



October 14, 2024

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 14th day of October 2024 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: Burton, Frasier, McGrath, Ortega, Knudson

Statement of Visitors:

Updates

1. Mundelein High School District 120 Presentation
2. Wetland Mitigation Banking
3. 2025 Proposed Capital Maintenance
4. Regular Board Meeting Agenda

Action Items – Regular Board Meeting

1. Approve of Board Policy Manual – Amendments
2. Approve of Ordinance 24-10-01-O – An Ordinance Regulating the Use of Power-Driven Mobility Devices Other Than Wheelchairs
3. Approve of Ordinance 24-10-02-O – An Ordinance Regulating the Use of Micromobility Devices
4. Approve of Rules and Regulations – Amendments – Policy 2.15, 2.16 and 5.28

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

October 14, 2024 Committee Meeting Topics

Mundelein High School District 120 Presentation

Mundelein High School has requested to present referendum facts to the Board of Commissioners. Last year, Mundelein High School presented facts as well.

Wetland Mitigation Banking

Gewalt Hamilton Consultant, Mike Warner, will be giving a PowerPoint presentation on an initiative identified in the Financial Sustainability Plan. Executive Director Salski has been working with him on various opportunities and challenges related to Clearbrook Park, Wilderness Park, and Keith Mione Wetlands. It is anticipated that the discussion will be continued at the Regular Board Meeting. See attached memorandum.

2025 Proposed Capital Maintenance

Executive Director Salski and staff will be presenting proposed capital maintenance projects. It is an opportunity for the Board to review and discuss. See attached memorandum.

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 – Amendments
2. Approve of Ordinance 24-10-01-O – An Ordinance Regulating the Use of Power-Driven Mobility Devices Other Than Wheelchairs
3. Approve of Ordinance 24-10-02-O – An Ordinance Regulating the Use of Micromobility Devices
4. Approve of Rules and Regulations – Amendments – Policy 2.15, 2.16 and 5.28



BOARD MEMORANDUM

October 14, 2024 Regular Board Meeting Agenda Item

To: Board of Commissioners
From: Ron Salski, Executive Director
Date: October 10, 2024
Subject: Wetland Mitigation Banking

Background

Staff and the Board worked on a Financial Sustainability Plan which included investigating and evaluating opportunities for any Wetland Mitigation Banking in our parks. A key initiative is determining whether there are financial benefits while creating a conservation site that meets our current Vision. In the 2024 Budget, the District allocated funding to retain a consultant and determine the feasibility of Wetland Mitigation Banking at Clearbrook Park, Wilderness Park and Keith Mione Wetlands. Executive Director Salski decided to retain Mike Warner, Gewalt Hamilton, as he has extensive experience with these types of projects.

The topic is included in the Committee of the Whole meeting, but Executive Director Salski included in the Regular Board meeting under "Old Business," as it is an extensive topic.

Analysis/Considerations

A power point presentation will be provided to Board Members via email on Monday as Mr. Warner and Executive Director Salski are making final revisions due to Executive Director Salski's attendance at NRPA. A hard copy will be provided at the meeting.

Executive Director Salski and staff did not establish a financial goal as the focus was whether opportunities exist and determine what extent. There are opportunities which can benefit the District immensely, so it is an opportunity to ask extensive questions. Executive Director Salski recommends prioritizing two parks/areas only, Clearbrook Park and Wilderness Park, as the benefits outweigh the costs. Executive Director Salski spoke about the potential credits, but it is important to keep in mind the costs associated with development. The financial impact slide is extremely conservative as Gewalt Hamilton had five recent projects with large spreads. An average was taken. There is a large contingency, almost double, built into each project.

Recommendation

Executive Director Salski recommends pursuing specific opportunities in 2025.

Action and Motion Requested

Executive Director Salski recommends board consensus to include funding in the 2025 Proposed Budget.



BOARD MEMORANDUM

October 14, 2024 Regular Board Meeting Agenda Item

To: Board of Commissioners
From: Ron Salski, Executive Director
Debbie McInerney, Director of Business Services and Technology
Date: October 10, 2024
Subject: 2025 Proposed Capital Maintenance

Background

Over the past four years, the Board and staff have differentiated between Capital Maintenance and Development projects. Mostly, Capital Maintenance priorities are funded through the Capital Fund while Capital Development is the Debt Service Fund. This meeting is focused on Capital Maintenance; however, staff included Capital Development projects not funded which will be discussed at the October 28 Committee of the Whole Meeting.

Staff have been working on identifying Capital Maintenance Improvements for the next several years. The focus has been determining the highest priorities for 2025, keeping in mind the funding available. The Board reviews the capital maintenance improvements during the budget process each year.

Analysis/Considerations

The attached document details the breakdown of the proposed capital expenses in 2025. The total is \$1,845,400, which includes projects prioritized as High, Medium 1, and Medium 2. The expenses will be funded as follows:

\$ 400,000.00	2024 Ending Fund Balance
\$ 1,000,000.00	2024 Year End Transfer to Capital
\$ 514,000.00	2025 Revenue Impact Fees
\$ 200,000.00	2025 Revenue for Remaining Longmeadow OSLAD
\$ (1,845,400.00)	2025 Capital Expenses
\$ 268,600.00	2025 Projected Ending Fund Balance

It is important to note that \$200,000 of the expenses are for the bathrooms at Kracklauer Park. It is expected that this part of the project will be delayed into 2025. Additionally, it is unknown if there will be additional expenses delayed into 2025 for the rest of the park. If this happens, there will be a larger beginning fund balance which will support those expenses.

In consideration of future capital maintenance needs, staff would like to target an ending fund balance of \$300,000 for 2025. The projected fund balance will be monitored throughout the year and used to decide whether to complete projects classified as Medium 2 projects. During the prioritization process, there was approximately \$900,000 of additional capital maintenance projects identified for 2025 that have been delayed to 2026.

Recommendation

Capital Maintenance projects will be included in the 2025 Budget; therefore, staff recommend discussing projects before approval of the 2025 Budget.

Action and Motion Requested

No action is necessary.

2025 Proposed Capital Expenses

\$1,845,400

40-51.570-5210	PROFESSIONAL SERVICES	\$357,300	Notes
	Architect and Engineering for Misc Projects	\$170,000	Pending receipt of OSLAD Grant.
	Diamond Lake Beach Planning	\$60,000	
	Wetland Bank Investigation	\$10,000	
	Keith Mione Architect Fees and Construction Drawings	\$84,000	
	Creation of New Intranet	\$25,000	
	BS&A Cloud Implementation	\$8,300	
40-51.570-5810	CAPITAL EQUIPMENT	\$246,500	
	Two Riding Zero Turn Mowers	\$34,000	Total project \$160,000. ADA portion \$24,000. Medium 2 Priority
	VGB Grates 25	\$26,500	
	Fitness Floor and Equipment Project	\$136,000	
	Mascot	\$10,000	
	BFB Shade Structures (up to 7)	\$20,000	
	BFB Chairs	\$20,000	
40-51.570-5815	CAPITAL ATHLETIC COURTS	\$476,000	
	Hanrahan - Tennis Courts (3) & Basketball Ct. (1)	\$281,400	Total project \$312,400. ADA portion \$31,000.
	Indian Trails - Tennis Court & Basketball court	\$142,600	Total project \$157,600. ADA portion \$15,000.
	Fairhaven Park - Basketball court	\$52,000	Total project \$58,000. ADA portion \$6,000.
40-51.570-5820	CAPITAL VEHICLES	\$84,000	
	1 Ton Dump Truck	\$84,000	
40-51.570-5830	CAP IMPROVEMENTS BLDG	\$267,000	
	Tuckpointing the Clubhouse	\$52,000	Medium 2 Priority
	Indoor Pool - Locker Room Water Heater	\$19,000	
	BFB Pool - Locker Room Water Heater	\$46,000	
	Museum Roof	\$25,000	
	Museum Crawl Space Waterproof	\$30,000	
	Museum Caboose Roof	\$5,000	
	MCC Locker Room Updates	\$90,000	
40-51.570-5830-P0041	CAP IMPROVEMENTS BLDG Kracklauer Playground	\$200,000	
	Bathrooms at Kracklauer	\$200,000	
40-51.570-5835	CAP IMPROVEMENTS LAND	\$179,600	
	Steeple Chase Paths	\$20,000	Total project \$25,000. ADA portion \$5,000.
	Longmeadow Woodland Path	\$39,600	Total project \$44,000. ADA portion \$4,400.
	Playground Replacement at Big & Little	\$120,000	Total project \$150,000. ADA portion \$30,000.
40-51.570-5850	ROADWAYS	\$35,000	
	Golf Maint Driveway	\$35,000	

Updated 10/14/2024

Capital Development Projects Not Included:

- Dolan Recreation Center Expansion
- Wetland Mitigation Banking
- Steeple Chase Clubhouse and Course
- Keith Mione Grant Project
- Barefoot Bay and Spray Park
- Diamond Lake Drudging and Acutal Master Plan Improvments



**MUNDELEIN PARK &
RECREATION DISTRICT**

**REGULAR BOARD MEETING
October 14, 2024
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 14th day of October 2024 at 7:30 o’clock p.m. at Regent Center, 1200 Regent Drive, Mundelein, Illinois.

AGENDA

Call to Order:

Pledge of Allegiance:

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

Statement of Visitors:

Approval of Minutes: Local Government Efficiency Committee Meeting 09-30-2024
Special Committee Meeting 09-30-2024 and Special Board Meeting 09-30-2024

Approval of Disbursements: Warrants: 092924, 100424, 100824, 101124 and 101424 = \$497,540.34

Correspondence: None

Old Business: 1. Wetland Mitigation Banking
2. 2025 Proposed Capital Maintenance

New Business: 1. Approve of Board Policy Manual – Amendments
2. Approve of Ordinance 24-10-01-O – An Ordinance Regulating the Use of Power-Driven Mobility Devices Other Than Wheelchairs
3. Approve of Ordinance 24-10-02-O An Ordinance Regulating the Use of Micromobility Devices
4. Approve of Rules and Regulations – Amendments – Policy 2.15, 2.16 and 5.28

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);
Litigation 5 ILCS 120/2 (c)(11)

Action on Items Discussed in Executive Session, if Necessary

Adjournment

Rules for Public Comment:

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Approved 4/14/2014 Board Meeting

MINUTES
Mundelein Park & Recreation District
Local Government Efficiency Committee Meeting
September 30, 2024

The Local Government Efficiency Committee Meeting of the Mundelein Park & Recreation District, Mundelein, Lake County, Illinois, was called to order at 6:00 p.m. at the Regent Center, 1200 Regent Drive, Mundelein, Illinois.

Present were Committee Members BURTON, FRASIER, GREENBERG, McGRATH, ORTEGA, and KNUDSON.

Member PONSARAN was absent with prior notice.

Staff present was Executive Director SALSKE.

Statement of Visitors: None.

Commissioner KNUDSON requested a motion to approve the minutes of the Local Government Efficiency Committee Meeting on August 12, 2024. Committee Member GREENBERG moved to approve the minutes of the Local Government Efficiency Committee Meeting on August 12, 2024, second by Committee Member FRASIER. Commissioner KNUDSON repeated the motion, asked if there were any additional corrections or additions. None were raised. A voice vote was taken with all voting yes.

Commissioner KNUDSON asked if there was any new business.

Commissioner KNUDSON requested a motion to approve of Local Government Efficiency Final Report for Mundelein Park & Recreation District. Committee Member ORTEGA moved to approve Local Government Efficiency Final Report for Mundelein Park & Recreation District, second by Committee Member GREENBERG. Commissioner KNUDSON repeated the motion, asked if there were any questions. None were raised. A roll call vote was taken with Committee Members ORTEGA, GREENBERG, BURTON, FRASIER, McGRATH and KNUDSON voting yes.

There being no further business, Committee Member GREENBERG moved to adjourn at 6:05 p.m., second by Committee Member BURTON. A voice vote was taken with all voting yes.

Secretary

MINUTES
Mundelein Park & Recreation District
Special Committee Meeting
September 30, 2024

The Special Committee Meeting of the Board of Park Commissioners of the Mundelein Park & Recreation District, Mundelein, Lake County, Illinois, was called to order at 6:15 p.m.

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

Staff present were Executive Director SALSKI, Director BERG, Director FOSTER, Director KARL, and Director McINERNEY.

Visitor present was Ron Greenberg.

President KNUDSON asked if any visitors wanted to make a comment. None were made.

President KNUDSON asked if there were topics from the Regular Meeting agenda to discuss.

Executive Director SALSKI presented the Board Policy Manual revisions. He presented the main revisions. Commissioner ORTEGA explained the reasons for the changes with the Vacancy section. Executive Director SALSKI presented the many revisions in the last section. Board Members were supportive of the revisions.

Director BERG discussed a high-level overview of outdoor Summer Aquatics. He stated Barefoot Bay had good weather this summer. He said Manager Duffy did a great job opening and closing despite some bad weather days. Director BERG mentioned the decreased daily fees for Barefoot Bay were partly due to increased membership revenue and bad weather days. He went through the survey noting details on page two. He mentioned Summer Camps went well. He stated the Health and Fitness Center had seen an increase in use after a brief decline. He added that comments about staff were “excellent”. He mentioned the recommendations in the survey. Commissioner BURTON suggested adding an expense line and net surplus/deficit to the report. Executive Director SALSKI and Director BERG agreed. Commissioner ORTEGA asked if the District was going to research incorporating AI. Director BERG replied that he received mixed results for that in the survey. Commissioner McGRATH asked if the responses were age-based. Director BERG responded that our main age group was 50+ years. President KNUDSON asked about Aquatic staffing levels. He wondered if in the beginning of the season there was overstaffing. Director BERG replied that on cooler days, staff hours were reduced, or the Bay was closed entirely. He said Concession employees were sent home but it was a safety requirement to keep the number of guards present. Director BERG said the District had more staff on payroll, which didn’t equate to more employees working. President KNUDSON asked approximately how many guests were at Diamond Lake Beach during the week. Director BERG replied about 5-10 only.

Director Karl presented 2025 fees for the golf course and the importance of adjusting rates before more residents move into the community. There was a large discrepancy between residents and non-residents and more residents would impact the financials. Commissioner ORTEGA asked about Senior pricing. Commissioner ORTEGA asked about raising the age to 65 years of age. The Board had a lengthy discussion defining the age of a Senior that would qualify for reduced fees. Board Members had a variety of questions about the age groups of golf, health and fitness center, Regent Center and Barefoot Bay. Executive Director SALSKI suggested the age discussion was about policy while the important discussion was fees. Board

Members agreed. Commissioner ORTEGA suggested communicating to members on the website and on the Club TV screens. Director KARL discussed course comparisons and said he believes the Club is a Tier 1 course. Commissioner McGRATH stated that if it goes through, the District would be higher than Tier 1. Director KARL responded that it would maintain the quality of the course. President KNUDSON asked if those were competitor's prices and would prices still go up. Director KARL explained all the various rates and impacts. He suggested having a consistent \$10 separation between residents and non-residents which would impact residents more in 2025. President KNUDSON asked if the weekend rate was high enough even if the spread was \$11. Director KARL and Executive Director SALSKI recommended the current approach.

The Board agreed to discuss Recreation Facility pricing during Director Berg's report.

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

Secretary

MINUTES
Mundelein Park & Recreation District
Special Board Meeting
September 30, 2024

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

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

Staff present included Director BERG, Director FOSTER, Director KARL, Director McINERNEY, and Executive Director SALSKI.

No visitors were present.

President KNUDSON requested a motion to approve the minutes of the Committee and Regular Meetings on September 9, 2024 and Special Committee Meeting on September 20, 2024. Commissioner FRASIER moved to approve the minutes of the Committee and Regular Meetings on September 9, 2024 and Special Committee Meeting on September 20, 2024, second by Commissioner ORTEGA. President KNUDSON repeated the motion, asked if there were any corrections or additions. None were raised. A voice vote was taken with all voting yes.

President KNUDSON read the Warrants needed to be approved. Commissioner ORTEGA moved to approve Warrants: 091324, 092324, 092424, 092724 and 093024 = \$847,869.05, second by Commissioner McGRATH. President KNUDSON repeated the motion, asked if there were any questions. None were raised. A roll call vote was taken with Commissioners ORTEGA, McGRATH, BURTON, FRASIER, and KNUDSON voting yes.

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

President KNUDSON requested a motion to file the August Police Report. Commissioner ORTEGA moved to place the August Police Report on file, second by Commissioner FRASIER. President KNUDSON repeated the motion and asked if there were any questions. None were raised. A voice vote was taken with all voting yes.

President KNUDSON asked if there was any correspondence. Executive Director SALSKI stated there was none.

President KNUDSON stated there was no Old Business. Executive Director SALSKI stated there was none.

President KNUDSON requested a motion to approve Rainbird Agreement and Cirrus Pro Software. Commissioner McGRATH moved to approve Rainbird Agreement and Cirrus Pro Software, second by Commissioner ORTEGA. Director McINERNEY commented that this was a 3-year agreement and each year the District will report it as an expense. She added that the software was thought to be a 3-year license, but it is not. The District will pay the entire \$15,000 upfront and own it. President KNUDSON repeated the motion, asked if there were any questions. A roll call vote was taken with Commissioners McGRATH, ORTEGA, BURTON, FRASIER, and KNUDSON voting yes.

President KNUDSON requested a motion to approve Quadient Leasing USA, Inc. Agreement. Commissioner ORTEGA moved to approve Quadient Leasing USA, Inc. Agreement, second by Commissioner BURTON. President KNUDSON repeated the motion, asked if there were any questions. None were raised. A roll call vote was taken with Commissioners ORTEGA, BURTON, FRASIER, McGRATH, and KNUDSON voting yes.

President KNUDSON asked if there was any Board Business. Commissioner McGRATH introduced a resident of Mundelein, Susan Nowicki, who joined the Foundation. He said the Foundation has energy and working on a future fundraiser. He said there were a lot of opportunities and liked the direction. Commissioner BURTON commented that she met with Executive Director SALSКИ and Director McINERNEY regarding the Budget process and thanked District staff for their work.

President KNUDSON asked for Staff Reports.

Executive Director SALSКИ reminded the Board about the Legal Symposium. Commissioner FRASIER stated he would attend. He informed the Board about the October 14 meeting as Wetland Mitigation Banking credits were exceeding \$1.0 million. He stated Gewalt Hamilton would share costs associated with the projects. He explained the OSLAD submittal and approach. He said the District would reduce the scope without getting penalized.

Director BERG discussed the Recreation Report and focused on the pricing memorandum. He talked about proposed pricing such as adding a fee to the Spray Park which would help reduce expenses. Commissioner BURTON asked about offering a punch card. Director BERG replied that it was possible. He talked about Regent Center. He recommended changing the annual commitment for the Health & Fitness Center. Commissioner BURTON asked how much a \$5 increase would translate in revenue. He replied, \$54,000. Director BERG suggested that Boat Launch permit offers a motorized and non-motorized option. He stated that facility and lighted field rentals had increased. He increased Garden Plot revenue due to higher demand. He added that shelters were in demand and costs for maintaining them had increased. He said Learning Center changes would be implemented in September of 2025.

Director FOSTER presented the Park & Facility Maintenance Report and presented concerns with the Spray Park. He gave a background of the current location and importance to move above ground. His preliminary costs were \$500,000. Board Members requested more estimates.

Director McINERNEY presented the Business Services & Technology report. She referred to the Finance Report in the Board binder. Commissioner ORTEGA asked who protects the District from cyberattacks. Director McINERNEY replied the District has a layered approach that included several programs and policies.

President KNUDSON acknowledged the Service Anniversaries of Kathy Staufienbiel 28 years, Deb Engdahl 23 years, Elizabeth Bedolla 9 years, Kelsey Fuller 5 years, Melinda Agosto 4 years, Omar Vazquez 4 years, and Kyle Berg 1 year.

There being no further business, Commissioner ORTEGA moved to adjourn at 8:33 p.m., second by Commissioner McGRATH. A voice vote was taken with all voting yes.

Secretary

Warrants for Board Meeting 10/14/24		
Warrant Number	Amount	
092924	439.15	
100424	33,709.68	
100824	4,421.43	
101124	263,112.99	
101424	195,857.09	
Total	497,540.34	

Mundelein Park District
Warrant Report

Date Paid 09/29/2024

092924

Check #	Vendor Name	Invoice Description	Fund Charged	Department Charged	Amount
497	KLOSS DISTRIBUTING CO INC	BEER - KLOSS	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$439.15
				Check Total:	\$439.15

Warrant Total: \$439.15

Mundelein Park District Warrant Report

1/7

100424

Check Run Date: 10/04/2024

Vendor Name	Invoice #	Invoice Date	Invoice Description	GL Number/Description	Amount
360TRAINING.COM					
	21058844	09/03/24	BASSET TRAINING - MEGAN HANSEN	10-13.115-5330 CONT ED-TRAINING	\$14.99
				VENDOR TOTAL:	\$14.99
A WISH COME TRUE					
	1341179	08/28/24	2025 COMPANY DANCE COSTUMES	20-00.000-1202 OPERATING SUPPLIES	\$882.86
				VENDOR TOTAL:	\$882.86
ADOBE					
	2857747058	08/27/24	SEPTEMBER ADOBE LICENSES	10-11.100-5260 TECHNOLOGY LICENSES AND FEE!	\$185.95
	2857747058	08/27/24	SEPTEMBER ADOBE LICENSES	20-20.200-5260 TECHNOLOGY LICENSES AND FEE!	\$185.95
				VENDOR TOTAL:	\$371.90
ALBERTSONS COMPANIES INC					
	00056465	09/04/24	STAFF RELATION CARDS	20-24.282-5333 STAFF RELATIONS	\$18.36
	00097045	08/30/24	CAKE DECORATING PROGRAM SUPPLIES	20-33.213-5312 Program Supplies	\$121.85
	00006060	09/10/24	STAFF RELATIONS CARD	20-24.282-5333 STAFF RELATIONS	\$4.99
	00025412	09/04/24	STAFF GIFT CARDS	20-24.282-5333 STAFF RELATIONS	\$10.00
	00025169	09/20/24	DIAMOND LAKE FOCUS GROUP REFRESHMENTS	10-11.100-5334 PUBLIC RELATIONS	\$45.45
	00051920	09/24/24	APPLES	20-24.282-5312 PROGRAM SUPPLIES	\$9.39
				VENDOR TOTAL:	\$210.04
AMAZON					
	114-8291391-2	08/27/24	PPE - RESPIRATORS	10-12.110-5345 UNIFORMS/PPE	\$23.98
	114-3534156-7	08/27/24	TONER CARTRIDGES - 3RD FLOOR ADMIN	10-11.100-5311 OFFICE SUPPLIES	\$99.40
	114-3534156-7	08/27/24	TONER CARTRIDGES - 3RD FLOOR ADMIN	20-20.200-5311 OFFICE SUPPLIES	\$149.10
	114-5761869-3	08/27/24	OFFICE SUPPLIES - 3RD FLOOR ADMIN	10-11.100-5311 OFFICE SUPPLIES	\$19.45
	114-5761869-3	08/27/24	OFFICE SUPPLIES - 3RD FLOOR ADMIN	20-20.200-5311 OFFICE SUPPLIES	\$29.18
	112-4669393-7	08/29/24	POCKET CPR SHIELDS	10-34.520-5330 CONT ED - TRAINING	\$26.90
	112-3308042-7	09/04/24	SHELVING	20-21.206-5312 PROGRAM SUPPLIES	\$54.98
	112-3419525-3	09/04/24	LYSOL WIPES	20-21.206-5316 CUSTODIAL SUPPLIES	\$51.88
	113-4805209-2	09/03/24	ROUTER FOR SPLITTING INTERNET CONNECTIONS	10-11.100-5314 COMPUTER SUPPLIES	\$139.74
	113-5073002-0	08/30/24	EQUIPMENT FOR MCC CAMERA PROJECT	40-51.570-5810- CAPITAL EQUIPMENT	\$28.98
	112-7555996-9	09/05/24	PLAY-DOH	20-24.282-5312 PROGRAM SUPPLIES	\$21.99
	112-8488920-1	09/04/24	CANDY FOR BRATFEST	20-27.270-5322 ADS - PROMOTIONS	\$60.96
	112-2357610-8	09/05/24	CARPET SWEEPERS	20-21.206-5316 CUSTODIAL SUPPLIES	\$43.98
	112-4721980-5	09/06/24	ACRYLIC FRAMES	20-27.270-5312 PROGRAM SUPPLIES	\$21.79
	111-5923467-4	09/06/24	2025 DANCE RECITAL COSTUME PROPS	20-00.000-1202 OPERATING SUPPLIES	\$252.91
	113-1833523-8	09/06/24	STICKY INDEX TABS	20-25.300-5311 OFFICE SUPPLIES	\$6.99
	113-4654776-3	09/06/24	BARBELL SEATED ROW HANDLE	20-25.300-5310 OPERATING SUPPLIES	\$47.99
	112-7185137-5	09/09/24	PROGRAM SUPPLIES - FOLDERS	20-24.282-5312 PROGRAM SUPPLIES	\$77.85
	112-6360154-9	09/10/24	PROGRAM SUPPLIES-TODDLER UTENSILS AND BIBS	20-24.282-5312 PROGRAM SUPPLIES	\$51.96
	111-7840741-5	09/11/24	KEY LOCK BOX - KRACKLAUER GAZEBO	10-12.110-5375 GROUNDS MAINTENANCE	\$37.16
	112-7194421-3	09/16/24	APPLE CRAFTS FOR 1/2 DAY OF SCHOOL	20-27.270-5312 PROGRAM SUPPLIES	\$72.95
	113-7748630-2	09/16/24	CYBERSECURITY MONTH PRIZE	10-11.100-5333 STAFF RELATIONS	\$35.00
	113-7939955-9	09/16/24	OFFICE SUPPLIES - LAMINATING COVERS	20-22.225-5311 OFFICE SUPPLIES	\$13.31
	114-0028963-5	09/08/24	PAPER HAND TOWELS	10-13.115-5316 CUSTODIAL SUPPLIES	\$265.96
	113-1406776-2	09/17/24	RETURN OF CYBERSECURITY AWARENESS MONTH PRIZE	10-11.100-5333 STAFF RELATIONS	\$(35.00)
	112-1110636-2	09/18/24	PROGRAM SUPPLIES-LAMINATORS	20-24.282-5312 PROGRAM SUPPLIES	\$59.38
	112-5118773-8	09/18/24	BOOK SHELF	20-24.282-5367 FURNITURE/FIX <\$1,000	\$31.94
	114-4577933-5	09/18/24	FOAM MARKER SYSTEM	10-12.110-5362 SMALL TOOLS-EQUIPMENT	\$393.92
	114-6044340-2	09/19/24	PARK PICKLEBALL NETS	10-12.110-5375 GROUNDS MAINTENANCE	\$389.00
	111-1083194-2	09/12/24	REGENT CENTER WATER BOTTLE SENSOR	20-23.280-5370 BUILDING MAINTENANCE	\$148.90
	111-3173448-1	08/28/24	VINYL STICKER ARROW TAPE	20-26.420-5370 BUILDING MAINTENANCE	\$18.09

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Vendor Name Invoice #	Invoice Date	Invoice Description	GL Number/Description	Amount
113-8085358-7	09/10/24	CABLES	10-11.100-5314 COMPUTER SUPPLIES	\$34.05
114-4473472-8	09/07/24	2024 DADDY DAUGHTER SPECIAL EVENT CRAFT AND DECOR SUPPLIES	20-20.219-5312 PROGRAM SUPPLIES	\$374.93
114-4733279-3	09/12/24	BIRTHDAY PARTY SUPPLIES	20-20.219-5312 PROGRAM SUPPLIES	\$40.46
114-5503055-1	09/12/24	BIRTHDAY PARTY SUPPLIES	20-20.219-5312 PROGRAM SUPPLIES	\$60.98
114-5832222-0	09/04/24	2024 DADDY DAUGHTER SPECIAL EVENT CRAFT SUPPLIES	20-20.219-5312 PROGRAM SUPPLIES	\$52.48
114-6022985-8	09/04/24	2024 DADDY DAUGHTER CRAFT SUPPLIES	20-20.219-5312 PROGRAM SUPPLIES	\$220.91
114-6173385-5	09/09/24	2024 DADDY DAUGHTER ACTIVITY SUPPLIES	20-20.219-5312 PROGRAM SUPPLIES	\$66.58
114-7530296-5	09/18/24	BIRTHDAY PARTY SUPPLIES	20-20.219-5312 PROGRAM SUPPLIES	\$26.99
786605698790	09/08/24	AMAZON PRIME RENEWAL	10-11.100-5321 DUES - SUBSCRIPTIONS	\$249.50
786605698790	09/08/24	AMAZON PRIME RENEWAL	20-20.200-5321 DUES - SUBSCRIPTIONS	\$249.50
113-1406776-2	09/12/24	CYBERSECURITY AWARENESS MONTH PRIZES	10-11.100-5333 STAFF RELATIONS	\$105.00
112-1257579-2	09/23/24	BOO BASH SUPPLIES	20-21.206-5312 PROGRAM SUPPLIES	\$54.26
112-2924186-0	09/20/24	TABLET CASE	20-21.206-5314 COMPUTER SUPPLIES	\$14.84
112-3972405-4	09/23/24	DOT MARKERS	20-24.282-5312 PROGRAM SUPPLIES	\$29.97
113-8386268-5	09/23/24	BFB IRRIGATION REPAIR	20-26.420-5375 GROUNDS MAINTENANCE	\$152.80
114-2458711-9	09/24/24	MOWING EQUIPMENT TIRES	10-12.110-5360 EQUIPMENT MAINTENANCE/SUPPLIES	\$293.66
114-2965230-3	09/19/24	MOWER BELTS	10-12.110-5360 EQUIPMENT MAINTENANCE/SUPPLIES	\$75.52
111-0947535-9	09/25/24	STAINLESS STEEL FASTENERS	10-12.110-5317 SHOP SUPPLIES	\$14.12
111-7994736-9	09/26/24	LARGE TARPS	10-12.110-5375 GROUNDS MAINTENANCE	\$167.56
114-8105395-5	08/27/24	70TH ANNIVERSARY SUPPLIES	20-20.219-5312 PROGRAM SUPPLIES	\$7.99
112-6462868-3	09/19/24	SENIOR HOMECOMING CORSAGES	20-23.280-5312 PROGRAM SUPPLIES	\$79.98
114-3418443-8	09/18/24	BIRTHDAY PARTY PLATES AND SUPPLIES	20-20.219-5312 PROGRAM SUPPLIES	\$82.97
D01-4617271-E	08/28/24	AMAZON MUSIC UNLIMITED	20-24.282-5321 DUES - SUBSCRIPTIONS	\$16.99

VENDOR TOTAL:	\$5,112.66
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AMERICAN SAFETY AND HEALTH

2096388	09/04/24	CPR/FIRST AID	10-13.115-5330 CONT ED-TRAINING	\$84.80
2096388	09/04/24	CPR/FIRST AID	10-12.110-5330 CONT ED-TRAINING	\$21.20
2096388	09/04/24	CPR/FIRST AID	20-20.200-5330 CONT ED-TRAINING	\$31.80
2096388	09/04/24	CPR/FIRST AID	10-11.100-5330 CONT ED - TRAINING	\$31.80

VENDOR TOTAL:	\$169.60
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APPLE HOLLER

046780	09/06/24	APPLE HOLLER FIELD TRIP DEPOSIT	20-27.270-5357 FIELD TRIP EXPENSES	\$100.00
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VENDOR TOTAL:	\$100.00
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APPLE/ITUNES

MV6KFW12MB	08/31/24	APPLE STORAGE - CRONKHITE	10-12.110-5321 DUES - SUBSCRIPTIONS	\$0.99
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VENDOR TOTAL:	\$0.99
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APPRIVER

3133291	08/18/24	MICROSOFT 365 LICENSES AUGUST 2024	10-11.100-5260 TECHNOLOGY LICENSES AND FEE!	\$762.60
3133291	08/18/24	MICROSOFT 365 LICENSES AUGUST 2024	20-20.200-5260 TECHNOLOGY LICENSES AND FEE!	\$762.60

VENDOR TOTAL:	\$1,525.20
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ARLINGTON POWER EQUIPMENT INC

207157	09/10/24	SMALL HONDA GENERATOR	10-12.110-5362 SMALL TOOLS-EQUIPMENT	\$989.99
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VENDOR TOTAL:	\$989.99
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Bill's Pizza & Pub

069466	09/17/24	CYBERSECURITY AWARENESS MONTH PRIZE	10-11.100-5333 STAFF RELATIONS	\$80.00
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VENDOR TOTAL:	\$80.00
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BRIGHTWHEEL

4273-1648	09/20/24	BRIGHTWHEEL APP	20-24.282-5340 OPERATING EXPENSES	\$180.00
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Vendor Name	Invoice #	Invoice Date	Invoice Description	GL Number/Description	Amount
VENDOR TOTAL:					\$180.00
BUTTERBALL TURKEY GIFT					
6600-1579-226	08/28/24	2024 EMPLOYEE BUTTERBALL TURKEY GIFT CHECKS	10-11.100-5333	STAFF RELATIONS	\$902.37
6600-1579-226	08/28/24	2024 EMPLOYEE BUTTERBALL TURKEY GIFT CHECKS	20-20.200-5333	STAFF RELATIONS	\$902.36
VENDOR TOTAL:					\$1,804.73
CALLMULTIPLIER.COM					
090524	09/05/24	CALL MULTIPLIER-STAFF MESSAGE SYSTEM	10-11.100-5321	DUES - SUBSCRIPTIONS	\$282.10
VENDOR TOTAL:					\$282.10
CHDS LLC					
149286	09/26/24	CONCRETE DISPOSAL - FROM SPORTS COMPLEX	10-12.110-5375	GROUNDS MAINTENANCE	\$51.00
VENDOR TOTAL:					\$51.00
CHICAGO TRIBUNE					
091824	09/18/24	DIGITAL MONTHLY SUBSCRIPTION TO THE CHICAGO TRIBUNE	10-11.100-5321	DUES - SUBSCRIPTIONS	\$27.72
VENDOR TOTAL:					\$27.72
COMCAST					
1401 MIDLOTH	08/07/24	INTERNET MCC	20-25.300-5328	INTERNET	\$107.45
1401 MIDLOTH	08/07/24	INTERNET MCC	20-20.200-5328	INTERNET	\$107.45
CHEVY CHASE	08/09/24	INTERNET	10-13.117-5328	INTERNET	\$119.85
REGENT 08092	08/09/24	REGENT CENTER - INTERNET	20-23.280-5328	INTERNET	\$119.85
DIAMOND LAKI	08/16/24	INTERNET - DLRC	20-20.204-5328	Internet	\$164.85
LA VISTA 0814	08/14/24	INTERNET	10-13.115-5328	INTERNET	\$197.85
NOEL 082824	08/28/24	MUSEUM - INTERNET	10-29.500-5328	INTERNET	\$134.90
KRACKLAUER 0	08/28/24	KDS INTERNET	20-31.220-5328	INTERNET	\$119.85
VENDOR TOTAL:					\$1,072.05
DELTA AIRLINES					
F66A5S	09/23/24	NRPA CONFERENCE AIRFARE - BERG	20-20.200-5330	CONT ED-TRAINING	\$437.95
VENDOR TOTAL:					\$437.95
DISCOUNT DANCE SUPPLY					
34498180	08/28/24	2025 DANCE COSTUMES	20-00.000-1202	OPERATING SUPPLIES	\$258.95
34502150	09/06/24	DANCE SPRING 2025 RECITAL COSTUMES	20-00.000-1202	OPERATING SUPPLIES	\$507.28
34535603	09/25/24	COSTUMES FOR SPRING 2025 RECITAL	20-00.000-1202	OPERATING SUPPLIES	\$212.31
VENDOR TOTAL:					\$978.54
DOLLAR TREE					
045304	08/30/24	CAKE DECORATING PROGRAM SUPPLIES	20-33.213-5312	Program Supplies	\$23.75
045304	08/30/24	CAKE DECORATING PROGRAM SUPPLIES	20-00.000-1110	SALES TAX	\$1.40
071544	09/25/24	REGENT CENTER - BETSEY MEANS AS JANE ADDAMS TABLE COVERINGS	20-23.280-5312	PROGRAM SUPPLIES	\$13.75
019849	09/12/24	DADDY DAUGHTER ACTIVITY SUPPLIES	20-20.219-5312	PROGRAM SUPPLIES	\$45.00
048898	09/12/24	CRAFT CLUB SUPPLIES - RESIN	20-33.212-5312	PROGRAM SUPPLIES	\$13.75
VENDOR TOTAL:					\$97.65
DUNKIN DONUTS					
066139	09/12/24	STAFF GIFT CARD	20-24.282-5333	STAFF RELATIONS	\$5.00
073430	09/04/24	STAFF GIFT CARD	20-24.282-5333	STAFF RELATIONS	\$5.00
088074	08/27/24	EXECUTIVE DIRECTOR STAFF MEETING REFRESHMENTS	10-11.100-5333	STAFF RELATIONS	\$91.15

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Vendor Name	Invoice #	Invoice Date	Invoice Description	GL Number/Description	Amount
VENDOR TOTAL:					\$101.15
GLMV CHAMBER OF COMMERCE					
091224	09/12/24	CHAMBER LUNCHEON - OUIMET	10-11.100-5330	CONT ED - TRAINING	\$35.00
VENDOR TOTAL:					\$35.00
GOODWILL					
011471	08/30/24	CAKE DECORATING PROGRAM SUPPLIES	20-33.213-5312	Program Supplies	\$6.96
VENDOR TOTAL:					\$6.96
HOBBY LOBBY					
038808	09/11/24	2024 CRAFT CLUB JEWELRY SUPPLIES	20-33.212-5312	PROGRAM SUPPLIES	\$103.64
VENDOR TOTAL:					\$103.64
HR SOURCE					
57164	09/10/24	HR SOURCE EMPLOYMENT LAW CONFERENCE - BANNON	10-11.100-5330	CONT ED - TRAINING	\$329.00
57177	09/11/24	HR SOURCE EMPLOYMENT LAW CONFERENCE - BREWER	10-11.100-5330	CONT ED - TRAINING	\$329.00
VENDOR TOTAL:					\$658.00
ILL PARK & RECREATION ASSOC					
36694	08/28/24	HR SYMPOSIUM - BREWER	10-11.100-5330	CONT ED - TRAINING	\$40.00
090324	09/03/24	IPRA JOB POSTING - FULL-TIME CHILD CARE TEACHER	20-24.282-5322	ADS - PROMOTIONS	\$315.00
ZNXHY	09/25/24	2025 STATE CONFERENCE REGISTRATION - MORAVEC	20-00.000-1202	CONT ED-TRAINING	\$480.00
VENDOR TOTAL:					\$835.00
ILLINOIS GAMING BOARD					
20071399	09/13/24	GAMING LICENSE	10-13.115-5340	OPERATING EXPENSES	\$102.25
VENDOR TOTAL:					\$102.25
ILLINOIS SECRETARY OF STATE					
29426509	09/03/24	CERTIFICATE OF GOOD STANDING	20-24.282-5340	OPERATING EXPENSES	\$6.00
VENDOR TOTAL:					\$6.00
JIMMY JOHNS					
074596	09/20/24	BOARD MEETING LUNCH	10-11.100-5335	BOARD EXPENSES	\$120.38
074596	09/20/24	BOARD MEETING LUNCH	20-20.200-5335	BOARD EXPENSES	\$51.59
VENDOR TOTAL:					\$171.97
LENNIC GROUP LTD					
T01-239576	08/29/24	CIGARS	10-13.116-5308	TOBACCO PRODUCTS	\$890.18
VENDOR TOTAL:					\$890.18
LIBERTYVILLE GYMNASTICS ACADEMY					
061003	09/25/24	LIBERTYVILLE GYMNASTICS ACADEMY FIELD TRIP	20-24.282-5357	FIELD TRIP EXPENSES	\$386.00
VENDOR TOTAL:					\$386.00
MAMBO ITALIANO					
095237	09/06/24	SAMPLE LOCAL LUNCH	20-23.280-5312	PROGRAM SUPPLIES	\$189.00
VENDOR TOTAL:					\$189.00
META					
9MXR898MH2	08/31/24	META AD PROMOTING FALL REGISTRATION	20-20.200-5337	MARKETING	\$34.93

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Invoice #	Invoice Date	Invoice Description	GL Number/Description	Amount
DASR898MH2	08/31/24	AD PROMOTING LONG-TERM DANCE	20-31.207-5337 MARKETING	\$69.96
YWJEABYMH2	09/20/24	AD FOR ADULT CULINARY PROGRAMS	20-33.200-5337 MARKETING	\$25.19
WFAU4AUKC2	09/21/24	AD PROMOTING BACK TO SCHOOL DEAL	20-25.300-5337 MARKETING	\$17.02
VENDOR TOTAL:				\$147.10

MICHAEL'S

065834	08/30/24	CAKE DECORATING PROGRAM SUPPLIES	20-33.213-5312 Program Supplies	\$9.13
VENDOR TOTAL:				\$9.13

NICOR GAS

25069310008 C	09/03/24	NATURAL GAS	10-13.117-5219 NATURAL GAS	\$49.68
46150410002 C	09/04/24	NATURAL GAS	10-13.115-5219 NATURAL GAS	\$363.85
VENDOR TOTAL:				\$413.53

NORTH SHORE GAS

NOEL 081224	08/12/24	MUSEUM - NATURAL GAS	10-29.500-5219 NATURAL GAS	\$50.82
1401 MIDLOTH	08/16/24	MCC NATURAL GAS	20-20.205-5219 NATURAL GAS	\$59.18
1401 MIDLOTH	08/16/24	MCC NATURAL GAS	20-24.282-5219 NATURAL GAS	\$88.77
1401 MIDLOTH	08/16/24	MCC NATURAL GAS	20-25.300-5219 NATURAL GAS	\$236.73
1401 MIDLOTH	08/16/24	MCC NATURAL GAS	20-30.400-5219 NATURAL GAS	\$207.14
BAY POOL 0810	08/16/24	BFB GAS	20-26.420-5219 NATURAL GAS	\$2,177.37
BAY CONCSSNK	09/12/24	NATURAL GAS - BFB CONCESSIONS	20-26.420-5219 NATURAL GAS	\$167.47
SEYMOUR 0911	09/11/24	GAS - KRACKLAUER	20-31.220-5219 NATURAL GAS	\$48.51
1501 MIDLOTH	09/12/24	PARK MAINTENANCE - NATURAL GAS	10-12.110-5219 NATURAL GAS	\$58.07
DIAMOND LAKE	09/11/24	DIAMOND LAKE - NATURAL GAS	20-20.204-5219 NATURAL GAS	\$98.01
REGENT 09122	09/12/24	REGENT CENTER - NATURAL GAS	20-23.280-5219 NATURAL GAS	\$67.07
DOLAN 091224	09/12/24	DRC NATURAL GAS	20-20.572-5219 NATURAL GAS	\$26.84
DOLAN 091224	09/12/24	DRC NATURAL GAS	20-22.572-5219 NATURAL GAS	\$20.13
DOLAN 091224	09/12/24	DRC NATURAL GAS	20-25.300-5219 NATURAL GAS	\$13.42
DOLAN 091224	09/12/24	DRC NATURAL GAS	20-27.244-5219 NATURAL GAS	\$13.42
DOLAN 091224	09/12/24	DRC NATURAL GAS	20-27.270-5219 NATURAL GAS	\$46.97
DOLAN 091224	09/12/24	DRC NATURAL GAS	20-31.220-5219 NATURAL GAS	\$13.42
VENDOR TOTAL:				\$3,393.34

ORIENTAL TRADING COMPANY, INC

732485296	08/26/24	WINTERFEST CRAFT - SPECIAL EVENT SUPPLIES	20-20.219-5312 PROGRAM SUPPLIES	\$188.79
732512868	08/28/24	2024 DADDY DAUGHTER PROGRAM SUPPLIES	20-20.219-5312 PROGRAM SUPPLIES	\$143.91
732895915	09/19/24	2024 WINTER FEST CRAFT SUPPLIES	20-20.219-5312 PROGRAM SUPPLIES	\$349.60
VENDOR TOTAL:				\$682.30

PDRMA

RSKMNGMNTN:	09/20/24	RMI CONFERENCE - SCHLEIDEN	10-34.520-5330 CONT ED - TRAINING	\$70.00
VENDOR TOTAL:				\$70.00

REVOLUTION DANCEWEAR

003644	08/30/24	DANCE COSTUMES 2025 SPRING RECITAL	20-00.000-1202 OPERATING SUPPLIES	\$1,314.05
VENDOR TOTAL:				\$1,314.05

SAFARI LAND

051984	09/12/24	DEPOSIT FOR SAFARI LAND FIELD TRIP ON NOVEMBER 5	20-27.270-5357 FIELD TRIP EXPENSES	\$190.00
VENDOR TOTAL:				\$190.00

SAMS CLUB

10203184550	08/22/24	RETIREMENT PARTY CAKE	20-20.200-5333 STAFF RELATIONS	\$40.98
10205279172	08/28/24	SNACKS FOR REC CONNECT	20-27.270-5309 FOOD AND SNACKS	\$592.84

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Vendor Name Invoice #	Invoice Date	Invoice Description	GL Number/Description	Amount
10213179802	09/23/24	REC CONNECT STUDENT SNACKS	20-27.270-5309 FOOD AND SNACKS	\$211.90
048911	09/12/24	2024 DADDY DAUGHTER PROGRAM SUPPLIES - SNACKS	20-20.219-5312 PROGRAM SUPPLIES	\$164.72
058401	09/13/24	2024 DADDY DAUGHTER SUPPLIES	20-20.219-5312 PROGRAM SUPPLIES	\$77.78
10204982559	08/27/24	2024 70TH ANNIVERSARY CELEBRATION - CUPCAKES	20-20.219-5312 PROGRAM SUPPLIES	\$111.86
10204825242	08/26/24	AM/PM SNACKS	20-24.282-5309 FOOD AND SNACKS	\$816.43
10207208036	09/06/24	REGENT COFFEE AND BETSEY MEANS SUPPLIES	20-23.280-5310 OPERATING SUPPLIES	\$102.24
10207208036	09/06/24	REGENT COFFEE AND BETSEY MEANS SUPPLIES	20-23.280-5312 PROGRAM SUPPLIES	\$58.80
10208209669	09/07/24	2024 DADDY DAUGHTER SNACK SUPPLIES	20-20.219-5312 PROGRAM SUPPLIES	\$145.58
VENDOR TOTAL:				\$2,323.13
SOCIETY HUMAN RESOURCE MGMT				
QFFC0GQ3	09/25/24	2025 SHRM CONFERENCE - BANNON	10-00.000-1202 CONT ED - TRAINING	\$449.48
VENDOR TOTAL:				\$449.48
SPEEDTALK SIM				
082824 GORDC	08/28/24	PARK CAMERA DATA PLAN - GORDON RAY	10-32.510-5360 EQUIPMENT MAINT/SUPPLIES	\$8.50
082824 REGEN	08/28/24	PARK CAMERA DATA PLAN - REGENT	10-32.510-5360 EQUIPMENT MAINT/SUPPLIES	\$8.50
092424 HANRA	09/24/24	PARK CAMERA DATA PLAN - HANRAHAN	10-32.510-5360 EQUIPMENT MAINT/SUPPLIES	\$8.50
092424 MEMOF	09/24/24	PARK CAMERA DATA PLAN - MEMORIAL	10-32.510-5360 EQUIPMENT MAINT/SUPPLIES	\$8.50
092424 REGEN	09/24/24	PARK CAMERA DATA PLAN - REGENT 2	10-32.510-5360 EQUIPMENT MAINT/SUPPLIES	\$8.50
VENDOR TOTAL:				\$42.50
SPOTIFY USA				
240644967815	09/08/24	BFB SPOTIFY	20-26.420-5340 OPERATING EXPENSES	\$11.99
VENDOR TOTAL:				\$11.99
STARBUCKS				
082046	09/17/24	CYBERSECURITY AWARENESS MONTH PRIZES	10-11.100-5333 STAFF RELATIONS	\$25.00
VENDOR TOTAL:				\$25.00
STEEPLE CHASE GOLF CLUB				
100401025116	09/10/24	STAFF UNIFORM - PAROLA	10-13.115-5345 UNIFORMS/PPE	\$48.00
VENDOR TOTAL:				\$48.00
TARGET				
043828	09/03/24	REGENT CENTER - BINGO AND LUNCH DESSERT	20-23.280-5312 PROGRAM SUPPLIES	\$11.98
029053	09/25/24	BETSEY MEANS FOOD	20-23.280-5312 PROGRAM SUPPLIES	\$57.43
VENDOR TOTAL:				\$69.41
TECHNOGYM USA CORP				
092424	09/24/24	MCC FITNESS FLOOR MACHINE HANDLE REPLACEMENT	20-25.300-5310 OPERATING SUPPLIES	\$354.76
VENDOR TOTAL:				\$354.76
THE DIRECTV GROUP INC				
038834400X24	09/22/24	MCC DIRECTV	20-25.300-5328 INTERNET	\$244.99
VENDOR TOTAL:				\$244.99
THE FLAG SHIRT				
073124.1	08/27/24	REFUND-FLAG SHIRT	10-11.100-5335 BOARD EXPENSES	\$(7.40)
073124.1	08/27/24	REFUND-FLAG SHIRT	20-20.200-5335 BOARD EXPENSES	\$(3.17)
VENDOR TOTAL:				\$(10.57)
UBER				

Mundelein Park District Warrant Report

Check Run Date: 10/04/2024

Vendor Name Invoice #	Invoice Date	Invoice Description	GL Number/Description	Amount
090124.1	09/03/24	UBER REFUND-WRONG CARD	20-00.000-1110 ACCOUNTS RECEIVABLE	\$(16.99)
090124	09/01/24	UBER-WRONG CARD	20-00.000-1110 ACCOUNTS RECEIVABLE	\$16.99
VENDOR TOTAL:				\$0.00
ULTIMATE DISTRIBUTING				
149584	09/10/24	STUDENT T-SHIRTS	20-27.270-5310 OPERATING SUPPLIES	\$1,638.00
VENDOR TOTAL:				\$1,638.00
VISTAPRINT				
VP_JOLJCV9J	09/12/24	PUNCH CARDS FOR THE REGENT CENTER	20-23.280-5323 PRINTING	\$48.78
VENDOR TOTAL:				\$48.78
WALGREENS				
009004	09/25/24	PICTURES-WALGREENS	20-21.206-5312 PROGRAM SUPPLIES	\$9.94
VENDOR TOTAL:				\$9.94
WALMART				
008007	09/23/24	SUGAR BOOK CLUB SUPPLIES	20-33.212-5312 PROGRAM SUPPLIES	\$16.83
008007	09/23/24	SUGAR BOOK CLUB SUPPLIES	20-00.000-1110 ACCOUNTS RECEIVABLE	\$0.36
VENDOR TOTAL:				\$17.19
WEISSMAN DESIGNS FOR DANCE				
0007131494	08/28/24	2025 DANCE COSTUMES - DANCE COMPNAY	20-00.000-1202 OPERATING SUPPLIES	\$1,047.78
0007135194	08/30/24	DANCE SPRING 2025 RECITAL COSTUMES	20-00.000-1202 OPERATING SUPPLIES	\$2,476.27
VENDOR TOTAL:				\$3,524.05
WHEN TO WORK, INC				
240910-40044!	09/10/24	SCHEDULE SERVICE RENEWEL- WHEN 2 WORK MCC	20-25.300-5310 OPERATING SUPPLIES	\$453.00
VENDOR TOTAL:				\$453.00
WILS CHI CHAPTER				
16519999	09/10/24	WILS MEMBERSHIP - MORAVEC	20-23.280-5321 DUES - SUBSCRIPTIONS	\$42.00
VENDOR TOTAL:				\$42.00
WORKBRIGHT				
1135832	08/30/24	MONSTER JOB POSTING - FULL-TIME CHILD CARE TEACHER	20-24.282-5322 ADS - PROMOTIONS	\$202.50
VENDOR TOTAL:				\$202.50
YOUTUBE TV				
091924	09/19/24	TV SERVICE	10-13.115-5340 OPERATING EXPENSES	\$72.99
VENDOR TOTAL:				\$72.99
ZOOM VIDEO COMMUNICATIONS, INC.				
INV272003437	09/07/24	ZOOM INVOICE	10-11.100-5340 OPERATING EXPENSES	\$15.99
INV272166076	09/08/24	ZOOM FITNESS	20-25.300-5340 OPERATING EXPENSES	\$15.99
INV274042287	09/22/24	BUSINESS SERVICES ZOOM ACCOUNT - SEPTEMBER	10-11.100-5340 OPERATING EXPENSES	\$15.99
VENDOR TOTAL:				\$47.97

Grand Total: \$33,709.68

Payroll ID: 178

Pay Period End Date: 10/05/2024 Check Post Date: 10/11/2024 Bank ID: A

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

Grand Totals for Payroll:

Pay Code Id	Hours	OT Hours	Cur. Amnt.	YTD Amnt.*	Ded/Exp Id	Cur. Amnt.	YTD Amnt.*
ACA NHI	0.00	0.00	384.65	6,923.70	ADDL IMRF 1	828.14	16,286.27
ANNIV	0.00	0.00	0.00	800.00	ADDL IMRF 2	2,093.39	40,771.88
AQBN	0.00	0.00	0.00	2,000.00	DENTAL	248.12	4,267.30
AQUA	0.00	0.00	0.00	329.91	DENTAL_ER	1,404.96	24,163.18
BACK PAY	0.00	0.00	0.00	0.00	EAP_ER	79.50	1,396.50
BON	0.00	0.00	0.00	652.26	FCC	480.78	10,096.38
CAR	0.00	0.00	500.00	5,000.00	FITW	14,280.42	283,652.61
COMP	0.00	0.00	0.00	327.13	FLH	540.42	11,348.82
CV19-1	0.00	0.00	0.00	0.00	GROUP LIFE	241.21	2,184.49
DBL	0.00	0.00	0.00	0.00	MEDICAL_HMO	1,201.95	21,518.15
EOY	0.00	0.00	0.00	1,000.00	MEDICAL_HMO_ER	6,810.98	121,934.34
EPTO	0.00	0.00	0.00	0.00	MEDICAL_PPO	3,716.78	61,837.44
ESSNTLCOMP	0.00	0.00	0.00	0.00	MEDICAL_PPO_ER	21,062.24	350,418.36
FNRL	0.00	0.00	0.00	8,571.15	MEDICARE_EE	2,888.29	56,183.42
GOLF LSSNS	0.00	0.00	0.00	5,779.20	MEDICARE_ER	2,888.29	56,183.42
HOL	0.00	0.00	0.00	104,452.87	NCPERS	16.00	304.00
INC	0.00	0.00	0.00	0.00	NWD	225.00	5,225.00
JRY	0.00	0.00	0.00	141.76	NWD %	48.37	1,059.90
LWP	0.00	0.00	0.00	0.00	NYL	53.34	1,120.14
NHI	0.00	0.00	1,538.50	34,154.70	PDMRA ADDL LIFE	299.65	5,005.25
OT	0.00	25.87	1,119.41	28,196.99	PEN_IM2	4,353.64	83,573.73
PATH2	0.00	0.00	0.00	5,890.00	PEN_IM2_ER	8,397.76	162,010.75
PER	52.00	0.00	1,313.67	34,977.94	PEN_IMR	2,479.04	51,209.92
REFERRAL	0.00	0.00	100.00	2,853.67	PEN_IMR_ER	4,781.80	98,777.82
REG	5,044.57	0.00	105,420.88	1,942,932.03	SITW	9,037.40	175,147.74
SALARY	480.00	0.00	81,806.37	1,579,736.63	SOCSEC_EE	12,349.69	240,232.46
SIC	96.00	0.00	2,955.55	45,723.35	SOCSEC_ER	12,349.69	240,232.46
SIN	32.00	0.00	1,262.54	21,837.97	STA	1,217.00	23,174.00
TFB	0.00	0.00	442.09	5,610.54	STA %	48.37	1,059.90
TIP	0.00	0.00	0.00	0.00	UN	234.47	4,395.84
TLI	0.00	0.00	134.07	2,278.50	VISION	44.30	768.64
VAC	192.05	0.00	8,197.04	139,580.34	VISION_ER	250.98	4,354.46
WELLNESS	8.00	0.00	246.97	4,803.36			

204,845.58

15,237.98

13,179.56

29,849.87

263,112.99

Gross Pay This Period	Deduction Refund	Ded. This Period	Net Pay This Period	Gross Pay YTD	Dir. Dep.	Expense This Period
204,845.58	0.00	56,684.56	148,161.02	3,976,681.46	143,828.11	58,267.41

Tax Type	State / Loc	App Wages	Prior Ded	Taxable Gross
Social Security		205,421.74	6,232.35	199,189.39
Medicare		205,421.74	6,232.35	199,189.39
Federal		205,421.74	14,603.77	190,817.97
State	IL	204,905.88	14,603.77	190,302.11
State	WI	515.86	0.00	515.86

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

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Check #	Vendor Name	Invoice Description	Fund Charged	Department Charged	Amount
140645	A BARR SALES, INC	CO2 GAS	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$154.00
Check Total:					\$154.00
140646	A JULES CONSTRUCTION LLC	CONSTRUCTION - KRACKLAUER GRANT PROJECT	CAPITAL IMPROVEMENT FUND	CAPITAL IMPROVEMENT	\$106,895.0
		CONSTRUCTION - KRACKLAUER GRANT PROJECT	CAPITAL IMPROVEMENT FUND	ASSETS	\$(10,689.5
Check Total:					\$96,205.50
140647	ACE HARDWARE	TIRE PUMP	RECREATION PROGRAM FUND	LEARNING CENTER	\$16.19
		CORD COVERS	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$26.99
		MUSEUM - DISPLAY CASE LED LIGHT TUBE	CORPORATE FUND	MUSEUM	\$13.49
		MAINTENANCE TOOLS- FASTENERS	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$3.56
		TARP SUPPLIES FOR SANDBOX	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$52.61
		IP FASTENERS	RECREATION PROGRAM FUND	MCC INDOOR POOL	\$3.23
		MCC ELECTRIC SUPPLIES	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$35.74
Check Total:					\$151.81
140648	ACUSHNET COMPANY	APPAREL	CORPORATE FUND	GOLF PRO SHOP	\$86.17
		CLUBS	CORPORATE FUND	GOLF PRO SHOP	\$616.88
		APPAREL	CORPORATE FUND	GOLF PRO SHOP	\$229.15
		CLUBS	CORPORATE FUND	GOLF PRO SHOP	\$589.52
		APPAREL - HOODIES	CORPORATE FUND	GOLF PRO SHOP	\$229.15
		CLUB - TITLEIST	CORPORATE FUND	GOLF PRO SHOP	\$165.98
Check Total:					\$1,916.85
140649	ALERTLINE COMMUNICATIONS LLC	MCC ELEVATOR PHONE	RECREATION PROGRAM FUND	MCC FACILITY	\$58.50
		MCC ELEVATOR PHONE	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$58.50
Check Total:					\$117.00
140650	ANN CHAMBERLAIN	TAI CHI PRORATED REFUND DUE TO NO CLASS	RECREATION PROGRAM FUND	ASSETS	\$15.83
Check Total:					\$15.83
140651	ANTHONY ANASZEWICZ	MEN'S SOFTBALL LEAGUE - 2ND PLACE PRIZE	RECREATION PROGRAM FUND	SOFTBALL LEAGUE - ADULT	\$100.00
Check Total:					\$100.00
140652	ARTHUR CLESEN INC	TEBUCONAZOLE	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$464.00
		PURE DISTINCTION SEED	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$904.00
		FACEPLATE	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$546.64
Check Total:					\$1,914.64
140653	AZ METRO DISTRIBUTORS LLC	BEVERAGE - ARNOLD PALMER	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$143.94
Check Total:					\$143.94
140654	BELLEFEUIL SZUR & ASSOCIATES				

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Check #	Vendor Name	Invoice Description	Fund Charged	Department Charged	Amount
		2025 BS&A CLOUD UPGRADE IMPLEMENTATION DOWN PAYMENT	CAPITAL IMPROVEMENT FUND	ASSETS	\$4,150.00
				Check Total:	\$4,150.00
140655	BODY ONE PRODUCTS, INC.				
		FITNESS CENTER WIPES	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$757.30
				Check Total:	\$757.30
140656	BREAKTHRU BEVERAGE ILLINOIS, LLC				
		LIQUOR - BREAKTHRU	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$596.33
				Check Total:	\$596.33
140657	BUHRMAN DESIGN GROUP INC				
		CONTRACTED LANDSCAPE MAINTENANCE	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$6,387.67
				Check Total:	\$6,387.67
140658	BURRIS EQUIPMENT CO				
		SLIT SEEDER	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$1,912.00
				Check Total:	\$1,912.00
140659	CHICAGO DISTRICT GOLF ASSOC				
		HANDICAP SERVICE	CORPORATE FUND	GOLF PRO SHOP	\$550.00
				Check Total:	\$550.00
140660	CINTAS CORP				
		TOWEL SERVICE	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$80.87
		TOWEL SERVICE	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$80.87
				Check Total:	\$161.74
140661	CITY ELECTRIC SUPPLY CO				
		KEITH MIONE OVERFLOW LOT SECURITY LIGHT REPAIR PARTS	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$84.00
				Check Total:	\$84.00
140662	CLAUDIA OSTER				
		PARK CLUB PROGRAM PROFESSIONAL SERVICES	RECREATION PROGRAM FUND	EARLY CHILDHOOD PROGR	\$122.50
				Check Total:	\$122.50
140663	ComEd				
		ELECTRIC - MCC	RECREATION PROGRAM FUND	MCC FACILITY	\$1,144.02
		ELECTRIC - MCC	RECREATION PROGRAM FUND	MCC FACILITY	\$(92.18)
		ELECTRIC - MCC	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$1,716.03
		ELECTRIC - MCC	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$(138.28)
		ELECTRIC - MCC	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$4,576.10
		ELECTRIC - MCC	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$(368.74)
		ELECTRIC - MCC	RECREATION PROGRAM FUND	MCC INDOOR POOL	\$4,004.08
		ELECTRIC - MCC	RECREATION PROGRAM FUND	MCC INDOOR POOL	\$(322.64)
		ELECTRIC - PARK MAINTENANCE	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$(116.13)
		ELECTRIC - PARK MAINTENANCE	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$366.35
		ELECTRIC - PARK MAINTENANCE	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$(177.44)
		ELECTRIC - PARK MAINTENANCE	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$(212.91)
		ELECTRIC - PARK MAINTENANCE	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$(61.41)
		ELECTRIC - PARK MAINTENANCE	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$(234.47)
		ELECTRIC - PARK MAINTENANCE	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$724.65
		ELECTRIC - PARK MAINTENANCE	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$(219.39)
		ELECTRIC - KDS	RECREATION PROGRAM FUND	KRACKLAUER DANCE STUDI	\$(50.39)

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Check #	Vendor Name	Invoice Description	Fund Charged	Department Charged	Amount
		ELECTRIC - KDS	RECREATION PROGRAM FUND	KRACKLAUER DANCE STUDI	\$244.40
		ELECTRIC - KDS	RECREATION PROGRAM FUND	KRACKLAUER DANCE STUDI	\$(99.56)
		ELECTRIC - KDS	RECREATION PROGRAM FUND	KRACKLAUER DANCE STUDI	\$(90.40)
		ELECTRIC - KDS	RECREATION PROGRAM FUND	KRACKLAUER DANCE STUDI	\$(27.05)
		ELECTRIC - KDS	RECREATION PROGRAM FUND	KRACKLAUER DANCE STUDI	\$(75.34)
		ELECTRIC - KDS	RECREATION PROGRAM FUND	KRACKLAUER DANCE STUDI	\$470.42
		ELECTRIC - KDS	RECREATION PROGRAM FUND	KRACKLAUER DANCE STUDI	\$(93.16)
		ELECTRIC - REGENT	RECREATION PROGRAM FUND	REGENT CENTER	\$(112.40)
		ELECTRIC - REGENT	RECREATION PROGRAM FUND	REGENT CENTER	\$569.02
		ELECTRIC - REGENT	RECREATION PROGRAM FUND	REGENT CENTER	\$(59.35)
		ELECTRIC - REGENT	RECREATION PROGRAM FUND	REGENT CENTER	\$(172.12)
		ELECTRIC - REGENT	RECREATION PROGRAM FUND	REGENT CENTER	\$(206.52)
		ELECTRIC - REGENT	RECREATION PROGRAM FUND	REGENT CENTER	\$(227.43)
		ELECTRIC - REGENT	RECREATION PROGRAM FUND	REGENT CENTER	\$1,058.23
		ELECTRIC - REGENT	RECREATION PROGRAM FUND	REGENT CENTER	\$(212.81)
		ELECTRIC - BAREFOOT BAY	RECREATION PROGRAM FUND	BAREFOOT BAY	\$135.38
		ELECTRIC - BAREFOOT BAY	RECREATION PROGRAM FUND	BAREFOOT BAY	\$234.84
		ELECTRIC - KRACKLAUER	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$38.25
		ELECTRIC - KRACKLAUER	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$37.38
		ELECTRIC - STEEPLE CHASE	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$732.55
		ELECTRIC - STEEPLE CHASE	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$(114.87)
		ELECTRIC - STEEPLE CHASE	CORPORATE FUND	GOLF PRO SHOP	\$394.45
		ELECTRIC - STEEPLE CHASE	CORPORATE FUND	GOLF PRO SHOP	\$(61.85)
		ELECTRIC - STEEPLE CHASE	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$1,267.00
		ELECTRIC - STEEPLE CHASE	CORPORATE FUND	GOLF PRO SHOP	\$682.23
				Check Total:	\$14,848.54
140664	CONSERV FS INC				
		BASAL OIL - FOR WEED TREES	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$84.00
		UNLEADED FUEL	CORPORATE FUND	GOLF PRO SHOP	\$750.18
				Check Total:	\$834.18
140665	CUTLER WORKWEAR				
		UNIFORMS - KORDICK	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$430.97
				Check Total:	\$430.97
140666	DELICIOUS UNLIMITED				
		FOOD SERVICE FOR WEEK OF 9/16/24	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$691.18
		QUALITY CATERING FOOD SERVICE FOR WEEK OF 9/23/24	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$686.40
				Check Total:	\$1,377.58
140667	DEREK GALVICIUS				
		2024 BOO BASH DJ/ MUSIC PROFESSIONAL SERVICE	RECREATION PROGRAM FUND	SPECIAL EVENTS	\$700.00
				Check Total:	\$700.00
140668	DOOLIN'S				
		REGENT CENTER - BINGO CARDS	RECREATION PROGRAM FUND	REGENT CENTER	\$148.00
				Check Total:	\$148.00
140669	DOUG ANDREWS				
		CO-REC SOFTBALL - 1ST PLACE PRIZE	RECREATION PROGRAM FUND	SOFTBALL LEAGUE - ADULT	\$250.00
				Check Total:	\$250.00
140670	FERGUSON ENTERPRISES LLC				
		SINK REPAIR SUPPLIES	RECREATION PROGRAM FUND	LEARNING CENTER	\$158.18

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Check #	Vendor Name	Invoice Description	Fund Charged	Department Charged	Amount
Check Total:					\$158.18
140671	FIRST COMMUNICATIONS LLC				
		SEPTEMBER 2024 TELEPHONE AND INTERNET	CORPORATE FUND	ADMINISTRATION	\$242.03
		SEPTEMBER 2024 TELEPHONE AND INTERNET	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$128.16
		SEPTEMBER 2024 TELEPHONE AND INTERNET	CORPORATE FUND	GOLF PRO SHOP	\$109.81
		SEPTEMBER 2024 TELEPHONE AND INTERNET	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$53.69
		SEPTEMBER 2024 TELEPHONE AND INTERNET	CORPORATE FUND	MUSEUM	\$21.12
		SEPTEMBER 2024 TELEPHONE AND INTERNET	RECREATION PROGRAM FUND	MCC FACILITY	\$186.12
		SEPTEMBER 2024 TELEPHONE AND INTERNET	RECREATION PROGRAM FUND	MCC FACILITY	\$53.69
		SEPTEMBER 2024 TELEPHONE AND INTERNET	RECREATION PROGRAM FUND	LEARNING CENTER	\$19.30
		SEPTEMBER 2024 TELEPHONE AND INTERNET	RECREATION PROGRAM FUND	ADMINISTRATION	\$18.62
		SEPTEMBER 2024 TELEPHONE AND INTERNET	RECREATION PROGRAM FUND	REGENT CENTER	\$53.30
		SEPTEMBER 2024 TELEPHONE AND INTERNET	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$148.95
		SEPTEMBER 2024 TELEPHONE AND INTERNET	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$167.56
		SEPTEMBER 2024 TELEPHONE AND INTERNET	RECREATION PROGRAM FUND	BAREFOOT BAY	\$127.80
		SEPTEMBER 2024 TELEPHONE AND INTERNET	RECREATION PROGRAM FUND	DIAMOND LAKE BEACH	\$38.59
		SEPTEMBER 2024 TELEPHONE AND INTERNET	RECREATION PROGRAM FUND	REC CONNECTION	\$18.62
		SEPTEMBER 2024 TELEPHONE AND INTERNET	RECREATION PROGRAM FUND	MCC INDOOR POOL	\$55.85
		SEPTEMBER 2024 TELEPHONE AND INTERNET	RECREATION PROGRAM FUND	KRACKLAUER DANCE STUDI	\$18.90
		SEPTEMBER 2024 TELEPHONE AND INTERNET	RECREATION PROGRAM FUND	ADMINISTRATION	\$17.77
		SEPTEMBER 2024 TELEPHONE AND INTERNET	RECREATION PROGRAM FUND	ADMINISTRATION	\$296.00
		SEPTEMBER 2024 TELEPHONE AND INTERNET	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$296.00
Check Total:					\$2,071.88
140672	GEWALT HAMILTON ASSOCIATES INC				
		DIAMOND LAKE MASTER PLAN CONSULTANT SERVICES	CAPITAL IMPROVEMENT FUND	CAPITAL IMPROVEMENT	\$630.00
Check Total:					\$630.00
140673	GREATAMERICA FINANCIAL SERVICES				
		3RD FLOOR AND BEACH COPIER LEASE (10/22/24-11/21/24)	CORPORATE FUND	ADMINISTRATION	\$136.36
		3RD FLOOR AND BEACH COPIER LEASE (10/22/24-11/21/24)	RECREATION PROGRAM FUND	ADMINISTRATION	\$136.36
		3RD FLOOR AND BEACH COPIER LEASE (10/22/24-11/21/24)	RECREATION PROGRAM FUND	DIAMOND LAKE FACILITY	\$96.14
Check Total:					\$368.86
140674	GROOT INC				
		GARBAGE SERVICES BFB	RECREATION PROGRAM FUND	BAREFOOT BAY	\$545.80
		REFUSE - GROOT	CORPORATE FUND	GOLF PRO SHOP	\$1,030.52
		GARBAGE - DOLAN REC CENTER	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$212.76
Check Total:					\$1,789.08

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Check #	Vendor Name	Invoice Description	Fund Charged	Department Charged	Amount
140675	GROOT INC	GARBAGE - PARK MAINT	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$1,776.84
Check Total:					\$1,776.84
140676	HALOGEN SUPPLY COMPANY INC	BFB DEPTH MARKERS	RECREATION PROGRAM FUND	BAREFOOT BAY	\$30.40
Check Total:					\$30.40
140677	HUCKSTER INC	FOOD	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$120.00
Check Total:					\$120.00
140678	ILLINOIS STATE TREASURER	UNCLAIMED PROPERTY FILING 2024	RECREATION PROGRAM FUND	ASSETS	\$201.04
Check Total:					\$201.04
140679	INTEGRATED LAKES MANAGEMENT	POND TREATMENT	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$846.80
Check Total:					\$846.80
140680	JSD PROFESSIONAL SERVICES, INC.	LANDSCAPE ARCHITECT MEETING FOR MUSEUM	CORPORATE FUND	ADMINISTRATION	\$747.50
		ARCHITECT - KRACKLAUER PARK	CORPORATE FUND	SPECIAL RECREATION	\$4,691.06
		ARCHITECT - GRANT - KEITH MIONE PARK	CORPORATE FUND	ADMINISTRATION	\$7,125.00
Check Total:					\$12,563.56
140681	LAKESHORE BEVERAGE CO	BEER - LAKESHORE	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$153.60
		BEER - LAKESHORE	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$42.00
Check Total:					\$195.60
140682	LAKESIDE TRANSPORTATION	LIBERTYVILLE GYMNASTICS ACADEMY FIELD TRIP	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$208.64
Check Total:					\$208.64
140683	LANGTON GROUP	PARKS CONTRACTED STRING TRIMMING	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$1,706.22
		CONTRACTED MOWING	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$6,917.42
Check Total:					\$8,623.64
140684	LAURA CAVAZOS	NSC CONGRESS & EXPO CONFERENCE - CAVAZOS	CORPORATE FUND	ADMINISTRATION	\$964.08
Check Total:					\$964.08
140685	LESTER'S MATERIAL SERVICE, INC	TOP SOIL	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$35.10
Check Total:					\$35.10
140686	LIFE SPORT LIBERTYVILLE	LIFESPORT TENNIS - FALL SESSION 1 INVOICE	RECREATION PROGRAM FUND	TENNIS	\$1,291.15
Check Total:					\$1,291.15

Mundelein Park District
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Check #	Vendor Name	Invoice Description	Fund Charged	Department Charged	Amount
140687	LINDE GAS & EQUIPMENT, INC.	CO2	RECREATION PROGRAM FUND	MCC INDOOR POOL	\$119.78
		IP CHEMICALS	RECREATION PROGRAM FUND	MCC INDOOR POOL	\$1,067.70
			Check Total:		\$1,187.48
140688	MARIE COWAN	TAI CHI PRORATED REFUND DUE TO NO CLASS	RECREATION PROGRAM FUND	ASSETS	\$15.83
			Check Total:		\$15.83
140689	MENARDS	DLSC RESTROOM SIDING	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$1,256.93
			Check Total:		\$1,256.93
140690	MIDWAY BUILDING SERVICES LTD.	WEEKEND CONTRACTED CUSTODIAL	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$766.50
		WEEKEND CONTRACTED CUSTODIAL	RECREATION PROGRAM FUND	MCC FACILITY	\$766.50
			Check Total:		\$1,533.00
140691	MIDWEST HOSE AND FITTINGS, INC	HYDRAULIC HOSE	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$43.38
			Check Total:		\$43.38
140692	MORRISON'S LAUNDRY & CLEANERS	LAUNDER CLEANING TOWELS	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$60.70
			Check Total:		\$60.70
140693	NAPA AUTO PARTS	WINDSHIELD WASH AND ANTI-FREEZE	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$85.77
		RETURNED PARTS FOR P2 (P2 WAS SOLD AT AUCTION)	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$(249.22)
		RETURNED PARTS FOR P2 (P2 WAS SOLD AT AUCTION)	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$(17.27)
		TRUCK BATTERY	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$124.02
		MOWER BELT	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$51.10
		INNER TUBE	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$10.23
		F150 - SPARK PLUGS & COILS	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$127.28
		F150 - SENSORS FOR TIRES	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$173.85
		RETURN - SENSORS 3 OF 4	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$(130.39)
			Check Total:		\$175.37
140694	NEOPOST POC	REPLENISH MAIL ACCOUNT 90961007	CORPORATE FUND	ADMINISTRATION	\$283.81
		REPLENISH MAIL ACCOUNT 90961007	RECREATION PROGRAM FUND	ADMINISTRATION	\$237.30
		REPLENISH MAIL ACCOUNT 90961007	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$11.22
		REPLENISH MAIL ACCOUNT 90961007	RECREATION PROGRAM FUND	REGENT CENTER	\$49.68
			Check Total:		\$582.01
140695	NORTH AMERICAN CORP OF IL	BLACK TRASH BAGS	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$243.40
		CUSTODIAL SUPPLIES	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$558.24
		CUSTODIAL SUPPLIES	RECREATION PROGRAM FUND	MCC INDOOR POOL	\$139.56
		CUSTODIAL SUPPLIES	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$142.61
		CUSTODIAL SUPPLIES	RECREATION PROGRAM FUND	MCC INDOOR POOL	\$35.65
		CUSTODIAL SUPPLIES	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$247.96
		REGENT CENTER - RESTROOM HAND SOAP	RECREATION PROGRAM FUND	REGENT CENTER	\$79.20

Mundelein Park District
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Check #	Vendor Name	Invoice Description	Fund Charged	Department Charged	Amount
		CUSTODIAL SUPPLIES	RECREATION PROGRAM FUND	KRACKLAUER DANCE STUDI	\$14.32
		CUSTODIAL SUPPLIES	RECREATION PROGRAM FUND	TRAILS DAY CAMP	\$14.32
		CUSTODIAL SUPPLIES	RECREATION PROGRAM FUND	ADMINISTRATION	\$14.31
		CUSTODIAL SUPPLIES	RECREATION PROGRAM FUND	REC CONNECTION	\$33.40
		CUSTODIAL SUPPLIES	RECREATION PROGRAM FUND	DUNBAR RECREATION CENT	\$19.09
				Check Total:	\$1,542.06
140696	PEPSI-COLA				
		BEVERAGE - PEPSI	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$563.58
				Check Total:	\$563.58
140697	REINDERS INC				
		BELTS AND BLADES FOR VENTRAC	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$230.06
		MOWER BELTS	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$243.71
		ROLLER/BED KNIVES	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$1,492.97
				Check Total:	\$1,966.74
140698	RUSSO POWER EQUIPMENT				
		CHAINSAW - BAR OIL AND CHAIN	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$76.97
				Check Total:	\$76.97
140699	SCHURING & SCHURING, INC				
		MILK SERVICE	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$67.20
		MILK SERVICE	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$57.60
		MILK SERVICE	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$67.20
		MILK SERVICE	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$67.20
				Check Total:	\$259.20
140700	SITEONE LANDSCAPE SUPPLY LLC				
		FERTILIZER	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$1,611.65
				Check Total:	\$1,611.65
140701	SOUND OF MUSIC SYSTEMS CORP				
		FITNESS CENTER MUSIC ROYALTIES	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$27.00
		FITNESS CENTER MUSIC ROYALTIES	RECREATION PROGRAM FUND	MCC INDOOR POOL	\$18.00
				Check Total:	\$45.00
140702	SPORTS R US				
		SPORTS R US - INVOICE FOR FALL SESSION 1	RECREATION PROGRAM FUND	SPORTS CONTRACT PROGR	\$2,116.00
				Check Total:	\$2,116.00
140703	SYSCO FOOD SRVCS-CHICAGO INC				
		FOOD AND KITCHEN SUPPLIES	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$328.15
		FOOD AND KITCHEN SUPPLIES	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$825.16
		FOOD AND KITCHEN SUPPLIES	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$86.71
		FOOD AND KITCHEN SUPPLIES	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$467.95
		FOOD - SYSCO	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$262.83
		FOOD - SYSCO	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$1,008.44
		FOOD RETURN	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$(6.35)
				Check Total:	\$2,972.89
140704	TRITZ BEVERAGE SYSTEMS, INC				
		BEER LINE CLEANING	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$50.00
				Check Total:	\$50.00
140705	TURANO BAKING COMPANY				

Mundelein Park District Warrant Report

Date Paid 10/14/2024

Check #	Vendor Name	Invoice Description	Fund Charged	Department Charged	Amount
		BREAD	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$240.84
		BREAD ORDER	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$167.01
				Check Total:	\$407.85
140706	TURKS' GREENHOUSES				
		MUMS	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$719.60
		MUMS	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$485.73
		MUMS	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$503.72
				Check Total:	\$1,709.05
140707	ULTIMATE NINJAS LIBERTYVILLE				
		NINJAS SUMMER SESSION PROGRAM	RECREATION PROGRAM FUND	SPORTS CONTRACT PROGR	\$1,120.00
				Check Total:	\$1,120.00
140708	VERSION2 CONSULTING, LLC				
		IT SERVICE HOURS AND MCC	CAPITAL IMPROVEMENT FUND	CAPITAL IMPROVEMENT	\$1,567.50
		CAMERAS			
		IT SERVICE HOURS AND MCC	CORPORATE FUND	ADMINISTRATION	\$3,960.00
		CAMERAS			
				Check Total:	\$5,527.50
140709	VERSION2, LLC - HOSTING				
		BACKUP, ARCHIVING, MIMICAST, DUO	CORPORATE FUND	ADMINISTRATION	\$232.50
		BACKUP, ARCHIVING, MIMICAST, DUO	RECREATION PROGRAM FUND	ADMINISTRATION	\$232.50
		BACKUP, ARCHIVING, MIMICAST, DUO	CORPORATE FUND	ADMINISTRATION	\$80.00
		BACKUP, ARCHIVING, MIMICAST, DUO	RECREATION PROGRAM FUND	ADMINISTRATION	\$80.00
		BACKUP, ARCHIVING, MIMICAST, DUO	CORPORATE FUND	ADMINISTRATION	\$861.00
				Check Total:	\$1,486.00
140710	VILLAGE OF MUNDELEIN				
		WATER & SEWER SERVICE -	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$73.50
		MEMORIAL			
		WATER & SEWER SERVICE -	RECREATION PROGRAM FUND	KRACKLAUER DANCE STUDI	\$73.50
		KRACKLAUER			
		WATER & SEWER SERVICE - MUSEUM	CORPORATE FUND	MUSEUM	\$73.50
				Check Total:	\$220.50
140711	WAREHOUSE DIRECT OFFICE PROD				
		WASP SPRAY	CORPORATE FUND	GOLF PRO SHOP	\$21.96
		CUSTODIAL SUPPLIES	CORPORATE FUND	GOLF PRO SHOP	\$170.21
				Check Total:	\$192.17
140712	WILD GOOSE CHASE INC				
		GOOSE CONTROL - ASBURY	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$290.00
		GOOSE CONTROL	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$2,840.00
				Check Total:	\$3,130.00
140713	YOLANDA ORTEGA				
		DLSC PICNIC SHELTER DEPOSIT	RECREATION PROGRAM FUND	ASSETS	\$100.00
		REFUND			
				Check Total:	\$100.00

Warrant Total: \$195,857.09



BOARD MEMORANDUM

October 14, 2024 Regular Board Meeting Agenda Item

To: Board of Commissioners
From: Ron Salski, Executive Director
Date: October 10, 2024
Subject: Approve of Board Policy Manual – Amendments

Background

Attached is the amended Board Policy Manual. Commissioner Ortega, Attorney, and Executive Director Salski have provided a variety of suggested revisions to the Board Policy Manual.

Commissioner Ortega's revisions are in red, Attorney in blue, and Executive Director Salski in purple.

Analysis/Considerations

The Commissioners and staff discussed on September 30 all the revisions and the Board asked questions. The Board agreed to place it on the October 14 agenda.

Recommendation

Staff recommends approving the Board Policy Manual – Amendments at the meeting.

Action and Motion Requested

Approve of Board Policy Manual – Amendments as presented on October 14, 2024.



MUNDELEIN PARK &
RECREATION DISTRICT
Connecting Our Community



Board Policy Manual

Revised 10/14/2024
Revised 2/12/24 2024
Updated and Approved 4/11/2022
Full Review 3/14/2022
Full Review 12/28/2020
Full Review 4/10/2017
Revised 7/11/2011
Adopted 9/13/2010

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- 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 Board Involvement & Training
- ~~10~~ 11.0 Governance Responsibilities

1.0 FORMATION OF THE MUNDELEIN PARK & RECREATION DISTRICT

1. Creation and Function of the District

The Mundelein Park & Recreation District was established in 1954 to provide recreation opportunities to serve the leisure needs of the community. 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.

2. **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.**

Governing Body
The Mundelein Park & Recreation District, reference herein as “Park District,” is governed by a five-member Board of Commissioners. **Each Board Member** ~~are~~ **is 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 representatives from the Park District Board and the community.

2.0 THE BOARD OF COMMISSIONERS AS A TEAM

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.

~~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) policymaking, (2) planning, (3) fiscal responsibility and (4) evaluation.~~

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, programs, 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. The members of the Board of Commissioners are lay ~~persons~~ **people** elected to sit as members of the Board of Commissioners and act ~~in~~ **on** behalf of the welfare and to the benefit of the people of the District.

Members of the Board of Commissioners should be free from commitment to ~~or pressure from~~ any special group, ~~or interest group or individual,~~ **or pressure.**

Since a single board member has no authority and cannot speak for the Board, all matters related to operations, management or policy questioned by district residents and/or organizations shall not be addressed individually by a board commissioner nor shall the commissioner offer any perceived resolution or commitments. A courteous response indicating that such inquiries will be reported for investigation and/or resolution to the Executive Director and results of investigation reported back to full board members and/or questioning source. ~~SEE ETHICS AND CONDUCT BELOW.~~ See **ethics and conduct** in Section 8.

The Board of Commissioners is in charge of an ongoing system of parks whose operation and management ~~is~~ **are** delegated to the Executive Director (referred herein as "Director")

to execute required technical experience and skill.

- a. 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.
- b. 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.

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.

~~5.6. 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.~~

- 7.6. It is the function of the Director to serve the Board of Commissioners as technical adviser in planning and policymaking; 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.

7. Ordinances/Resolutions

At times, Ordinances and Resolutions are presented to the Board for approval.

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 on 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, nor 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 this 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.~~

3.0 FUNCTIONS OF THE BOARD OF COMMISSIONERS

1. ~~4.~~ 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~~ **consider** the recommendations and reports of its executive officer.
- 2 ~~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~~ **considers** recommendations and reports.

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 over 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.~~ **Be responsible for district-wide funds.** Shall ~~present~~ review a statement of revenues and expenditures by fund type at least monthly and shall reconcile such statements with the ~~finance d~~ **Department of Business Services and Technology** ~~the District, as necessary.~~
- 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

1. **Official Actions**

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 ~~d~~District activities and/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 shall~~ 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 ~~subject topics~~ ~~order~~ of business for that meeting. ~~The agenda shall contain s~~Supporting data ~~shall be provided to the Commissioners~~ 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 ~~these closed portions e.g.,~~ 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~~ newly and/or re-elected 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 ~~be provided 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 supporting materials necessary for the Board members 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, ~~except as noted herein~~.
 - b. Three affirmative or “aye” votes 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.

A Board Member may participate in a meeting by teleconference only with a quorum present on site at the

meeting location. 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.

The member must assert one of the following four reasons why he or she is unable to physically attend the meeting:

1. The member cannot attend because of personal illness or disability; or
2. The member cannot attend because of employment purposes or the business of the Mundelein Park & Recreation District; or
3. The member cannot attend because of a family or other emergency; or
4. Unexpected childcare obligations.
- ~~5. Family responsibilities.~~

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. ~~Agenda for Regular Meetings~~ ~~Order of Business~~

The ~~order of business~~ Agenda at regular meetings of the Board shall include:

Call to Order

Pledge of Allegiance

Roll Call

~~Statement of~~ Visitors - Comments in accordance with visitors' rules published in back of agenda

Approval of Minutes

Approval of Disbursements

Approval of Financials (monthly, usually the 2nd meeting of the month)

~~Approval of~~ Approve of Police Report (monthly, usually the 2nd meeting of the month)

Correspondence

Old Business

New Business

Board Business

Staff Reports (monthly, usually the 2nd meeting of the month)

Service Anniversaries (monthly, usually the 2nd meeting of the month)

Executive Session, as required or requested

Action on Items Discussed in Executive Session, if Necessary

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. **There is no set sequence for agenda business topics listed above and the sequence order on an agenda may be changed by the Board President.**
13. 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.
14. 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.
15. 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.
16. 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.
17. 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.

18. Place & Time of Meeting

The Board meeting shall commence as published in on the agenda ~~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.

19. 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 permanent²s official records of the Park District. The Secretary shall act as custodian of the minutes and shall make them available via website.

20. 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.

21. 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.

22. 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.

23. 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 orders requiring the preservation of such recordings; 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 For District
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/Barefoot Bay and Spray Park
Commissioners and immediate family members are entitled to free pool and/or beach memberships, Barefoot Bay and Spray Park.
 - 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

~~The Commissioners may declare a~~ A vacancy on the Board may be declared whenever any members (1) die, (2) resigns, (3) becomes under legal disability, and/or (4) ceases to be a legal voter in the District. The Board may request a letter of resignation from a board member if he/she does not meet the following (5 1) is convicted of an infamous crime in any court located in the United States of any infamous crime, bribery, perjury, other felony, (6 2) refuses or neglects to take his/her oath of office, (7 3) neglects to perform the duties of his/her office or attend meetings of the Board for the length of time as the board fixes by ordinance, or (8) for any other reason specified by law (Code, 70 ILCS 1205/2-25). ~~If no resignation is received within two board meetings, a 4/5 vote may execute penalty options to include ordinance fines and exclusions.~~ A Commissioner may voluntarily resign by filing a statement of intent to resign with the Board Secretary.

2. Method of Filling Vacancies

Vacancies shall be filled by appointment by a 4/5 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 remainder 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 (Code, 70 ILCS 1205/2-25).~~ subject to the conditions described in Section 2- 25 of the Park District Code. ~~If after two hours of discussion at a public Board meeting, there is no majority, the individual nominee with the longest length of residency within 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 Policy Manual, review of the Administrative Policy 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 prior" 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 BOARD INVOLVEMENT & TRAINING

1. **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.
2. **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 Policy Manual, review of the Administrative Policy 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~~ prior” 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.

101.0 GOVERNANCE RESPONSIBILITIES

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

TOPIC/RESPONSIBILITY	BOARD	DIRECTOR
Create Add Approve new full-time positions —(including drafting job description)	X	X
Determine priorities Approve of capital items	X	X
Establish and Amend the District's Policies	X	
Establish and Amend the District's Personnel Policies	X	
Adjust Approve of salary ranges	X	
Alter Modify Approve of the fringe benefit package	X	
Approve District's budget	X	
Set Approve fees for special facilities	X	
Approve tax levy	X	
Select Audit firm	X	
Determine special audit areas of investigation	X	
Negotiate & enter into agreements with other govt units	X	
Purchases and contracts more than legal limit in accordance with 70 ILCS Section 8-1 (c)	X	
Approving Approve agreements over 1 year	X	
Approve job descriptions	X	X
Purchases and contracts under legal limit in accordance with ILCS Section 8-1 (c)		X
Approving Approve agreements less than 1 year		X
Grant raises of merit within budget		X
Set direction of the various funds or total budget		X
Approve new programs and services		X
Suggest documents/equipment for disposal with Board's approval		X
Set Approve fees for programs		X
Select members of focus groups/advisory committees		X
Determine components of a park design		X
Annual creation, approval & posting of organization chart		X
Revise job titles of positions		X
Approve of budgeted part-time positions		X



BOARD MEMORANDUM

October 14, 2024 Regular Board Meeting Agenda Item

To: Board of Commissioners
From: Ron Salski, Executive Director
Date: October 10, 2024
Subject: Approve of Ordinance 24-10-01-O – An Ordinance Regulating the Use of Power-Driven Mobility Devices Other Than Wheelchairs

Background

The Governor recently signed SB 1960 / P.A. 103 – 0899 (Koehler, D. / Evans, M., Jr.), a law that provides a regulatory framework for the operation of low-speed electric scooters (e-scooters) at park districts, forest preserves, municipalities, and conservation districts that choose to authorize the use of these devices by ordinance.

IAPD sent an alert providing clarification. When this legislation was introduced last year, IAPD advocated for and obtained the express authority of park districts, forest preserves, and conservation districts to regulate electric scooters on property they own, manage, or lease.

Initially, the legislation also included a significant provision that protected local governments from liability if an e-scooter was used in an area that was not specifically authorized by the local government:

"Unless specifically stated otherwise in an ordinance or resolution by a municipality, county, or park district authorizing the use of low-speed electric scooters within its jurisdiction, the use of a low-speed electric scooter is not an intended use of a public right-of-way under Section 3-102 of the Local Governmental Employees Tort Immunity Act."

Unfortunately, this provision was removed at the request of the Illinois Trial Lawyers Association prior to the bill passing and being signed into law. As a result, local governments that authorize the use of e-scooters may be subject to costly and frivolous lawsuits if an e-scooter user is injured while operating a device in an area not specifically authorized by the local government.

Additionally, PDRMA provided liability guidance on the subject matter.

Analysis/Considerations

Executive Director Salski contacted Attorney Adam Simon and after careful review, it is in the District's best interest not to allow power-driven mobility devices other than wheelchairs. It would be difficult to regulate and if it was allowed, it could create significant liability concerns based on the law.

Executive Director Salski will be requesting amendments to the Rules and Regulations which can be updated to our website immediately. The District added a QR Code to each park, so the park regulations can be updated immediately.

Recommendation

Staff recommends approving Ordinance 24-10-01-O – An Ordinance Regulating the Use of Power-Driven Mobility Devices Other Than Wheelchairs.

Action and Motion Requested

Approve of Ordinance 24-10-01-O – An Ordinance Regulating the Use of Power-Driven Mobility Devices Other Than Wheelchairs.

ORDINANCE NO. 24-10-01-O
OF THE
MUNDELEIN PARK & RECREATION DISTRICT
BOARD OF COMMISSIONERS

**RE: AN ORDINANCE REGULATING THE USE OF POWER-DRIVEN
MOBILITY DEVICES OTHER THAN WHEELCHAIRS**

1. No Person shall drive, ride, or otherwise operate a “low speed electric scooter” as defined by the Illinois Vehicle Code, 625 ILCS 5/1-140.11, within the Park System. No Person shall drive, ride, or otherwise operate an all-terrain vehicle, go-cart or any power driven mobility device, including but not limited to electric powered bicycles, mopeds or Segways, on District Property, except as authorized by Section 2.14.03 or by the District’s Mobility Devices Used For ADA Purposes Policy. The regulations set forth herein shall not apply where necessary to make a reasonable accommodation for use of the Park System under the Americans With Disabilities Act. For purposes of this section, an all-terrain vehicle shall be defined as any motorized off-highway device 50 inches or less in width, having a manufacturer's dry weight of 600 pounds or less, traveling on three or more low-pressure tires, designed with a seat or saddle for operator use, and handlebars or steering wheel for steering control.

2: Effective Date. This Ordinance shall be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

Commissioner _____ moved, seconded by Commissioner _____, that Ordinance 24-10-01-O be adopted. Roll call being called, the following Commissioners voted:

Commissioner Burton	_____
Commissioner Frasier	_____
Commissioner Knudson	_____
Commissioner McGrath	_____
Commissioner Ortega	_____
President Knudson	_____

PASSED this 14th day of October 2024.

By: _____
Bob Knudson, Board President

ATTEST:

Ron Salski, Secretary



BOARD MEMORANDUM

October 14, 2024 Regular Board Meeting Agenda Item

To: Board of Commissioners
From: Ron Salski, Executive Director
Date: October 10, 2024
Subject: Approve of Ordinance 24-10-02-O – An Ordinance Regulating the Use of Micromobility Devices

Background

Attorney Adam Simon and Executive Director reviewed the Park Rules and Regulations based on the discussions with the use of Power-Driven Mobility Devices and realized it was missing verbiage for Micromobility Devices such as e-bikes, hoverboards, electric-powered skateboards and segways.

Analysis/Considerations

Based on the discussions related to Ordinance 24-10-01-0 and Attorney opinion, it is in the District's best interest to restrict those devices avoiding any liability issues. Attorney Adam Simon recommends approving an Ordinance and then approving it in the Rules and Regulations document.

Recommendation

Staff recommends approving Ordinance 24-10-02-O – An Ordinance Regulating the Use of Micromobility Devices.

Action and Motion Requested

Approve of Ordinance 24-10-01-O – An Ordinance Regulating the Use of Micromobility Devices.

ORDINANCE NO. 24-10-02-O
OF THE
MUNDELEIN PARK & RECREATION DISTRICT
BOARD OF COMMISSIONERS

RE: AN ORDINANCE REGULATING THE USE OF MICROMOBILITY DEVICES

Micromobility Devices refer to a category of small, lightweight devices designed for personal transportation. Micromobility devices do not include “low speed electric scooters” as defined by the Illinois Vehicle Code, 625 ILCS 5/11-140.11, which are prohibited at all times within the Park System. These devices are typically designed for use in urban and suburban areas to facilitate short-distance travel. Common examples include:

- (a) Electric bicycles (e-bikes): Bicycles equipped with an electric motor that assists with pedaling (i.e., Class 1 e-bikes), making it easier to travel longer distances or up hills without excessive exertion. Bicycles powered by an electric motor controlled by a hand throttle rather than by pedaling (i.e., Class 2 and Class 3 e-bikes) are not permitted on District Property.
- (b) Hoverboards: Self-balancing boards with two wheels, powered by batteries.
- (c) Skateboards: Electric-powered skateboards used for short trips.
- (d) Segways: Two-wheeled, self-balancing personal transporters.

No Person using micromobility devices shall interfere with pedestrian use of sidewalks or vehicle use of the streets, or otherwise act negligently, recklessly or without due caution, or in any manner so as to endanger any Person or property nor use same where such use has been posted as prohibited.

When two or more Persons in a group are operating micromobility devices, they shall not ride abreast, but shall ride in single file.

No Person operating a micromobility device shall cling or attach any part of themselves or their micromobility device to any other moving vehicle.

The operator of a micromobility device emerging from an alley, driveway or building shall, upon approaching a sidewalk or the sidewalk area extending across any alleyway, yield the right-of-way to all pedestrians approaching on said sidewalk or sidewalk area, and upon entering the roadway shall yield the right-of-way to all vehicles approaching on said roadway.

No Person operating a micromobility device shall carry another Person on the same device. This restriction does not apply to tandem bicycles or child safety seats. In those cases, there shall be only the number of Persons on the bicycle as there are seats or saddle.

No Person shall operate an electric bicycle on District property between thirty minutes after sunset and thirty minutes before sunrise, without a clear, white, properly lighted headlight, visible under normal atmospheric conditions from the front therefore not nor less than 500 feet and firmly attached to the device, and without a red reflector firmly attached to the device, which is clearly visible in the headlight beam of an automobile for a distance of 500 feet to the rear of the bicycle.

No Person may operate a micromobility device on District playground surfaces, athletic fields, athletic courts, or sidewalks except small children riding three or more-wheeled bicycles while under the supervision and control of an adult. This restriction does not apply to operating a bicycle on a designated bicycle pathway.

No Person shall ride a micromobility device on any park district owned or managed street or path where signs are posted prohibiting riding micromobility devices on those streets or paths.

Micromobility devices shall not, at any time, in any place, be indiscriminately parked by anyone in such a manner as to actually or possibly interfere with pedestrians or traffic, or with Persons getting into or out of automobiles. No Person shall leave a micromobility device lying on the ground or pavement or set against trees or otherwise in a place that may create a safety hazard or interfere with the use of the area for recreational purposes. No Person shall move or in any manner interfere with, any micromobility device which is properly parked, nor shall any Person interfere with, or in any manner, hinder any Person from properly parking a micromobility device.

All micromobility devices, when operated on roadways, shall be kept to the right and shall be operated as nearly as practicable at the right-hand edge of the roadway or path.

No Person shall operate a micromobility device faster than is reasonable and proper, and every micromobility device shall be operated with reasonable regard for the safety of the rider and of other Persons and property.

Every Person operating a micromobility device within the District shall observe all federal, state, local and District traffic rules and regulations applicable to motor vehicles, except those provisions of this chapter which by their nature can have no application to the operation of a micromobility device and except as otherwise provided by this section.

Electric bicycles are only allowed on District trails **if they** are Class 1 electric bicycles. By federal standards, an electric bicycle is considered a “cycle” (not a motorized vehicle) as long as it meets the following criteria:

It must be low speed (an electric motor of less than 750 watts).

- (a) It must have a maximum speed of less than 20 miles per hour.
- (b) It must have functional pedals.
- (c) The rider must be at least 16 years of age.

Motorized bicycles or other similar devices propelled by gasoline, propane, or any other combustible fuel, are prohibited from District trails and park district owned roadways.

Effective Date. This Ordinance shall be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

Commissioner _____ moved, seconded by Commissioner _____, that Ordinance 24-10-01-O be adopted. Roll call being called, the following Commissioners voted:

Commissioner Burton	_____
Commissioner Frasier	_____
Commissioner Knudson	_____
Commissioner McGrath	_____
Commissioner Ortega	_____
President Knudson	_____

PASSED this 14th day of October 2024.

By: _____
Bob Knudson, Board President

ATTEST:

Ron Salski, Secretary



BOARD MEMORANDUM

October 14, 2024 Regular Board Meeting Agenda Item

To: Board of Commissioners
From: Ron Salski, Executive Director
Date: October 10, 2024
Subject: Approve of Rules and Regulations – Amendments – Policy 2.15, 2.16 and 5.28

Background

Executive Director Salski has proposed a variety of Ordinances which impact the Rules and Regulations. Any Ordinance should be included and/or amended in the specific policy manual.

Analysis/Considerations

Executive Director Salski recommends renumbering the Rules and Regulations Index for Section 2 Traffic – Rules and Regulations. Changes or additions are noted in red below for all impacted Sections.

Index	Traffic – Rules and Regulations
Section 2	
2.01	Restricted Motor Vehicle Area
2.02	Parking
2.03	Unattended Motor Vehicle
2.04	Vehicle Equipment
2.05	Starting Parked Motor Vehicles
2.06	Backing
2.07	Unnecessary Noise
2.08	Driving While Intoxicated
2.09	Signs
2.10	Liquor in Vehicle
2.11	Impounding
2.12	Parking Lots
2.13	Speed
2.14	Bicycles
2.15	Use of Power-Driven Mobility Devices Other Than Wheelchairs
2.16	Use of Micromobility Devices

2.15 17	Attempt to Elude a Police Officer
2.16 18	Obedience to Officers
2.17 19	Illinois Vehicle Code Application
2.18 20	Handicapped Parking
2.19 21	Penalties

Section 2.15 Use of Power-Driven Mobility Devices Other Than Wheelchairs

No Person shall drive, ride, or otherwise operate a “low speed electric scooter” as defined by the Illinois Vehicle Code, 625 ILCS 5/1-140.11, within the Park System. No Person shall drive, ride, or otherwise operate an all-terrain vehicle, go-cart or any power driven mobility device, including but not limited to electric powered bicycles, mopeds or Segways, on District Property, except as authorized by Section 2.16 or by the District’s Mobility Devices Used For ADA Purposes Policy. The regulations set forth herein shall not apply where necessary to make a reasonable accommodation for use of the Park System under the Americans With Disabilities Act. For purposes of this section, an all-terrain vehicle shall be defined as any motorized off-highway device 50 inches or less in width, having a manufacturer's dry weight of 600 pounds or less, traveling on three or more low-pressure tires, designed with a seat or saddle for operator use, and handlebars or steering wheel for steering control.

Section 2.16 Use of Micromobility Devices

Micromobility Devices refer to a category of small, lightweight devices designed for personal transportation. Micromobility devices do not include “low speed electric scooters” as defined by the Illinois Vehicle Code, 625 ILCS 5/11-140.11, which are prohibited at all times within the Park System. These devices are typically designed for use in urban and suburban areas to facilitate short-distance travel. Common examples include:

- (a) Electric bicycles (e-bikes): Bicycles equipped with an electric motor that assists with pedaling (i.e., Class 1 e-bikes), making it easier to travel longer distances or up hills without excessive exertion. Bicycles powered by an electric motor controlled by a hand throttle rather than by pedaling (i.e., Class 2 and Class 3 e-bikes) are not permitted on District Property.
- (b) Hoverboards: Self-balancing boards with two wheels, powered by batteries.
- (c) Skateboards: Electric-powered skateboards used for short trips.
- (d) Segways: Two-wheeled, self-balancing personal transporters.

No Person using micromobility devices shall interfere with pedestrian use of sidewalks or vehicle use of the streets, or otherwise act negligently, recklessly or without due caution, or in any manner to endanger any Person or property nor use same where such use has been posted as prohibited.

When two or more Persons in a group are operating micromobility devices, they shall not ride abreast, but shall ride in single file.

No Person operating a micromobility device shall cling or attach any part of themselves or their micromobility device to any other moving vehicle.

The operator of a micromobility device emerging from an alley, driveway or building shall, upon approaching a sidewalk or the sidewalk area extending across any alleyway, yield the right-of-way to all pedestrians approaching on said sidewalk or sidewalk area, and upon entering the roadway shall yield the right-of-way to all vehicles approaching on said roadway.

No Person operating a micromobility device shall carry another Person on the same device. This restriction does not apply to tandem bicycles or child safety seats. In those cases, there shall be only the number of Persons on the bicycle as there are seats or saddle.

No Person shall operate an electric bicycle on District property between thirty minutes after sunset and thirty minutes before sunrise, without a clear, white, properly lighted headlight, visible under normal atmospheric conditions from the front therefore not nor less than 500 feet and firmly attached to the device, and without a red reflector firmly attached to the device, which is clearly visible in the headlight beam of an automobile from ~~for~~ a distance of 500 feet to the rear of the bicycle.

No Person may operate a micromobility device on District playground surfaces, athletic fields, athletic courts, or sidewalks except small children riding three or more-wheeled bicycles while under the supervision and control of an adult. This restriction does not apply to operating a bicycle on a designated bicycle pathway.

No Person shall ride a micromobility device on any park district owned or managed street or path where signs are posted prohibiting riding micromobility devices on those streets or paths.

Micromobility devices shall not, at any time, in any place, be indiscriminately parked by anyone in such a manner as to actually or possibly interfere with pedestrians or traffic, or with Persons getting into or out of automobiles. No Person shall leave a micromobility device lying on the ground or pavement or set against trees or otherwise in a place that may create a safety hazard or interfere with the use of the area for recreational purposes. No Person shall move or in any manner interfere with, any micromobility device which is properly parked, nor shall any Person interfere with, or in any manner, hinder any Person from properly parking a micromobility device.

All micromobility devices, when operated on roadways, shall be kept to the right and shall be operated as nearly as practicable at the right-hand edge of the roadway or path.

No Person shall operate a micromobility device faster than is reasonable and proper, and every micromobility device shall be operated with reasonable regard for the safety of the rider and of other Persons and property.

Every Person operating a micromobility device within the District shall observe all federal, state, local and District traffic rules and regulations applicable to motor vehicles, except those provisions of this chapter which by their nature can have no application to the operation of a micromobility device and except as otherwise provided by this section.

Electric bicycles are only allowed on District trails if they are Class 1 electric bicycles. By federal standards, an electric bicycle is considered a “cycle” (not a motorized vehicle) as long as it meets the following criteria:

It must be low speed (an electric motor of less than 750 watts).

- (a) It must have a maximum speed of less than 20 miles per hour.
- (b) It must have functional pedals.
- (c) The rider must be at least 16 years of age.

Motorized bicycles or other similar devices propelled by gasoline, propane, or any other combustible fuel, are prohibited from District trails and park district owned roadways.

Section 5.28 Driving of Automobiles, Trucks, etc.

Driving of automobiles, trucks, motorcycles, ~~and~~ minibikes, low speed electric scooters, all-terrain vehicles, go-carts, hoverboards, skateboards or any power driven mobility devices, including but not limited to electric powered or motorized bicycles, mopeds or Segways on the frozen waters of Diamond Lake is prohibited.

Recommendation

Staff recommends approving the Rules and Regulations – Amendments – Policy 2.15, 2.16 and 5.28.

Action and Motion Requested

Approve of Rules and Regulations – Amendments – Policy 2.15, 2.16 and 5.28.