

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

AGENDA

Call To Order:

Pledge of Allegiance:

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

Approval of Minutes: Committee Meeting August 22, 2016
Regular Meeting August 22, 2016

Approval of Disbursements: Warrants = 082616, 082916, 090116,
090616, 090916, 091216 \$ 585,546.47

Correspondence:

Old Business:

New Business:

1. Resolution 16-09-01 Recognizing Historical Society of the Fort Hill Country's 60 Years of Service
2. Declare Aquatic Weed Cutter Property Surplus
3. Approve Toshiba Copier Lease for Park View Health & Fitness

Board Business:

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

Visitors:

Adjournment:

Mundelein Park & Recreation District
Committee of the Whole
August 22, 2016

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

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

Executive Director RESNICK said the Board had discussed at the last Committee Meeting changing the title for two positions, Superintendent of Parks and Business Manager. Staff had recommendations for both of these positions.

An Ordinance was prepared by Bond Counsel for the issuance of \$4,000,000 in General Obligation Bonds for the construction of the new Chalet.

The Executive Director updated the Board on the semi-annual review of all sealed Executive Session minutes and recommended several be released.

An ordinance was drafted by Ancel Glink regarding the new law regarding reimbursing for expenses related to travel for staff and elected officials. This law takes effect January 1, 2017. Commissioner DOLAN asked if the procedures in the ordinance were requirements of the law or suggested best practices. Executive Director RESNICK will check with the attorney who drafted the ordinance and report back to the Board. Commissioner FRASIER suggested also sharing the ordinance with Jason Anselment of the Illinois Association of Park Districts.

The Board was updated on the possible timetable for the Chalet project. There was discussion of a new name for the facility. Commissioner McGRATH asked for a copy of the plans to be able to show residents if asked.

Executive Director RESNICK said there was one property tax appeal that was being handled by the County Board of Review.

The Committee meeting adjourned at 7:20 p.m.

Secretary

**MUNDELEIN PARK AND RECREATION DISTRICT BOARD OF
PARK COMMISSIONERS, MUNDELEIN, LAKE COUNTY, ILLINOIS
HELD MONDAY, AUGUST 22, 2016 AT 7:30 P.M. AT THE
MUNDELEIN COMMUNITY CENTER ADMINISTRATION OFFICES,
1401 NORTH MIDLOTHIAN ROAD, MUNDELEIN, ILLINOIS**

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

He then directed the secretary to call the roll. Commissioners DOLAN, FRASIER, KNUDSON, and McGRATH were present. Commissioner ORTEGA was absent. Staff present included Executive Director RESNICK, Superintendent of Recreation KIPP, Golf Operations Manager BROLLEY, Golf Course Superintendent DORUFF, Superintendent of Parks SOLBERG and Business Manager MILLER.

Commissioner DOLAN moved to approve the minutes of the Committee Meeting, Regular Meeting and Executive Session Meeting of August 8, 2016, second by Commissioner McGRATH. President KNUDSON repeated the motion and asked if there were any corrections or additions and none were made. A voice vote was taken with all voting yes.

Commissioner FRASIER moved to approve Warrants 081116, 081216, 081616, 081716 and 082216 in the amount of \$481,722.07, second by Commissioner McGRATH. President KNUDSON repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners FRASIER, McGRATH, DOLAN and KNUDSON voting yes.

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

President KNUDSON said a letter was received from the Old Number One Committee thanking the District for supporting their fundraiser.

President KNUDSON said two positions at the District had titles that were not reflective of their duties and could cause some confusion. New titles were suggested by staff. Commissioner DOLAN moved to change the Superintendent of Parks title to Superintendent of Buildings & Grounds and the Business Manager title to Superintendent of Business Services & Technology, second by Commissioner FRASIER. President KNUDSON repeated the motion and asked if there were any questions and none were raised. A voice vote was taken with all voting yes.

President KNUDSON said an Ordinance was drafted by Bond Counsel for the issuance of \$4,000,000 in General Obligation Bonds for the construction of the Chalet project. Commissioner DOLAN moved to approve Ordinance 16-08-01 an Ordinance providing for the issue of \$4,000,000 General Obligation Limited Tax Park Bonds, Series 2016, second by Commissioner McGRATH. President KNUDSON repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners DOLAN, McGRATH, FRASIER and KNUDSON voting yes.

President KNUDSON said all sealed Executive Session Minutes had been reviewed and staff was recommending several be released at this time. Commissioner McGRATH moved to release all or parts of the Executive Session minutes that are no longer confidential; including February 12, 2007; October 13, 2008; September 13, 2010 (partial); June 13, 2011; June 22, 2015; August 31, 2015; September 28, 2015 (partial); January 22, 2016 (partial) and April 25, 2016, second by Commissioner FRASIER. President KNUDSON repeated the motion and asked if there were any questions and none were raised. A voice vote was taken with all voting yes.

Under Board Business Commissioner DOLAN reminded everyone about the Legislative Picnic being held August 27 at the Joliet Park District. This is an event organized by the Illinois Association of Park Districts.

Staff Reports

Golf

Commissioner DOLAN said he was asked by someone why Steeple Chase had gas and not electric carts. Golf Operations Manager BROLLEY said we would need a cart barn with electric to charge the carts. President KNUDSON commented on the golf course's strong performance in July and that overall the financial performance looked good. Commissioner FRASIER asked about the beetles. Golf Course Superintendent DORUFF said this was a bug that returned annually and golf course staff sprayed to keep them away. President KNUDSON asked if there was any reason found for the recent fish kill. Golf Course Superintendent said the oxygen levels in the lake were sufficient so to determine the cause would require sending the fish to a lab. Staff felt it was more of a fluke and did not need further investigation. President KNUDSON commented on the effectiveness of the service to keep geese off the golf course.

Parks

President KNUDSON asked about the outdoor court resurface project. Superintendent of Parks SOLBERG said last year three basketball courts were resurfaced, one court at three separate parks. This year there will be three courts resurfaced, two tennis courts and one basketball, all located at one park.

Recreation

Commissioner FRASIER commented on the success of the Cardboard Regatta and the positive effect for the Foundation. He also commented on the strong sales at Barefoot Bay Concessions. Commissioner McGRATH commented on the good relationship with the District's youth affiliate groups. Superintendent of Recreation KIPP said Assistant Superintendent of Recreation Scott Schleiden was responsible for this going so well. President KNUDSON complimented Barefoot Bay staff on the "Elite" audit. Commissioner FRASIER noted this was an improvement from a recent audit. Commissioner DOLAN asked about the safety of belongings for the children enrolled in Rec Connect. Superintendent of Recreation KIPP noted that the location for each child to keep their belongings is under video surveillance. Commissioner McGRATH asked if the daily pass sales reported at Barefoot Bay included field trip revenue. Superintendent of Recreation KIPP said it did.

Business Services

Commissioner FRASIER asked if the water walk at Barefoot Bay was intended for use by adults. Superintendent of Recreation KIPP will check the manufacturer's recommendations and advise staff. President KNUDSON asked what the interest rate was for the District's last bond issue. Executive Director RESNICK will check and report back to the Board.

President KNUDSON announced service anniversaries for Nan Coutre, 29 years; Tony Elasser, 1 year; Denise LaBeef, 16 years; April Lohr, 15 years; Tessy Perinchery, 18 years; Karen Peterson, 7 years; Adrienne Zagozdzon-Marquez, 16 years; and Jill Miller, 21 years.

There being no further business, Commissioner FRASIER moved to adjourn at 7:52 p.m. second by Commissioner DOLAN. The motion was unanimously approved.

Secretary

**MEETING REMINDER
MONDAY, SEPTEMBER 12, 2016**

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

Action Items

Old Business

New Business

1. Resolution 16-09-01 Recognizing Historical Society of the Fort Hill Country's 60 Years of Service
2. Declare Aquatic Weed Cutter Property Surplus
3. Approve Toshiba Copier Lease for Park View Health & Fitness

Updates

1. Fort Hill Heritage Museum Operations
2. 2017 Health Insurance Selection
3. Travel Reimbursement Policy
4. Bond Proceeds Invested
5. Chalet Update
6. Tax Appeal

New Business

A Resolution has been prepared to recognize the Historical Society of the Fort Hill Country for their 60 years of service to the Mundelein area. President Dottie Watson and the Historical Society Board have been invited to attend the meeting for the presentation. *Staff recommends approving Resolution 16-09-01 recognizing the Historical Society of the Fort Hill Country for 60 years of service to the Mundelein area.*

Last year we purchased a used aquatic weed cutter for removing plants on Diamond Lake. We used the equipment once this year and discovered it is not ideal for our situation.

Staff recommends declaring the Hockney Company Under Water Weed Cutter as surplus to be sold via sealed bid.

The lease for the copier at Park View Health & Fitness is expiring. Staff has researched new machines and would like to enter another three year lease with Toshiba for a similar machine at a cost of \$240 per month. Current lease is \$306 per month.

Staff recommends approving a 39 month lease with Toshiba Business Solutions for the lease of an E-Studio 4505 copier, pending attorney review.

Updates

Members of the Historical Society of the Fort Hill Country will be at the Committee Meeting to discuss operation of the Fort Hill Heritage Museum. We would like to assist their volunteers with staffing the museum as their members are not always available.

Superintendent of Business Services & Technology, Linda Miller and Human Resource Manager Anthony Nitti are reviewing options for health insurance. We have narrowed the selection down from three pools (one being PDRMA) and one broker. The final two are PDMRA and the broker. We will have 2017 rates from the broker by the end of September. If we decide to stay with PDRMA, there is a three year commitment and the Board would have to approve of it. Staff will update the Board at the September 26 meeting.

The Chalet project preliminary budget came in very high. Much of this is due to the site work needed. The site will need at least two feet of fill. Options for reducing the budget include using colored block instead of brick, some siding instead of stone all around, reducing the number of doors and reducing the size of the building. The next meeting is September 30th when we will review these options.

I discussed the proposed Travel Reimbursement Policy with Adam Simon of Ancel Glink. I will recap his feedback of the questions asked by the Board at the last meeting. I am enclosing a copy of the ordinance drafted by Adam Simon as reference.

Linda Miller and I spoke with our financial advisor Jeff Schuppel regarding investing the bond proceeds until they are needed. Linda will be making the arrangements to have the funds in secured, collateralized vehicles per our investment policy. We will be purchasing CD's through the Illinois Park District Liquid Asset Fund as they have the best rates. The CD's mature dates will be staggered to coincide with the construction schedule and will be bought in increments under the FDIC insurance limit.

Twenty five tax appeals were received by the County. Of these, only seven of these are commercial. It appears several residents contacted one of the law firms that promote appealing property taxes. The County handles all of these appeals on our behalf.

RESOLUTION 16-09-01

WHEREAS, the Historical Society of the Fort Hill Country has been serving the area for 60 years and operating the Fort Hill Heritage Museum for 29 years; and

WHEREAS, their volunteers have unselfishly given their time, talent and devotion to the Museum; and

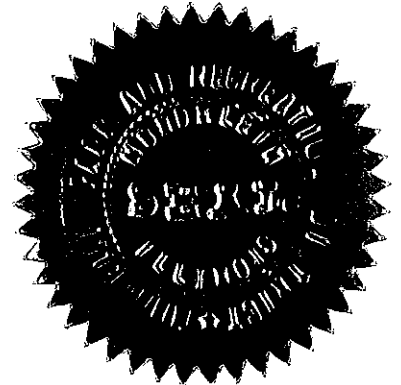
WHEREAS, the quality and popularity of the Fort Hill Heritage Museum has been a source of pride to the Mundelein Park District; and

WHEREAS, thousands of people have received and will continue to learn the history of the area;

NOW, THEREFORE, BE IT RESOLVED THAT the Historical Society of the Fort Hill Country be recognized for their outstanding and dedicated service to the Mundelein Park District. Further that the Board of Commissioners and Staff of the Mundelein Park District express their sincerest appreciation.

Resolved this 12th day of September, 2016

***Bob Knudson, President Board of Commissioners
Mundelein Park District***



[Name of Public Body]

ORDINANCE NO. _____

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

WHEREAS, the [Name of Public Body] is a non-home rule unit of local government; and

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

WHEREAS, the [Name of Governing Board] finds it to be in the best it interest of the [Name of Public Body] to adopt such a policy;

NOW, THEREFORE BE IT ORDAINED, by the [Name of Governing Board] that:

Section 1. The [Name of Governing Board] establishes the following policy governing reimbursement of all travel, meal, and lodging expenses:

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

A. Purpose.

The [Name of Governing Board] will reimburse employee and officer travel, meal, and lodging expenses incurred in connection with pre-approved travel, meal, and lodging expenses incurred on behalf of the [Name of Public Body]. Employees and officers are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds.

B. Definitions.

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

"Travel" means any expenditure directly incident to official travel by employees and officers of the [Name of Public Body] or by wards or charges of the [Name of Public Body] involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

C. Authorized Types of Official Business.

Travel, meal and lodging expenses shall be reimbursed for employees and officers of [Name of Public Body] only for purposes of official business conducted on behalf of the [Name of Public Body], which includes but is not limited to off-site or out-of-town meetings related to official business and pre-approved seminars, conferences and other educational events related to the employee's or officer's official duties.

D. Maximum Allowable Expenses.

Maximum Expenses Without Board/Council Approval – Travel, meal, and lodging expenses incurred by any employee in excess of \$____ must be previously approved in an open meeting by a majority roll-call vote of the [Name of Governing Board].

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

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

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

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

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

Hotel/Motel Accommodations – The traveler will be reimbursed for a standard single-room at locations convenient to the business activity. In the event of a change in plans or a cancellation, the traveler must cancel the hotel/motel reservation so as not to incur cancellation charges. Cancellation charges will not be reimbursed by the District unless approved by a vote of the [Name of Governing Board].

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

(If public body allows a per diem) Prior approval by the [Name of Governing Body] and submission of receipts are required for per diem allowances. Meals provided by the conference or seminar should be deducted from the per diem allowance. Partial reimbursement may be made for departure and return days based on time. Meals during in-state travel that is not an overnight stay will be reimbursed for actual cost not to exceed the GSA regulations.

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

Accompanied Travel – When a traveler is accompanied by others not on official business, any lodging, transportation, meals or other expenses above those incurred for the authorized traveler will not be reimbursed by the [Name of Public Body].

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

E. Approval of Expenses.

Travel, meal, and lodging expenses incurred by any employee in excess of \$_____ must be previously approved in an open meeting by a majority roll-call vote of the [Name of Governing Board].

Travel, meal, and lodging expenses incurred by any member of the [Name of Governing Board] must be approved by roll call vote at an open meeting of the governing board or corporate authorities of the local public agency.

Travel, meal, and lodging expenses advanced as a per diem to any employee or any member of the [Name of Governing Board] must be approved by roll call vote at an open meeting of the [Name of Governing Board] prior to payment. Documentation of expenses must be provided in accordance with Sections C, D and F of this policy, and any excess from the per diem must be repaid.

F. Documentation of Expenses.

Before an expense for travel, meals, or lodging may be approved under Section E of this Policy, the following minimum documentation must first be submitted, in writing, to the [Name of Governing Board] on a Travel, Meal, and Lodging Expense form:

- (1) an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
- (2) the name of the individual who received or is requesting the travel, meal, or lodging expense;
- (3) the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and
- (4) the date or dates and nature of the official business for which the travel, meal, or lodging expense was or will be expended.

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

The [Name of Public Body] hereby adopts as its official standardized form for the submission of travel, meal, and lodging expenses the Travel, Meal, and Lodging Expense Report form attached hereto and incorporated herein as Exhibit A.

G. Entertainment Expenses.

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

law?
receipts
reimbursement
*

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

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

Section 4. This Ordinance is effective beginning September 1, 2016.

VOTE:

Ayes:

Nays:

Abstentions:

Adopted this ____ day of _____, 2016.

(President or Mayor)

(Secretary or Clerk)

Exhibit A

[Name of Public Body]

*required
by law?*

TRAVEL, MEAL AND LODGING EXPENSE REIMBURSEMENT FORM

Name of Official or Employee: _____

Title/Position of Official or Employees: _____

Name and Date of the Activity/Event: _____

Check Number (if applicable): _____

Credit Card Receipt Number (if applicable): _____

Description of the purpose of the expense:

Reimbursement Expense (Estimated Costs or Actual Costs with receipts, if applicable):

Mileage: _____

Meals: _____

Parking: _____

Hotel/Lodging: _____

Car rental: _____

Airfare: _____

Other Transportation (bus, train, taxi, shuttle, etc): _____

Employee's/Officer's Signature: _____

Date: _____

Finance Director's Authorization: _____

Date: _____

ATTACH ALL RECEIPTS