEGAL SERVICES-AUDIT LETTER RESPONSE	CORPORATE FUND	ADMINISTRATION	\$151.25
		LEGAL SERVICES-COLLECTIVE BARGAINING	CORPORATE FUND	ADMINISTRATION	\$5,201.25
		Check Total:			
134148	LANGTON GROUP	CONTRACTED MOWING	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$6,124.44
		Check Total:			
134149	LAWSON PRODUCTS	AMENITY PAINT	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$102.60
		SHOP SUPPLIES - SAND PAPER	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$53.88
		BFB PROJECT MAINTENANCE	RECREATION PROGRAM FUND	BAREFOOT BAY	\$44.52
		Check Total:			
134150	LEIGH LILLIS	REFUND ACCOUNT BALANCE	RECREATION PROGRAM FUND	ASSETS	\$28.00
		Check Total:			
134151	LINDE GAS & EQUIPMENT, INC.	LINDE GAS & EQUIPMENT- IP CHEMS	RECREATION PROGRAM FUND	MCC INDOOR POOL	\$93.29
		LINDE GAS & EQUIPMENT- IP CHEMS	RECREATION PROGRAM FUND	MCC INDOOR POOL	\$227.47
		Check Total:			
134152	MAJESTIC FLAG & BANNER CO INC	AMERICAN FLAGS	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$270.63
		Check Total:			
134153	MASTERBLEND INTERNATIONAL, LLC	FLUAZINAM	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$3,400.00
		Check Total:			
134154	McMASTER-CARR SUPPLY CO	ROLLER CHAINS	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$178.04
		Check Total:			
134155	MICKEY'S LINEN & TOWEL SUPPY	KITCHEN TOWELS RENTALS	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$67.56
		KITCHEN TOWELS	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$67.56
		Check Total:			
134156	MORRISON'S LAUNDRY & CLEANERS	LAUNDRER CLEANING TOWELS	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$47.80
		Check Total:			
134157	MUNDELEIN ELEMENTARY				

# Mundelein Park District Warrant Report

**Date Paid 04/11/2022**

Check #	Vendor Name	Invoice Description	Fund Charged	Department Charged	Amount
		WASHINGTON RENTAL	RECREATION PROGRAM FUND	REC CONNECTION	\$835.92
				Check Total:	\$835.92
<b>134158</b>	<b>MUNDELEIN PARKS FOUNDATION</b>				
		TREE DONATION - KNIGGE	RECREATION PROGRAM FUND	ASSETS	\$750.00
				Check Total:	\$750.00
<b>134159</b>	<b>MUNDELEIN VERNON HILLS ROTARY</b>				
		DUES-ROTARY	CORPORATE FUND	ADMINISTRATION	\$326.00
				Check Total:	\$326.00
<b>134160</b>	<b>NAPA AUTO PARTS</b>				
		BREAK FLUID - REPAIR	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$344.54
		RETURNED PART - CREDIT	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$(2.93)
		RETURNED PARTS - CREDIT	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$(358.62)
		BREAK FLUID AND ANTIFREEZE	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$49.47
		TRUCK MAINT	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$7.08
		RETURNED PARTS	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$(15.41)
		FILTERS	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$63.97
		FILTERS	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$27.40
		TRUCK BRAKE REPAIR	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$510.45
		TRUCK BRAKE REPAIR	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$392.04
		AIR COMPRESSOR MAINTENANCE	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$267.80
		OIL	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$97.16
		COMPRESSOR MAINT	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$118.57
				Check Total:	\$1,501.52
<b>134161</b>	<b>NEOPOST POC</b>				
		ACCOUNT 90961007 REPLENISH POSTAGE MACHINE 01/01/22 - 03/31/22	CORPORATE FUND	ADMINISTRATION	\$677.36
		ACCOUNT 90961007 REPLENISH POSTAGE MACHINE 01/01/22 - 03/31/22	RECREATION PROGRAM FUND	ADMINISTRATION	\$187.16
		ACCOUNT 90961007 REPLENISH POSTAGE MACHINE 01/01/22 - 03/31/22	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$1.06
		ACCOUNT 90961007 REPLENISH POSTAGE MACHINE 01/01/22 - 03/31/22	RECREATION PROGRAM FUND	REGENT CENTER	\$20.67
				Check Total:	\$886.25
<b>134162</b>	<b>NICOR GAS</b>				
		GAS SERV A/C#	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$223.88
		GAS SERV A/C#	CORPORATE FUND	GOLF PRO SHOP	\$651.10
				Check Total:	\$874.98
<b>134163</b>	<b>NIKKI PIETRASZEWSKI</b>				
		REFUND FOR CLASS CANCELLATION	RECREATION PROGRAM FUND	ASSETS	\$100.73
				Check Total:	\$100.73
<b>134164</b>	<b>PDRMA</b>				
		LIABILITY INSURANCE MARCH	CORPORATE FUND	RISK MANAGEMENT	\$12,189.05
				Check Total:	\$12,189.05
<b>134165</b>	<b>PROPERTY OWNERS ASSOC.</b>				
		HOMEOWNERS DUES	CORPORATE FUND	GOLF PRO SHOP	\$275.00
				Check Total:	\$275.00

# Mundelein Park District Warrant Report

**Date Paid 04/11/2022**

Check #	Vendor Name	Invoice Description	Fund Charged	Department Charged	Amount	
<b>134166</b>	<b>REINDERS INC</b>	BED KNIVES	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$3,138.07	
		BED KNIVES	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$172.97	
		PINS/CUPS	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$2,119.03	
		<b>Check Total:</b>				<b>\$5,430.07</b>
<b>134167</b>	<b>REVELS TURF &amp; TRACTOR, LLC</b>	JD TRAP BLADES	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$272.96	
		V-BELT	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$62.07	
		<b>Check Total:</b>				<b>\$335.03</b>
<b>134168</b>	<b>ROB FOSTER</b>	MILEAGE-TRAINING CLASS-ROB FOSTER	CORPORATE FUND	ADMINISTRATION	\$101.80	
		<b>Check Total:</b>				<b>\$101.80</b>
<b>134169</b>	<b>Rolyan Buoy</b>	BOAT LAUNCH BUOYS	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$858.85	
		<b>Check Total:</b>				<b>\$858.85</b>
<b>134170</b>	<b>RON SALSKI</b>	REIMBURSEMENT FOR PARTICIPANTS-DANCE COMPETITION-RON SALSKI	RECREATION PROGRAM FUND	LONG TERM DANCE	\$10,443.42	
		<b>Check Total:</b>				<b>\$10,443.42</b>
<b>134171</b>	<b>SCHURING &amp; SCHURING, INC</b>	MILK SERVICE	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$67.20	
		MILK SERVICE	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$57.60	
		<b>Check Total:</b>				<b>\$124.80</b>
		<b>Check Total:</b>				<b>\$124.80</b>
<b>134172</b>	<b>SERVICE SANITATION, INC</b>	RENTAL UNITS	CORPORATE FUND	GOLF PRO SHOP	\$14.42	
		<b>Check Total:</b>				<b>\$14.42</b>
<b>134173</b>	<b>SIGNS NOW MUNDELEIN</b>	NEW TRACK SIGNAGE	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$182.76	
		3RD FLOOR SIGNS, SIGN FOR FITNESS CENTER	CAPITAL IMPROVEMENT FUND	CAPITAL IMPROVEMENT	\$146.90	
		3RD FLOOR SIGNS, SIGN FOR FITNESS CENTER	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$53.24	
		<b>Check Total:</b>				<b>\$382.90</b>
		<b>Check Total:</b>				<b>\$382.90</b>
<b>134174</b>	<b>SPORTSMITH</b>	CYCLE BIKE REPAIRS	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$77.84	
		<b>Check Total:</b>				<b>\$77.84</b>
<b>134175</b>	<b>SUPERIOR REFRIGERATION</b>	REPAIRS	CORPORATE FUND	GOLF PRO SHOP	\$473.34	
		<b>Check Total:</b>				<b>\$473.34</b>
<b>134176</b>	<b>SYSCO FOOD SRVCS-CHICAGO INC</b>	FOOD AND SUPPLIES	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$512.15	
		FOOD AND SUPPLIES	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$182.44	
		FOOD AND SUPPLIES	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$503.05	
		<b>Check Total:</b>				<b>\$1,197.64</b>
		<b>Check Total:</b>				<b>\$1,197.64</b>
<b>134177</b>	<b>THE MULCH CENTER</b>	WOOD CHIP DISPOSAL	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$500.00	
		<b>Check Total:</b>				<b>\$500.00</b>

# Mundelein Park District Warrant Report

**Date Paid 04/11/2022**

Check #	Vendor Name	Invoice Description	Fund Charged	Department Charged	Amount
<b>Check Total:</b>					<b>\$500.00</b>
<b>134178</b>	<b>TURANO BAKING COMPANY</b>				
	A/C#7018251	BREAD	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$30.74
<b>Check Total:</b>					<b>\$30.74</b>
<b>134179</b>	<b>ULINE</b>				
	CABLE TIES		CORPORATE FUND	PARKS AND PLAYGROUNDS	\$306.22
<b>Check Total:</b>					<b>\$306.22</b>
<b>134180</b>	<b>VERSION2 CONSULTING, LLC</b>				
	IT SERVICE HOURS		CORPORATE FUND	ADMINISTRATION	\$6,300.00
<b>Check Total:</b>					<b>\$6,300.00</b>
<b>134181</b>	<b>VERSION2, LLC - HOSTING</b>				
	BACKUP AND ARCHIVING		CORPORATE FUND	ADMINISTRATION	\$654.00
<b>Check Total:</b>					<b>\$654.00</b>
<b>134182</b>	<b>VICTOR FORD</b>				
	F150 MAINTENANCE		CORPORATE FUND	PARKS AND PLAYGROUNDS	\$9.92
<b>Check Total:</b>					<b>\$9.92</b>
<b>134183</b>	<b>VOGUE PRINTERS INC</b>				
	POSTCARD MAILER TO SENIOR LIVING FOR REGENT CENTER AND FITNESS		RECREATION PROGRAM FUND	REGENT CENTER	\$539.50
	POSTCARD MAILER TO SENIOR LIVING FOR REGENT CENTER AND FITNESS		RECREATION PROGRAM FUND	HEALTH & FITNESS	\$539.50
<b>Check Total:</b>					<b>\$1,079.00</b>
<b>134184</b>	<b>WAREHOUSE DIRECT OFFICE PROD</b>				
	REGENT CENTER - PRINTER INK		RECREATION PROGRAM FUND	REGENT CENTER	\$51.36
	OFFICE SUPPLY		CORPORATE FUND	ADMINISTRATION	\$65.76
	OFFICE SUPPLY		RECREATION PROGRAM FUND	ADMINISTRATION	\$98.63
	CUSTODIAL SUPPLIES		RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$131.18
	CUSTODIAL SUPPLIES		RECREATION PROGRAM FUND	HEALTH & FITNESS	\$154.94
	CUSTODIAL SUPPLIES		RECREATION PROGRAM FUND	MCC INDOOR POOL	\$51.65
	REGENT CENTER - RENTAL GARBAGE BAGS		RECREATION PROGRAM FUND	RENTALS	\$75.83
	CUSTODIAL SUPPLIES		RECREATION PROGRAM FUND	HEALTH & FITNESS	\$1,100.81
	CUSTODIAL SUPPLIES		RECREATION PROGRAM FUND	MCC INDOOR POOL	\$366.93
	TISSUE		RECREATION PROGRAM FUND	HEALTH & FITNESS	\$147.04
<b>Check Total:</b>					<b>\$2,244.13</b>
<b>134185</b>	<b>WENDY FRASIER</b>				
	MUSEUM-FRAMES AND SUPPLIES		CORPORATE FUND	MUSEUM	\$98.92
<b>Check Total:</b>					<b>\$98.92</b>
<b>134186</b>	<b>WILD GOOSE CHASE INC</b>				
	GOOSE CONTROL		CORPORATE FUND	GOLF COURSE MAINTAINEN	\$2,462.00
<b>Check Total:</b>					<b>\$2,462.00</b>

**Warrant Total: \$118,038.49**





**MUNDELEIN PARK &  
RECREATION DISTRICT**

## **BOARD MEMORANDUM**

### **April 11, 2022 Regular Board Meeting Agenda Item**

**To:** Board of Commissioners  
**From:** Ron Salski, Executive Director  
**Date:** April 7, 2022  
**Subject:** Approve of Board Policy Manual

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#### **Background**

The Board has an established Board Policy Manual and annually, the Board reviews and updates. On March 14, 2022, the Board completed a Full Review and suggested updates.

#### **Analysis/Considerations**

Based on the Full Review, Executive Director Salski removed 6.0 Remote Attendance as it is already identified under Section 5.0 8(c).

#### **Recommendation**

Staff recommends approving the Board Policy as attached.

#### **Action and Motion Requested**

Move to approve Board Policy as presented and attached.

# Board Policy Manual

Adopted by the Board of Commissioners on September 13, 2010

Updated 4/11/2022

Full Review, 3/14/2022

Full Review, 12/28/2020

Full Review, 4/10/2017

Updated, 7/11/2011

## **TABLE OF CONTENTS**

### **SECTION**

- 1.0 Formation of the Mundelein Park & Recreation District
- 2.0 The Board of Commissioners as a Team
- 3.0 Functions of the Board of Commissioners
- 4.0 Powers and Duties of the Board
- 5.0 Meetings of the Board
- 6.0 Administration and Finance
- 7.0 Commissioner Privileges
- 8.0 Ethics and Conduct
- 9.0 Vacancy
- 10.0 Governance Responsibilities

## **1.0 FORMATION OF THE MUNDELEIN PARK & RECREATION DISTRICT**

1. **Creation of the District**  
The Mundelein Park & Recreation District was established in 1954 to provide recreation opportunities to serve the leisure needs of the community.
2. **Governing Body**  
The Mundelein Park & Recreation District, reference herein as “Park District,” is governed by a five-member Board of Commissioners. Each are elected to a six-year term by the voters of the District. The Board of Commissioners appoints the Executive Director and the Attorney for the Park District. The Board approves all policy decisions.

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

## **2.0 THE BOARD OF COMMISSIONERS AS A TEAM**

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

7. It is the function of the Director to serve the Board of Commissioners as technical adviser in planning and policy-making; as an executive in seeing that legislation enacted is put into operation, and as a consultant in the process of evaluating the results of such legislation.
8. The Board of Commissioners should avoid taking a direct hand in the administration of the parks; thereby keeping the role and function of its executive officer clear to members of the community and the professional staff. This procedure is in keeping with the practice of the Board of Directors of successful business enterprises.
9. The Board of Commissioners retains full legislative and judicial authority over the parks in accordance with park laws and the expressed will of the citizens, but delegates all executive, supervisory authority and operation to its professional staff under the direction of the Director.
10. While it is true that the individual board members exercise the authority and responsibility of his/her position only when the Board is in session, the public thinks of him/her as a member of the Board twenty-four hours a day, and his/her own interest and desire to serve his/her community through his/her membership on the Board of Commissioners continues when the Board is not in session. A single board member has no authority and cannot speak for the Board, but the public has a right to expect him/her to be able to discuss park matters with understanding and he/she has a right to expect to have access to the information which makes it possible for him/her to be informed about park affairs.
11. Much of his/her information may come to him/her in casual conversations with members of the public, parents, or employees of the Park District. Much more of this information will come from bulletins and publications from the offices of the Director and members of his/her staff. But when a board member is seeking information about a specific problem, he/she should ask the Director to prepare a report on the matter with the help of his/her staff.
12. At times a person or group of persons may confront a single board member with a problem or complaint which should be handled by the Director or a member of the staff. Each board member must decide how much time he/she can spend at this sort of thing and what the demands of courtesy may be in each case, but the policy of the Board in such cases should be clear to all. No member, or the Board itself, will officially consider such problems or complaints until they have been submitted to the property authority, the Director, and a report has been made by the Director to the Board in session. If satisfactory adjustment cannot be accomplished by this procedure, the Board may, if it deems it advisable, grant a hearing to the person interested. Such hearing will be held during a regular or special session of the Board.

13. When a member is confronted with a situation which, in his/her judgment, justifies a departure from his procedure, it is suggested that the Board Member withhold commitment and/or opinion until the matter has been presented to the whole Board during a regular or special session. It is often wise for a Board Member to postpone the formulation of his own opinion until he/she has had the benefit of hearing the issue discussed by the Board where all aspects of the problem are aired.
14. The meetings of the Board of Commissioners, both regular and special are critically important to the District. It is here that parks and recreational oriented laymen, proficient in thinking and judging, give consideration to the recommendations and reports of its executive officer.
15. An effective meeting of the Board of Commissioners should have a well-planned agenda. The agenda should be planned by:
  - a. The Executive Director, whose direct responsibility for the operation of the parks gives him/her direct knowledge of the policy, appraisal, and legislative needs of the District.
  - b. The President of the Board of Commissioners who must chair the meeting, as the Board of Commissioners gives consideration to recommendations and reports.

### **3.0 FUNCTIONS OF THE BOARD OF COMMISSIONERS**

It is the policy of the Board of Commissioners to recognize and maintain the distinction between those activities which are appropriate to the Board of Commissioners as the legislative, governing body of the park system, and those administrative activities which are to be performed by the Director and his/her staff in the exercise of a delegated administrative authority. The functions of the Board of Commissioners can be described as (1) policy-making, (2) planning, (3) fiscal responsibility and (4) evaluation.

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

1. **The President**

The President shall:

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

2. **The Vice President**  
The Vice President shall
  - a. In the absence of the President; shall perform all duties as prescribed by the law for the office.
  - b. Be elected for a term of one year as prescribed by law.
  
3. **The Treasurer**  
The Treasurer shall
  - a. Have custody of the park funds. Shall ~~present~~ review a statement of revenues and expenditures by fund type at least monthly and shall reconcile such statements with the finance department of the District.
  - b. Superintendent of Business Services and Technology shall have prepared and submitted to Treasurer and each member of the Board a detailed tabulated list of outstanding bills of the Park District three (3) days prior to the regular meeting of the Board to insure action of the Board thereon at the meeting. All unpaid vouchers shall be available for inspection by the Board at each meeting.
  - c. Shall be elected by the Board
  - d. Be elected for a term of one year
  
4. **The Secretary**  
The Secretary shall
  - a. Keep an accurate record of the proceedings of the Board and shall present a copy of the proceedings to each Board member four (4) days prior to the next regular business meeting.
  - b. Issues calls to meeting as directed by the President or three members of the Board.
  - c. May or may not be a Board member.
  - d. Shall be appointed by the Board.

#### **4.0 POWERS AND DUTIES OF THE BOARD**

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

1. **Policies**  
To study, develop and adopt policies that will satisfy the park and recreation needs of the community and to see that such policies are effectively administered.
  
2. **Budget**  
To adopt an annual budget in order to provide the best possible facilities, program, and services to the public and to establish and enforce controls for the expenditure of funds within the limitations of the budget.
  
3. **Tax Levy**  
To annually appropriate funds and levy taxes in order that the District's needs may be met.

4. Official Actions

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

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

In the discharge of their duties, Board Members act as a Board and not as individuals. The individual Board members have no more authority over park and recreation policies or personnel than any other citizen. He/she has no legal or moral right to speak for the Board unless specifically authorized to do so by action of the Board. It is improper, ill-advised and unethical for individual Board Members to make public pronouncements and/or conjectures about Board matters either not yet decided by official Board action or decided in a properly called Executive Session of the Board. Board Members should respect the Board’s commitment to work through its Director. Board Members should also seek information from the Director when asked by a resident to address a particular issue or complaint.

## **5.0 MEETINGS OF THE BOARD**

1. A Committee of the Whole meeting may be scheduled by the Director prior to the scheduled regular board of Board of Commissioners meeting to discuss relevant Park district activities or agenda items of the Regular Board Meeting of Board of Commissioners.
2. Regular meetings of the Board of Commissioners are normally held on the second and fourth Monday of each month.
3. Special meetings may be held at any time upon the call of the President or any three (3) members of the Board by giving notice thereof in writing, stating the time, place, and purpose of the meeting. Such notice may be served by mail 48 hours before such meeting or by personal service 24 hours before such meeting. Notice of any special meetings shall be given as required by the Open Meetings Act (5 ILCS 120/1 et seq.)



4. The Board of Commissioners shall have submitted by the Director for its consideration four (4) days before a regular meeting an agenda, which shall set forth the order of business for that meeting. The agenda shall contain supporting data for the suggested items of business with recommendations of the Director, or people designated by him/her where he/she seems it advisable. The order of the agenda items may be revised in the regular meeting by the President of the Board.
5. The Board may close a portion of a meeting to the public for reasons which include but are not limited to discussion of acquisition, litigation and personnel, collective negotiating, or Board appointed committee appointment. All matters discussed in executive session of the Board of Commissioners shall be kept confidential by all Commissioners. No final action can be taken in executive session. Any such closed meeting shall be held in accordance with the Open Meetings Act (5 ILCS 120/2 et seq).
6. The annual meeting of the Board shall be held on the second Monday of May. This shall be the organizational meeting of the Board where the new commissioners are sworn in and officers are elected. Other business may be conducted at this meeting. In the event the official election results are not issued by the County Clerk by the second Monday of May, the annual meeting shall be rescheduled and held at the first regular meeting after the official election results are transmitted by the County Clerk.
7. Each Board member will have a packet of information delivered to their home the Thursday before the Board meeting. This packet will include an agenda for the meeting and all support materials necessary for the Board member to prepare for the meeting.
8. Quorum
  - a. Three members shall constitute a quorum for each Board meeting and the transaction of business. No less than three votes are required for the Board to adopt any ordinance or resolution or approve any motion or action.
  - b. Three affirmative or “aye” vote shall be required to elect any officer of the Board of Commissioners, or to adopt any motion involving the expenditure of money; or the letting of any contract, or any motion upon which the “ayes” and “nays” are demanded by any member of the Board of Commissioners. A majority of quorum shall decide all other questions.
  - c. A Board Member may participate in a meeting by teleconference. Those participating in the meeting by teleconference shall be considered present for voting purposes and their votes shall be recorded in the usual manner. The President or other individual chairing the meeting shall elicit an express response from any participant utilizing teleconferencing participation to confirm the vote of such person on each matter coming before the Board at such meeting for a vote.

9. **Absence from a Meeting**  
Board members are expected to notify the administration office if unable to attend a meeting. If advance notice is provided to the administration office of a Board Member's inability to attend a meeting, such Board member shall be listed as an "excused absence" on the records of the District for such meeting.
10. **Vacancies**  
In the event a vacancy in the membership of the Board occurs, a successor will be appointed by the remaining four Board members. See section IX.
11. **Order of Business**  
The order of business at regular meetings of the Board shall include:
  - Call to Order
  - Pledge of Allegiance
  - Roll Call
  - Approval of Minutes
  - Approval of Disbursements
  - Approval of Financials (2<sup>nd</sup> meeting of the month)
  - Approval of Police Report (2<sup>nd</sup> meeting of the month)
  - Correspondence
  - Old Business
  - New Business
  - Board Business
  - Service Anniversaries (2<sup>nd</sup> meeting of the month)
  - Staff Reports (2<sup>nd</sup> meeting of the month)
  - Executive Session
  - Visitors - Comments in accordance with visitors' rules published in back of agenda
  - Adjournment
12. **Rules of Order**  
Parliamentary procedures not provided for in these rules or by statute shall be determined by Robert's Rules of Order, Revised.
13. **Corporate Powers of the Board of Commissioners**  
The Board of Commissioners derives its legal status from the constitution of the State of Illinois and the statutes enacted by the General Assembly. The Board of Commissioners acts as an agent of the State in putting a park and recreation system into operation in accordance with the laws of the State.
14. **Voting**  
All votes on motions in connection with contracts, ordinances, expenditure funds, or employment of personnel and all resolutions shall by "Ayes" and "Nays". The vote shall be recorded.

15. Amendment or Suspension of Policies
  - a. Any policies of the Board may be suspended or revoked by a majority vote of the Board.
  - b. The Director may, in case of emergency, suspend any part of these policies and regulations as they pertain to the administration of the District provided, however, that the Director shall report the facts and reasons for such suspension at the next meeting of the Board, and provided further that the suspension shall expire at the time of said report unless continued in effect by the Board.
  
16. Interest in Contracts

Each Board member will submit a letter, provided by County Clerk of Lake County, to the District annually stating that if they have or they are in anyway connected with any vendor that conducts business with the District, it is their intention to recuse themselves from any and all votes on the topic.
  
17. Authority of Members
  - a. Board Members have authority only when acting as a body regularly in session.
  - b. The Board shall not be bound in any way by any statement or action on the part of any individual board member or employee of the District except when such statement or action is in pursuance of special instructions by the Board.
  
18. Special Committees

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

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

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

20. **Minutes of the Board**  
Records of Board action shall be set forth in full in the official minutes of the Board. The minutes shall be kept on files as the permanent's official records of the Park District. The Secretary shall act as custodian of the minutes and shall make them available via website.
21. **Duplication of the Minutes**  
Duplicated copies of the minutes shall be prepared promptly after each meeting and shall be distributed to members of the Board four (4) days prior to the next regular meeting.
22. **Review of Closed Session Minutes**  
At one meeting at least every six months, the agenda shall include the review of closed session minutes. Minutes shall be reviewed by the Director and a recommendation made to the Board for formal action. Criteria for keeping minutes confidential are to protect the public interest or privacy of an individual.
23. **Maintenance and Public Release of Recordings and Access to Tapes**  
The audio or video tape recordings of closed sessions shall be maintained for 18 months after the closed session and shall not be released to the public unless such release is required by a court order or specifically authorized for release by a vote of the Park District Board. Members of the Board may listen to the closed session recordings in the presence of the Park District Secretary or his designee. Copies of such tapes will not be made or provided to anyone unless specifically authorized by vote of the Park District Board.
24. **Destruction of Recordings**  
The Park District Secretary or his designee is hereby authorized to destroy the audio and video recordings of those closed sessions in which:
  - a. The Board has approved the minutes of the closed sessions as to accurate content, regardless of whether the minutes have been released for public review;
  - b. More than 18 months have elapsed since the date of the closed session;
  - c. There are no court order requiring the preservation of such recording; and
  - d. The Board has not passed a motion requiring the preservation of the verbatim recording of that meeting.

## **6.0 ADMINISTRATION AND FINANCE**

1. **Fiscal Year**  
The fiscal year of the Park District shall be from January 1 to the next December 31.
2. **Budget/Appropriate Levy**  
The Board of Commissioners shall adopt an annual Budget and Appropriation Ordinance on or before March 30 of each fiscal year and a Levy Ordinance on or before the second December Board meeting of each year.
3. **Annual Audit**  
There shall be an annual independent audit of all funds and accounts of the Park District by Certified Public Accountants licensed to practice public accounting in the State of Illinois.
4. **Evaluation**
  - a. The Board of Commissioners policies shall be evaluated and reviewed at least once every two years.
  - b. The Board of Commissioners shall conduct an evaluation of the Executive Director as specified in the employment agreement.
5. **District Attorney**  
The Attorney shall serve in an advisory capacity to the Board of Commissioners and the Director.
6. **Adherence to Law**  
The Board expressly adopts as its policy, a determination to adhere strictly to and conform with all applicable laws of the Federal Government and of the State of Illinois as they may from time to time become enacted, pertaining to this and all other aspects of the Board functions.
7. All Board members and employees are expected to know and shall be responsible for observing all provisions of the law and all policies and regulations of the Board pertinent to their activities as Board members and employees of the District.

## 7.0 COMMISSIONER PRIVILEGES

1. Compensation  
Board members shall act without compensation.
2. Conference and Seminars  
Opportunities to attend and participate in professional conferences, conventions, workshops, seminars, and technical meetings shall be provided at Park District expense subject to budgetary provisions. Reimbursable expenses shall include registration fee, transportation, lodging, meals, and other legitimate expenses.
3. Professional Associations  
The Park District shall establish membership in and pay dues for Board members to the National Recreation and Park Association (NRPA) and the Illinois Association of Park Districts (IAPD) or any other professional association approved by the Board. Because both the NRPA and IAPD serve the educational, legislative and research needs of the Board, which subsequently benefit the District, and because members of the NRPA and IAPD boards of directors and committees are drawn from commissioners from throughout the nation and state, the Board encourages its members to serve on the boards and committees of NRPA and IAPD and shall reimburse any and all usual and customary expenses incurred by Board members which are directly related to their involvement with NRPA and IAPD boards or committees.
4. District Programs and Facilities  
The expectation is each Commissioner will become familiar with District facilities and programs based on their abilities and availability. To accomplish this, the following privileges are intended for Park District Commissioners' personal use only and do not apply to groups, organizations or clubs that the Commissioners may be associated with. The Executive Director will monitor use and report to the Board President at least annually.
  - a. Health & Fitness Center  
Commissioners and immediate family members are entitled to a free fitness center membership.
  - b. Pool/Beach  
Commissioners and immediate family members are entitled to free pool and/or beach memberships.
  - c. Boat Launch  
Commissioners are entitled to a free boat launch pass.

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

## 8.0 ETHICS AND CONDUCT

- 1. Ethics Act  
Commissioners must file a statement of economic interests, pursuant to the Illinois Governmental Ethics Act, with the County Clerk of Lake County (5ILCS 420/1-101, et seq.)
- 2. Legal Authority  
The Board, as a whole, is the legal corporate authority of the District. As an individual, a Board member has no legal authority to determine policy, give directions to District personnel, or to act or speak for the Board unless specifically authorized to do so by official Board action. The Park District is governed by numerous statutes of the State of Illinois, the principal authority is the Illinois Park District Code (70 ILCS 1205/1-1, et seq.) hereafter, “Code”, which is a codification of the general law relating to park districts in Illinois.

References and excerpts from the Code and other related laws may be made in this manual.

- 3. Representation  
Board members represent all the residents of the District and should avoid representing special interest groups. Board Members should also avoid making public promises or statements regarding their votes or position on an issue prior to an official meeting.
- 4. Code of Conduct  
The Park District Board recognizes the need for decision-making and public responsiveness, which requires a commitment to ethical, business-like and lawful conduct including proper use of authority and appropriate decorum when acting as a Board member. Accordingly, each Board member will:

- a. When outside of Board meetings, avoid making individual pronouncements and public conjectures about agency matters not yet decided by the Board.
- b. Represent all the people of the community while avoiding partisanship based on special interests.
- c. Engage in no self-dealing or the conduct of any private business of personal services between any Board member and the organization except as statutorily controlled and authorized to assure openness, competitive opportunity and equal access to “inside” information.
- d. Recues him/herself from discussing or voting on an issue about which he/she has an unavoidable conflict of interest.
- e. Not promise in advance of a meeting how he/she will vote on any issue, reserving judgment until all facts have been presented.
- f. Not use his/her position to obtain employment for him/herself, for family members or close associates.
- g. Make decisions involving the welfare of the agency based on study and evidence, recognizing that personal feelings, opinions and other such factors are not conducive to sound decision-making; and understand that respecting the opinions of fellow Board members is vital.
- h. Accept principle of Board unity by supporting majority decisions of the Board.
- i. Respect the Board’s commitment to work with the Director by:
  - 1. Requesting desired information about the agency’s programs directly from him/her,
  - 2. Referring to his/her suggestions for new policies,
  - 3. Seeking his/her professional advice,
  - 4. Refraining from acting on any complaint until after the Director has had an opportunity to investigate fully and report to the Board, and
  - 5. Wholeheartedly support board-approved actions of the Director and his/her staff.
- j. Recognize that the individual Board member has no more authority over agency policies or operations than any other citizen and shall speak or act for the Board only when specifically authorized to do so by action of the Board.
- k. Understand and respect the separation of Board responsibilities and functions from those of the Director and Staff. The Board’s responsibility is to ensure that the agency is well managed – not to manage the agency.



- l. Consider unethical and thus avoid “secret” sessions of the Board held without the presence of the Director or in violation of the Open Meetings Act.
  - m. Respect the confidentiality appropriate to issues of a sensitive nature.
  - n. Commit to regular attendance at Board meetings and be properly prepared for Board deliberation.
  - o. Understand and follow all provisions of the Illinois Open Meetings Act, as well as any other applicable statutes that govern the conduct of elected officials.
  - p. Participate in Board development opportunities.
  - q. Develop productive relationships with other elected officials at the state, local and national levels.
  - r. Be available and responsive to the residents by interpreting the needs of citizens to the agency and be interpreting the actions of the agency to citizens without favor of any particular geographic area or interest group.
  - s. Keep the best interests of the agency in mind by considering him/herself a “trustee” of the agency and doing his/her best to ensure that it is well maintained, financially secure, growing and always operating in the best interests of those the agency serves.
  - t. Respect, listen and communicate with fellow Board members and the Director.
  - u. Make a committed effort to continuing education and be well informed about issues and trends that could affect the agency.
5. Board Decisions  
Board members should make non-partisan decisions regarding District policies and operations based upon reports, facts, and study, not upon personal interest or prejudice.
6. Board Unity  
Board members should accept and endorse majority decisions of the Board and align themselves with Board policies, goals and objectives.

## 9.0 VACANCY

1. **Declaring a Vacancy**  
A vacancy on the Board may be declared whenever any members (1) dies, (2) resigns, (3) becomes under legal disability, (4) ceases to be a legal voter in the District, (5) is convicted of an infamous crime, (6) refuses or neglects to take his/her oath of office, (7) neglects to perform the duties of his/her office or attend meetings of the Board, or (8) for any other reason specified by law (Code, 70 ILCS 1205/2-25).
2. **Method of Filling Vacancies**  
Vacancies shall be filled by appointment by a majority of the remaining members of the Board. Any person so appointed shall hold his/her office until the next regular election at which time a qualified candidate shall be elected to fill the vacancy of the unexpired term. However, if the vacancy occurs with fewer than 28 months remaining in the term or with fewer than 88 days before the next regularly scheduled election, then the person appointed to fill the vacancy shall hold his/her office until the expiration of the term for which he/she has been appointed, and no election to fill the vacancy shall be held (Cod, 70 ILCS 1205/2-25). If after two hours of discussion at a public Board meeting, there is no majority, the individual with the longest length of residency with the Park District boundaries, shall be chosen.
3. **Prospective Candidate Information Packet**  
As directed by the Board, staff should prepare a prospective candidate information packet. The packet will be available to any declared candidate upon request. The packet should include essential information about the park district to include, at a minimum, park district seasonal and facility brochures, budget information, summary of current priorities and goals, and the organizational structure.
4. **Orientation and Inauguration of Board Members**  
Newly elected Commissioners will be given an orientation by staff. This will include, at minimum, distribution and review of the current budget, organization chart, distribution and review of the Master Plan, distribution and review of the Board Manual, review of the Administrative Manual, review of the Personnel Policy Manual, review most recent community wide survey and visit select parks and facilities. Newly elected or re-elected Commissioners shall be inaugurated at the annual meeting held the second Monday of May. At this time the “old” Board shall meet and conduct any old business. The Secretary shall then administer the oath of office to the newly elected Commissioners and the re-elected Commissioners and the meeting will adjourn. The new Board shall then convene the annual meeting.

## 10.0 GOVERNANCE RESPONSIBILITIES

The list below reflects the governance responsibilities of the Board and Executive Director.

<u>TOPIC/RESPONSIBILITY</u>	<u>BOARD</u>	<u>DIRECTOR</u>
Amend the District's Policies	X	
Amend the District's Personnel Policies	X	
Adjust salary ranges	X	
Alter the fringe benefit package	X	
Create new positions (including drafting job description)	X	X
Approve job descriptions	X	
Grant raises of merit within budget		X
Approve District's budget	X	
Set direction of the various funds or total budget		X
Determine priorities of capital items	X	X
Approve new programs and services		X
Suggest documents/equipment for disposal with Board's approval		X
Set fees for programs		X
Set fees for special facilities	X	
Approve tax levy	X	
Select Audit firm	X	
Determine special audit areas of investigation	X	
Select members of focus groups/advisory committees		X
Determine components of a park design		X
Negotiate & enter into agreements with other govt units	X	
Purchases over \$25,000	X	
Purchases under \$25,000		X
Approving agreements over 1 year	X	
Approving agreements less than 1 year		X
Annual creation & posting of organization chart		X



MUNDELEIN PARK &  
RECREATION DISTRICT

## **BOARD MEMORANDUM**

### **April 22, 2022 Regular Board Meeting Agenda Item**

**To:** Board of Commissioners  
**From:** Ron Salski, Executive Director  
Tracie Ouimet, Manager  
**Date:** April 7, 2022  
**Subject:** Approve of MCC Copier Lease

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#### **Background**

The 3<sup>rd</sup> Floor Copier is lease due and Manager Ouimet has spent the past several months research and evaluating needs and options. Currently, the District leases through Impact Networking, LLC which produces Konica/Milota. Staff has been pleased with its performance. One challenge has been the supply chain and obtaining a copier before the lease expires. Impact is willing to work with the District to keep the current terms until a new copier is available or if the District decides on a different company.

#### **Analysis/Considerations**

District received two proposals, Impact Networking, LLC (Konica/Minolta) and Cannon Solutions America (Cannon). Manager Ouimet did an excellent job working with a variety of staff determining needs and visiting other park districts to better understand Canon copier's capabilities. Additionally, she negotiated lease pricing lower which resulted in competitive and quality proposals. Attached is a breakdown of the leases. Konica/Minolta was the best performing copier as it is a newer version of the current copier.

#### **Recommendation**

Staff recommends authorizing the Executive Director to enter into a three-year lease with pricing provided in the attachment.

#### **Action and Motion Requested**

Move to approve and authorize the Executive Director to enter into a three-year lease with Impact Networking, LLC for the Konica/Minolta copier with pricing provided in the attachment.

EQUIPMENT		
Equipment MFG Model & Description	Serial Number	Accessories
Konica Minolta C650 Konica Minolta 450	_____	PC416; FS 538S0; PK524 stand
<input type="checkbox"/> See attached schedule for additional Equipment/ Accessories		

Billing Address: 1401 N Midlothian Road, Mundelein, IL 60060  
 Equipment Location: See Schedule

SUPPLIER	TRANSACTION TERMS
Impact Networking, LLC 13875 W. Boulton Blvd. Lake Forest, IL 60045	<b>Lease Payment:</b> \$ <u>347.16</u> (plus applicable taxes) <b>Term:</b> _____ (months) <b>Billing Period:</b> Monthly <b>The following additional payments are due on the date this Lease is signed by you:</b> <b>Advance Payment:</b> \$ <u>347.16</u> (plus applicable taxes) <b>Number of Advance Payments:</b> <u>1</u> <b>Documentation/Origination Fee:</b> \$150.00 (included on first Invoice)

**PURCHASE OPTION:** You will have the following purchase option at the end of the original term, provided this Lease has not terminated early and no event of default under this Lease has occurred and is continuing:  Full Fair Market Value Purchase Option    \$1.00 Purchase Option    Fixed Purchase Price Option of 9% of Total Cash Price

YOU HAVE SELECTED THE EQUIPMENT DESCRIBED ABOVE (SUCH EQUIPMENT, TOGETHER WITH ANY AND ALL ACCESSIONS, ACCESSORIES, ADDITIONS AND REPLACEMENTS THERETO, THE "EQUIPMENT"). THE SUPPLIER AND ITS REPRESENTATIVES ARE NOT AGENTS OF ANY ASSIGNEE OF LESSOR AND ARE NOT AUTHORIZED TO MODIFY THE TERMS OF THIS LEASE. YOU ARE AWARE OF THE NAME OF THE MANUFACTURER OF EACH ITEM OF EQUIPMENT AND YOU WILL CONTACT EACH MANUFACTURER FOR A DESCRIPTION OF YOUR WARRANTY RIGHTS. **WE MAKE NO WARRANTIES TO YOU, EXPRESS OR IMPLIED, AS TO THE MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, SUITABILITY OR OTHERWISE. WE PROVIDE THE EQUIPMENT TO YOU AS-IS.** YOU AGREE TO USE THE EQUIPMENT ONLY IN THE LAWFUL CONDUCT OF YOUR BUSINESS, AND NOT FOR PERSONAL, HOUSEHOLD OR FAMILY PURPOSES. **WE SHALL NOT BE LIABLE FOR CONSEQUENTIAL OR SPECIAL DAMAGES. WE MAKE NO REPRESENTATION OR WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO THE LEGAL, TAX OR ACCOUNTING TREATMENT OF THIS LEASE AND YOU ACKNOWLEDGE THAT WE ARE AN INDEPENDENT CONTRACTOR AND NOT A FIDUCIARY OF LESSEE.** YOU WILL OBTAIN YOUR OWN LEGAL, TAX AND ACCOUNTING ADVICE RELATED TO THIS LEASE AND WILL MAKE YOUR OWN DETERMINATION OF THE PROPER LEASE TERM FOR ACCOUNTING PURPOSES. YOUR PAYMENT OBLIGATIONS ARE ABSOLUTE AND UNCONDITIONAL AND ARE NOT SUBJECT TO CANCELLATION, REDUCTION OR SETOFF FOR ANY REASON WHATSOEVER. BOTH PARTIES AGREE TO WAIVE ALL RIGHTS TO A JURY TRIAL. THIS LEASE SHALL BE DEEMED FULLY EXECUTED AND PERFORMED IN ILLINOIS OR THE STATE OF LESSOR OR ITS ASSIGNEE'S PRINCIPAL PLACE OF BUSINESS, AS ELECTED BY LESSOR OR ITS ASSIGNEE, AND SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH SUCH LAWS. IF THIS LEASE IS ASSIGNED, YOU AGREE THAT ANY DISPUTE ARISING UNDER OR RELATED TO THIS LEASE WILL BE ADJUDICATED IN THE FEDERAL OR STATE COURT WHERE THE ASSIGNEE'S CORPORATE HEADQUARTERS IS LOCATED AND WILL BE GOVERNED BY THE LAWS OF THAT STATE. YOU HEREBY CONSENT TO PERSONAL JURISDICTION AND VENUE IN THAT COURT AND WAIVE ANY RIGHT TO TRANSFER VENUE. YOU HEREBY IRREVOCABLY SUBMIT GENERALLY AND UNCONDITIONALLY TO THE JURISDICTION OF ANY SUCH COURT SO ELECTED BY THE LESSOR OR ITS ASSIGNEE IN RELATION TO SUCH MATTERS. TO HELP THE GOVERNMENT FIGHT THE FUNDING OF TERRORISM AND MONEY LAUNDERING ACTIVITIES, FEDERAL LAW REQUIRES ALL FINANCIAL INSTITUTIONS TO OBTAIN, VERIFY AND RECORD INFORMATION THAT IDENTIFIES EACH PERSON WHO OPENS AN ACCOUNT. WHAT THIS MEANS TO YOU: WHEN YOU OPEN AN ACCOUNT, WE WILL ASK FOR YOUR NAME, ADDRESS AND OTHER INFORMATION THAT WILL ALLOW US TO IDENTIFY YOU. WE MAY ALSO ASK TO SEE IDENTIFYING DOCUMENTS. BY SIGNING THIS LEASE, YOU ACKNOWLEDGE RECEIPT OF PAGES 1 AND 2 OF THIS LEASE, AND AGREE TO THE TERMS ON PAGES 1 AND 2. ORAL AGREEMENTS OR COMMITMENTS TO LOAN MONEY, EXTEND CREDIT OR TO FORBEAR FROM ENFORCING REPAYMENT OF A DEBT INCLUDING PROMISES TO EXTEND OR RENEW SUCH DEBT ARE NOT ENFORCEABLE. TO PROTECT YOU AND US FROM MISUNDERSTANDING OR DISAPPOINTMENT, ANY AGREEMENTS WE REACH COVERING SUCH MATTERS ARE CONTAINED IN THIS WRITING, WHICH IS THE COMPLETE AND EXCLUSIVE STATEMENT OF THE AGREEMENT BETWEEN US, EXCEPT AS WE MAY LATER AGREE IN WRITING TO MODIFY IT.

You agree that by providing a telephone number to a cellular or other wireless device, you are expressly consenting to receiving communications from us, our affiliates and agents (for non-marketing purposes) at that number, including, but not limited to, prerecorded and artificial voice messages, text messages, and calls from automated telephone dialing systems; these calls may incur fees from your cellular provider, and this consent applies to each such telephone number you provide to us now or in the future.

**TERMS AND CONDITIONS**

1. **COMMENCEMENT OF LEASE.** Commencement of this Lease and acceptance of the Equipment shall occur upon delivery of the Equipment to you ("Commencement Date"). To the extent that the Equipment includes intangible property or associated services such as periodic software licenses and prepaid database subscription rights, such intangible property shall be referred to as "Software". You understand and agree that we have no right, title or interest in the Software and you will comply throughout the Term of this Lease with any license and/or other agreement ("Software License") entered into with the supplier of the Software ("Software Supplier"). You are responsible for entering into any Software License with the Software Supplier no later than the Commencement Date of this Lease. You agree to inspect the Equipment upon delivery and verify by telephone or in writing such information as we may require. If you signed a purchase order or similar agreement for the purchase of the Equipment, by signing this Lease you assign to us all of your rights, but none of your obligations under it. All attachments, accessories, replacements, replacement parts, substitutions, additions and repairs to the Equipment shall form part of the Equipment under this Lease.

2. **LEASE PAYMENTS.** You agree to remit to us the Lease Payment and all other sums when due and payable each Billing Period at the address we provide to you from time to time. You agree that you will remit payments to us in the form of company checks (or personal checks in the case of sole proprietorships), direct debit or wires only. You also agree cash and cash equivalents are not acceptable forms of payment for this Lease and that you will not remit such forms of payment to us. Payment in any other form may delay processing or be returned to you. Furthermore, only you or your authorized agent as approved by us will remit payments to us. Lease Payments will include any freight, delivery, installation and other expenses we finance on your behalf at your request. Lease Payments are due whether or not you receive an invoice. You authorize us to adjust the Lease Payments by not more than 15% to reflect any reconfiguration of the Equipment or adjustments to reflect applicable sales taxes or the cost of the Equipment by the manufacturer and/or Supplier. If the Commencement of this Lease falls on any day other than the 20th day of a month, you agree to pay us interim rent from Commencement through, but not including, the 20th day of the month next following Commencement (the "Interim Rent Period") at a rate equal to 1130th of the Lease Payment set forth herein for each calendar day during the Interim Rent Period.

3. **LEASE CHARGES.** You agree to: (a) pay all costs and expenses associated with the use, maintenance, servicing, repair or replacement of the Equipment; (b) pay all fees, assessments, taxes and charges governmentally imposed upon Lessor's purchase, ownership, possession, leasing, renting, operation, control or use of the Equipment and pay all premiums and other costs of insuring the Equipment; (c) reimburse us for all costs and expenses incurred in enforcing this Lease; and (d) pay all other costs and expenses for which you are obligated under this Lease ((a) through (d) collectively referred to as "Lease Charges"). You agree, at our discretion, to either: (1) reimburse us for all personal property and other similar taxes and governmental charges associated with the ownership, possession or use of the Equipment when billed by the jurisdictions; or (2) remit to us each Billing Period our estimate of the pro-rated equivalent of such taxes and governmental charges. In the event that the Billing Period sums includes a separately stated estimate of personal property and other similar taxes,

Continued on Page 2

LESSOR ("We", "Us")	LESSEE ("You")
Impact Networking, LLC	Mundelein Park District (Lessee Full Legal Name)
By: X _____	By: X _____
Name: _____	Name: _____ Title: _____
Title: _____ Date: _____	Date: _____ Federal Tax ID: _____

you acknowledge and agree that such amount represents our estimate of such taxes that will be payable with respect to the Equipment during the Term. As compensation for our internal and external costs in the administration of taxes related to this Lease, you agree to pay us a processing fee by asset or contract per year during the Term, not to exceed the maximum permitted by applicable law. The Tax Administrative Fee, at our sole discretion, may be increased by an amount not exceeding 10% thereof for each subsequent year of the Term to reflect our increased cost of administration and we will notify you of any such increase by indicating such increased amount in the relevant invoice or in such other manner as we may deem appropriate. We may take on your behalf any action required under this Lease which you fail to take, and upon receipt of our invoice you will promptly pay our costs (including insurance premiums and other payments to affiliates), plus reasonable processing fees. Restrictive endorsements on checks you send to us will not reduce your obligations to us. We may charge you a return check or non-sufficient funds charge of \$25 for any check which is returned by the bank for any reason (not to exceed the maximum amount permitted by law). In addition, we may charge you and you agree to pay us a UCC filing fee of \$35.00 and reimburse us for all costs involved in documenting and servicing this Lease.

4. **LATE CHARGES.** For any payment which is not received within three (3) days of its due date, you agree to pay a late charge not to exceed the higher of 10% of the amount due or \$35 (not to exceed the maximum amount permitted by law) as reasonable collection costs.

5. **OWNERSHIP, USE, MAINTENANCE AND REPAIR.** We own the Equipment and you have the right to use the Equipment under the terms of this Lease. If this Lease is deemed to be a secured transaction, you grant us a first priority security interest in the Equipment to secure all of your obligations under this Lease. We hereby assign to you all our rights under any manufacturer and/or supplier warranties, so long as you are not in default hereunder. You must keep the Equipment free of liens. You may not remove the Equipment from the address indicated on page 1 of this Lease without first obtaining our approval. You agree to: (a) keep the Equipment in your exclusive control and possession; (b) use the Equipment in conformity with all insurance requirements, manufacturer's instructions and manuals; (c) keep the Equipment repaired and maintained in good working order and as required by the manufacturer's warranty, certification and standard full service maintenance contract; and (d) give us reasonable access to inspect the Equipment and its maintenance and other records.

6. **INDEMNITY.** You are responsible for all losses, damages, claims, infringement claims, injuries and attorneys' fees and costs, including, without limitation, those incurred in connection with responding to subpoenas, third party or otherwise ("Claims"), incurred or asserted by any person, in any manner relating to the Equipment, including its use, condition or possession. You agree to defend and indemnify us against all Claims, although we reserve the right to control the defense and to select or approve defense counsel. This indemnity continues beyond the termination of this Lease for acts or omissions which occurred during the Term of this Lease. You also agree that this Lease has been entered into on the assumption that we are the owner of the Equipment for U.S. federal income tax purposes and will be entitled to certain U.S. federal income tax benefits available to the owner of the Equipment. You agree to indemnify us for the loss of any U.S. federal income tax benefits resulting from the failure of any assumptions in this Lease to be correct or caused by your acts or omissions inconsistent with such assumption or this Lease. In the event of any such loss, we may increase the Lease Payments and other amounts due to offset any such adverse effect.

7. **LOSS OR DAMAGE.** If any item of Equipment is lost, stolen or damaged you will, at your option and cost, either: (a) repair the item or replace the item with a comparable item reasonably acceptable to us; or (b) pay us the sum of: (i) all past due and current Lease Payments and Lease Charges; (ii) the present value of all remaining Lease Payments and Lease Charges for the effected item(s) of Equipment; and (iii) the Fair Market Value of the effected item(s) of Equipment. We will then transfer to you all our right, title and interest in the effected item(s) of Equipment AS-IS AND WHERE-IS, WITHOUT ANY WARRANTY AS TO CONDITION, TITLE OR VALUE. Insurance proceeds shall be applied toward repair, replacement or payment hereunder, as applicable. In this Lease, "Fair Market Value" of the Equipment means its fair market value at the end of the Term, assuming good order and condition (except for ordinary wear and tear from normal use), as estimated by us. No such loss or damage shall relieve you of your payment obligations under this Lease.

8. **INSURANCE/COLLATERAL PROTECTION.** You agree (a) to keep the Equipment fully insured through a carrier acceptable to us against loss at its replacement cost, with us named as loss payee; (b) you also agree to obtain a general public liability insurance policy from anyone who is acceptable to us and to include us as an insured on the policy; (c) to provide proof of insurance satisfactory to us no later than thirty (30) days following the commencement of this Lease (or at commencement if we so elect), and thereafter upon our written request; (d) if you fail to obtain and maintain property loss insurance satisfactory to us and/or you fail to provide proof of such insurance to us within thirty (30) days of the commencement of the Lease (or at commencement if we so elect), we have the option, but not the obligation, to do as provided in either (A) or (B) as follows, as determined in our discretion: (A) we may secure property loss insurance on the Equipment from a carrier of our choosing in such forms and amounts as we deem reasonable to protect our interests. If we place insurance on the Equipment, we will not name you as an insured and your interests may not be fully protected. If we secure insurance on the Equipment, you will pay us for the insurance premiums and related charges on which we may make a profit and you acknowledge the premiums may be higher than the premiums that you would pay if you placed the insurance independently, and may result in a profit to us through an investment in reinsurance. Any insurance proceeds received will be applied, at our option, (i) to repair, restore or replace the Equipment, or (ii) to pay us the remaining balance of the Lease plus our estimated residual value, both discounted at 3% per year, provided we elect to apply this subsection A. (B) We may bill you and you shall pay us a monthly property damage surcharge of up to .0035 of the total stream of payments as a result of our administrative costs, credit risk or other costs. We may make a profit on this program. Provided you are current in paying the property damage surcharge and all other obligations under this Lease at the time of a loss (intentional acts are not included), the remaining balance owed on this Lease will be forgiven, provided we elected to apply this subsection B. NOTHING IN THIS SECTION WILL RELIEVE YOU OF YOUR OBLIGATION TO MAINTAIN LIABILITY INSURANCE COVERING THE EQUIPMENT.

9. **PEEAILL.** You will be in default under this Lease if: (a) you fail to remit to us any payment within ten (10) days of the due date or breach any other agreement under this Lease; (b) a petition is filed against you or any guarantor under any bankruptcy or insolvency law; (c) any representation by you is false or misleading in any material respect; (d) you become insolvent, are liquidated or dissolved, merge, transfer a material portion of your ownership interest or assets, stop doing business, or assign rights or property for the benefit of creditors; or (e) you default under any other agreement with us or our assignees.

10. **REMEDIES.** If you default, we may do one or more of the following: (a) recover from you, AS LIQUIDATED DAMAGES FOR LOSS OF BARGAIN AND NOT AS A PENALTY, the sum of: (i) all past due and current Lease Payments and Lease Charges; (ii) the present value of all remaining Lease Payments and Lease Charges, discounted at the rate of 3% per annum (or the lowest rate permitted by law, whichever is higher); and (iii) the Fair Market Value of the Equipment; (b) declare any other agreements between us in default; (c) require you to return all of the Equipment in the manner outlined in Section 11, or take possession of the Equipment, in which case we shall not be held responsible for any losses directly or indirectly arising out of, or by reason of the presence and/or use of any and all proprietary information residing on or within the Equipment, and to lease or sell the Equipment or any portion thereof, and to apply the proceeds, less reasonable selling and administrative expenses, to the amounts due hereunder; (d) charge you interest on all amounts due us from the due date until paid at the rate of 1-1/2% per month, but in no event more than the lawful maximum rate; and (e) charge you for expenses incurred in connection with the enforcement of our remedies including, without limitation, repossession, repair and collection costs, attorneys' fees and court costs. These remedies are cumulative, are in addition to any other remedies provided for by law, and may be exercised concurrently or separately. Any failure or delay by us to exercise any right shall not operate as a waiver of any other right or future right.

11. **END OF TERM OPTIONS: RETURN OF EQUIPMENT.** At the end of the Term and upon 30 days prior written notice to us, you shall either: (a) return all, but not less than all, of the Equipment at your expense; or (b) purchase all, but not less than all, of the Equipment AS-IS AND WHERE-IS, WITHOUT ANY WARRANTY AS TO CONDITION, TITLE OR VALUE, for the Fair Market Value, plus applicable sales and other taxes. If you do not provide us with such written notice and either return all of the Equipment or purchase all of the Equipment at the end of the Term, then this Lease will automatically renew on a month-to-month basis and all of the provisions of this Lease shall continue to apply, including, without limitation, your obligations to remit Lease Payments, Lease Charges and other charges, until all of the Equipment is either returned to us (either because we demand return of the Equipment or you decide to return the Equipment) or purchased by you for the applicable Fair Market Value, plus applicable sales and other taxes, in accordance with the terms hereof. If you are in default, or you do not purchase the Equipment at the end of the Term (or any month-to-month renewal term), you shall: (1) return all of the Equipment, freight and insurance prepaid at your cost and risk, to wherever we indicate in the continental United States, with all manuals and logs, in good order and condition (except for ordinary wear and tear from normal use), packed per the shipping company's specifications; and (2) securely remove all data from any and all disk drives or magnetic media prior to returning the Equipment (and you are solely responsible for selecting an appropriate removal standard that meets your business needs and complies with applicable laws). You will pay us for any loss in value resulting from the failure to maintain the Equipment in accordance with this Lease or for damages incurred in shipping and handling.

12. **ASSIGNMENT.** You may not assign or dispose of any rights or obligations under this Lease or sublease the Equipment without our prior written consent. We may, without notifying you: (a) assign all or any portion of this Lease or our interest in the Equipment; and (b) release information we have about you and this Lease to the manufacturer, Supplier or any prospective investor, participant or purchaser of this Lease. If we do make an assignment under subsection 12(a) above, our assignee will have all of our rights under this Lease, but none of our obligations. You agree not to assert against our assignee claims, offsets or defenses you may have against us.

13. **MISCELLANEOUS.** Notices must be in writing and will be deemed given five (5) days after mailing to your (or our) business address. You represent that: (a) you have authority to enter into this Lease and by so doing you will not violate any law or agreement; and (b) this Lease is signed by your authorized officer or agent. This Lease is the entire agreement between us, and cannot be modified except by another document signed by us. This Lease is binding on you and your successors and assigns. All financial information you have provided is true and a reasonable representation of your financial condition. You authorize us, our agent, or our assignee to: (a) obtain credit reports and make credit inquiries; (b) furnish your information, including credit application, payment history and account information, to credit reporting agencies and our assignees, potential purchasers or investors and parties having an economic interest in this Lease or the Equipment, including, without limitation, the seller, Supplier or any manufacturer of the Equipment; and (c) you irrevocably grant us the power to prepare, sign on your behalf (if applicable), and file, electronically or otherwise Uniform Commercial Code ("UCC") financing statements and any amendments thereto or continuation thereof relating to the Equipment, and containing any other information required by the applicable UCC. Any claim you have against us must be made within two (2) years after the event which caused it. If a court finds any provision of this Lease to be unenforceable, all other terms shall remain in effect and enforceable. You authorize us to insert or correct missing information on this Lease, including your proper legal name, serial numbers and any other information describing the Equipment. At our sole discretion, we may permit the early termination of this Lease. If permitted, you agree to pay us a fee for such privilege. THE PARTIES INTEND THIS TO BE A "FINANCE LEASE" UNDER ARTICLE 2A OF THE UCC. YOU WAIVE ALL RIGHTS AND REMEDIES CONFERRED UPON A LESSEE BY ARTICLE 2A (508-522) OF THE UCC. YOU FURTHER HEREBY ACKNOWLEDGE AND AGREE THAT WE AND/OR SUPPLIER MAY MAKE A PROFIT ON ANY AND ALL FEES REFERENCED HEREIN AND, IN SO DOING WAIVE ANY AND ALL CLAIM WHICH YOU MAY HAVE FOR UNJUST ENRICHMENT. We may receive compensation from the manufacturer and/or Supplier of the Equipment in order to enable us to reduce the cost of this Lease below what we otherwise would charge. If we received such compensation, the reduction in the cost of this Lease is reflected in the Lease Payment.

14. **ELECTRONIC TRANSMISSION OF DOCUMENTATION.** This Lease may be executed in counterparts. The executed counterpart which has our original signature and/or is in our possession shall constitute chattel paper as that term is defined in the UCC and shall constitute the original agreement for all purposes, including, without limitation: (i) any hearing, trial or proceeding with respect to this Lease; and (ii) any determination as to which version of this Lease constitutes the single true original item of chattel paper under the UCC. If you sign and transmit this Lease to us by facsimile or other electronic transmission, the transmitted copy shall be binding upon the parties. You agree that the facsimile or other similar electronic transmission of this Lease manually signed by us, when attached to the facsimile or other electronic copy signed by you, shall constitute the original agreement for all purposes. The parties further agree that for purposes of executing this Lease, and subject to our prior approval and at our sole discretion: (a) a document signed and transmitted by facsimile or other electronic transmission shall be treated as an original document; (b) the signature of any party on such document shall be considered as an original signature; (c) the document transmitted shall have the same effect as a counterpart thereof containing original signature; and (d) at our request, you, who executed this Lease and transmitted its signature by facsimile or other electronic transmission shall provide the counterpart of this Lease containing your original manual signature to us. No party may raise as a defense to the enforcement of this Lease that a facsimile or other electronic transmission was used to transmit any signature of a party to this Lease.



# Schedule A

## AGREEMENT INFORMATION

Mundelein Park District

COMPANY FULL LEGAL NAME (CLIENT)

AGREEMENT NUMBER

DATE

## CLIENT AUTHORIZATION (OBLIGOR)

CLIENT AUTHORIZED SIGNATURE

CLIENT FIRST AND LAST NAME PRINTED

CLIENT TITLE

DATE CLIENT SIGNED

## Equipment (Make/Model/Accessories)

Konica Minolta C650i

## Quantity

01

## Serial Number

## Location

1401 N Midlothina Rd; Mundelein IL

Konica Minolta 450i

01

1016 Diamond Lake Road; Mundelein, IL





## Maintenance Agreement

- SCOPE OF SERVICES:** The charges established by this Agreement include payment for maintenance by Impact Networking, LLC (hereafter referred to as Impact) during normal business hours: inspection, adjustments, parts replacement, drums and cleaning material required for the proper operation as determined by Impact. Paper and staples must be separately purchased by customer. This Agreement covers both the labor and the material for adjustments, repairs and replacements of parts as required under normal use of the equipment except as hereinafter provided. Damage to the equipment or its parts arising out of misuse, abuse, negligence, incorrect power and/or outlet, or causes beyond Impact's control are not covered. In addition, Impact may terminate this Agreement in the event the equipment is modified, damaged, altered or serviced by personnel other than those employed by Impact.
- LABOR PERFORMED:** Labor performed during a service call includes lubrication and cleaning of the equipment and adjustment, repair or replacement of parts. All parts necessary for the normal maintenance of the equipment and subject to the general scope of coverage, will be furnished free of charge during a service call included in the maintenance service provided by this Agreement, unless otherwise noted.
- SERVICE LIMITATIONS:** Customer agrees Impact will not be required to make adjustments, repairs or replacements made necessary resulting from (i) unauthorized third parties performing any maintenance, repair or replacement, (ii) Customer modifying, relocating, damaging (including without limitation, unavoidable accidents), abusing or misusing the Equipment (including without limitation, the spilling of toner or other substance in the machine), and the breaking of lids, hinges, cassettes, etc., (iii) unauthorized Equipment alteration and tampering, or interconnection with non-compatible Equipment, (iv) obsolete Equipment or components deemed beyond repair in the sole judgment of Impact, (v) placing the Equipment in an area that does not conform to Impact space, electrical and environmental requirements (including without limitation, excessive dust, chemical residues, abnormal high or low temperatures), (vi) telephone or electrical power failure, (vii) strikes, accidents, embargoes, or war, (viii) Acts of God, lightning or other incidents of excess voltage or power surges, or (ix) Customer using toner, drum, processing units, Ink, film, etc., from any source other than a service provider authorized by Impact. If maintenance is made necessary resulting from any of the above listed occurrences or other work not covered under the remedial maintenance obligation, at Impact's election, Impact may either (a) provide such maintenance and bill to Customer at Impact's then current rates for labor and parts (which shall be due and payable in full upon receipt of invoice) or (b) terminate this Agreement. Customer agrees that Impact will not be required to make adjustments, repairs, or replacements if Impact is not provided reasonable access to the Equipment.
- ADVANCE INSPECTION:** Impact reserves the right to inspect all equipment to be covered under this Agreement to determine its mechanical condition. Equipment that is identified as requiring immediate repair will be identified to Customer. Customer, at its option, can elect to have said unit repaired at the then current hourly service labor rate plus parts or may elect to have the unit excluded from the Agreement.
- REMEDIAL MAINTENANCE:** During the term of this Agreement, Impact agrees to perform the maintenance and repair that will keep the Equipment in good working order and condition, normal wear and tear excepted. If Impact is notified by Customer during the term of this Agreement that the equipment is not in good working condition, Impact will, during Impact's established normal service hours, make necessary adjustments and repairs including replacement of parts (if parts are included as part of the terms of this Agreement). If parts are not included in this Agreement, Impact will promptly provide a quote for the appropriate part(s). Impact's normal service hours are 8:00 a.m. to 5:00 p.m. Monday through Friday, excluding holidays. Impact may from time to time adjust these hours as may be required in the course of business, at which time the customer will be advised. Customer agrees to pay for all travel and labor time for service calls after Impact's normal service hours, on weekends and on holidays at overtime rates in effect at the time the service call is made. Impact provides 24/7 service by calling 888-752-0052. Applicable rates will be given at time of call. Service at times other than Impact's established normal service hours may be furnished on an "as available basis" at published rates then in effect. Replacement parts may have been used and/or reconditioned. Parts that have been replaced will remain the property of Impact.
- RECONDITIONING:** When, in its sole discretion, Impact determines a shop reconditioning is necessary to keep the equipment in working condition, Impact will submit to Customer an estimate of needed repairs and the cost thereof, which will be in addition to any other charges payable under this Agreement, refunding the unused portion of the maintenance charge. Thereafter, service will be available by Impact on a per call basis at Impact's published rates.
- CUSTOMER RESPONSIBILITY:** Customer will be responsible for daily care and cleaning of the top glass, dusting Equipment, replenishing toner, replacing disposal tank, clearing jams, etc., (where applicable). Customer also agrees to provide suitable electrical service and maintain proper environmental conditions.
- AUTOMATIC RENEWAL OR TERMINATION:** This Agreement shall become effective upon Customer signature or Purchase Order Number and shall continue until the end of the agreed copy volume or time, whichever occurs first, unless canceled by Impact or if Customer breaches any of its obligations hereunder or otherwise to Impact. Unless otherwise indicated, this is an annual contract. This Agreement shall be renewed automatically unless Customer notifies Impact, in writing, not less than ninety (90) days prior to the renewal date. Impact reserves the right to cancel this contract at its discretion upon five (5) days written notice. You agree that after the first twelve (12) months of the Term (or any extension or renewal of this Agreement, and at the end of each following twelve (12) month period thereafter, the Maintenance Charges are subject to change in accordance with current volume, current prices and equipment age.
- CHARGES:** The initial charge for maintenance under this Agreement shall be the amount set forth on the front page of this Agreement. The Customer agrees to pay all additional charges for maintenance provided hereunder 10 days from the date of invoice for such charges. A late payment fee of 1.5% per month or the maximum rate permitted by law, whichever is less, shall be charged on all overdue amounts from the date of invoice until paid. The Customer understands that alterations, attachments or specification changes may require an increase in maintenance charges and agrees to pay such charges promptly when due.
- SUPPLIES:** Toner-inclusive contracts are based on manufacturer supply consumption rate. Impact will determine and deliver supplies in accordance with agreed upon usage. Use of covered supply products above the expected usage may result in additional charges. Toner may be OEM original or non-OEM at the discretion of the Service Provider.
- PAPER INCLUDED:** If "Agreement includes 8.5"x11" and 11"x17" paper is selected, Impact will provide PHT01 - Premium High Tech Paper in accordance with the contracted Base Image Allowance over the term of this Agreement. If the allotted volume of paper has been exhausted before the term of this Agreement ends, the Customer may sign an Amended Agreement for an increased paper supply to cover the remainder of the contract term. In the event that this Agreement is terminated, Impact may bill the customer for any excessive paper consumption above the Base Image Allowance.
- PERFORMANCE OF EQUIPMENT AND USE OF OUTSIDE SUPPLIES:** The equipment Impact sells is designed to give excellent performance with Impact supplies, including paper, developer, toner and fuser oil. If the Customer uses supplies other than the supplies specifically manufactured for the use in the equipment that is covered and such supplies are defective or not acceptable for use in the equipment, and they cause service problems or abnormally frequent service calls, or demage the equipment, then Impact may, at its option, terminate this Agreement and refund the unused portion of the maintenance charge. In that event, the Customer will be offered service on a per call basis at published rates, or Impact may, at its option, decline to make a service call. Impact may also decline to service the equipment for the purpose of converting the equipment to use supplies of a different manufacturer other than those supplies then being used. It is not a condition of this Agreement, however, that the Customer use only Impact authorized supplies.
- METER READINGS:** Customer agrees to provide Impact with accurate meter readings based on the billing term from the front of this Agreement, or if mutually agreed upon, to provide Impact with timely access to all Equipment so that Impact may obtain meter readings as required. If accurate meter readings are not provided, or if timely access is not provided, Impact reserves the right to estimate the meter reading from previous meter readings.
- EARLY CARTRIDGE EXCHANGE:** Should it be determined that toner supplies, provided by Impact, are exchanged at a percentage of 15% or higher on a consistent basis (to be determined by Impact Networking, LLC) the customer will incur a charge for the following toner needed OR an account review must be held to determine a price escalation to cover the additional charges. The early exchange of toner cartridges/units incurs additional costs to Impact that must then be assumed by the Customer. Initial contract pricing is based upon the use of cartridges supplied by Impact Networking, LLC to a level of 7% and below, which the Customer agrees to by entering into this Agreement.
- DEFECTIVE SUPPLY RETURN POLICY:** In the event of a defective supply, the customer will notify Impact Networking and receive instructions on the proper return of the defective unit. Impact Networking will supply the prepaid means by which to return the item. It is the Customer's responsibility to ensure the defective item is returned following the instructions and return label provided within 5 business days of receipt of the replacement supply. If the product is not returned within the stated time period, or at least shown as shipped via Tracking number, the customer will be charged full retail value of the provided replacement supply.
- PRINTER REPLACEMENT DUE TO VALUE OF REPAIR:** Should it be determined that a printer repair will exceed 125% of the then-current value of the device, as determined by Impact Networking, LLC, the device will be considered un-repairable and be replaced/excluded for coverage. Replacement devices may be provided by Impact Networking, LLC at a percentage discount from retail to be determined by contractual value.
- NO WARRANTIES, EXPRESS OR IMPLIED:** IMPACT MAKES NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE OR ANY WARRANTIES ARISING FROM COURSE OF DEALING OR USAGE OF TRADE. IMPACT SHALL NOT BE LIABLE FOR DELAYS IN MAKING REPAIRS, OR FOR SPECIAL OR CONSEQUENTIAL DAMAGES CAUSED BY ANY REASON.
- LIABILITY LIMITATION:** Impact's total liability is limited to repair and maintenance under this Agreement. Impact will not be held liable to Customer or any other party for any personal injury or indirect, consequential damage, including, but not limited to, loss of use, revenue or profit. Impact will not be liable for any delay or failure to perform its obligations due to any cause beyond its reasonable control, including without limitation, performing services at a location deemed by Impact as hazardous to health and safety, Acts of God or government, labor difficulties or failure of improper transportation, telephone or power. In no event shall Impact be liable for loss of data resulting in delays in supplying service, repair of, or attempts to repair the Equipment by Customer or by agents, representatives, or employees of Impact.
- INDEMNITY:** With respect to, arising from, or in connection from this Agreement, or from manufacture, maintenance, repair or use of any Equipment, Customer agrees to indemnify and hold harmless Impact and its agents, representatives, and employees from and against any and all claims, liabilities, damages, demands, cost and expenses of every kind and nature (including reasonable attorney's fees) arising from any injury or damage to any person, property, or business, excluding, however, any of the foregoing resulting solely from the negligence or misconduct of Impact or its agents, representatives or employees.
- RELOCATION OF EQUIPMENT:** Customer agrees to keep the Equipment at the installation address and shall not move it from that location without prior written consent of Impact, which shall not be unreasonably withheld. Customer shall be responsible for all costs associated with relocation. If the Equipment is moved to a new location, Impact shall have the right to charge a new rate for the new location and Customer agrees to pay the difference between the old rate and the new rate. Customer agrees that it shall not move any Equipment that is subject to this Agreement, or any subsequent agreement between Impact and Customer, beyond Impact's service zones. If the Equipment is moved beyond Impact's service zones, Impact may elect to cancel this Agreement and will refund the unused portion of the maintenance charge.
- CUSTOMER UPGRADE OF EQUIPMENT:** If the Customer upgrades its equipment covered by this Agreement to other Impact products, Impact will credit the unused portion of the Agreement towards a new equipment maintenance covering the new equipment at the published price in effect at the time of the upgrade for a one year period.
- DEFAULT:** Customer shall be in default under this Agreement if Customer: (i) fails to make any payment to Impact or its agent within ten (10) days of when due or (ii) breaches any other term or condition included in this Agreement and Customer fails to cure any such breach within ten (10) days. In the event of a default, Impact may, in addition to other remedies, (i) refuse to service the Equipment until payment in full, including any late payment fees, are made; (ii) declare any and all sums (including penalties) which are due under the terms of this Agreement to be immediately due, (iii) furnish service on a C.O.D. "per cell" basis at published rates; (iv) terminate this Agreement without advance notice; and/or (v) exercise any and all other remedies to which it may be entitled. The Customer agrees to pay Impact for all costs and expenses, including reasonable attorney's fees, incurred by Impact in establishing or enforcing its right hereunder.
- TAXES:** Customer shall be responsible for all sales tax, use tax or other taxes (including without limitations personal property taxes accessible on the Equipment) and fees charged relative to this Agreement. Customer agrees to reimburse Impact for all amounts paid or payable by Impact in discharge of the foregoing taxes. Customer shall not be responsible for taxes based on Impact's gross or net income.
- NOTICES:** Notices required under this Agreement shall be written and sent to Impact Networking, LLC at 11875 West Boulton Boulevard, Lake Forest, IL 60045 and to the Customer at the "bill to address" identified on the front side of this Agreement. All notice will be effective upon date of postmark.
- JURISDICTION:** This Agreement shall be interpreted, enforced, governed and construed exclusively according to the laws of the State of Illinois.
- FORUM AND VENUE:** The Parties agree that any dispute arising from or in connection with this Agreement or related to any matter which is the subject of this Agreement shall be subject to the exclusive jurisdiction of the State and/or Federal Courts of Illinois. In the event of any claim regarding a dispute arising from or in connection with this Agreement or related to any matter which is the subject of this Agreement that is brought in State Court, the Circuit Court of Cook County, Illinois shall have exclusive jurisdiction over such dispute. In the event of any claim regarding a dispute arising from or in connection with this Agreement or related to any matter which is the subject of this Agreement that is brought in Federal Court, the United States District Court for the Northern District of Illinois shall have exclusive jurisdiction over such dispute.
- ATTORNEYS FEES AND LITIGATION COSTS:** In the event of a claim or litigation arising from or relating to the subject matter of this Agreement, and if Impact Networking prevails in such claim or litigation, the Customer/buyer/lessee shall reimburse Impact Networking, LLC for all attorney's fees and costs resulting therefrom.
- ASSIGNMENT:** This contract is for the sole benefit of the Customer whose name appears on the front hereof and cannot be assigned by the Customer to any further owners of the covered Equipment.
- CONFIDENTIALITY CLAUSE:** Impact recognizes that it must conduct its activities in a manner designed to protect any information concerning Customer, its affiliates or clients (such information hereinafter referred to collectively as "Customer Information") from improper use or disclosure. Impact agrees to use its best efforts to treat Customer information on a confidential basis. Impact agrees not to disclose any Customer Information to any person, firm or corporation except to Impact employees or holder of Owner's interest who have a need to know such Customer Information to perform the services contemplated hereunder without Customer's prior written consent or unless subject to court order or subpoena.
- APPROVAL REQUIREMENT:** This Agreement shall not be binding on Impact until approved by the President of Impact Networking LLC.
- SEVERABILITY:** If any provision, clause or section of this Agreement is adjudicated by a court of competent jurisdiction to be illegal, void, invalid or unenforceable, provided that the fundamental terms and conditions of this Agreement remain legal and enforceable, all remaining provisions, clauses and sections shall remain in full force and effect.
- ENTIRE AGREEMENT:** This document constitutes the entire Agreement between the Parties and supersedes all prior agreements, proposals and communications, whether written or oral, concerning the subject matter of this Agreement. Impact shall not be bound by any modification or waiver of the Agreement unless agreed to in writing. Any such writing must be approved and executed by the President of Impact Networking LLC.

## Point of Contact List

### Accounts Payable

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

### Confirmation of Supply Orders

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

### IT Department

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

### Solutions

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

### Meter Reads

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

### Proactive Service Contact

Dept. \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

### Other

Dept. \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_