

**Mundelein Park & Recreation District
Truth in Taxation Public Hearing
Monday, December 11, 2017
7:15 p.m.**

1. Call to Order
2. Roll Call
3. Motion to Open Truth in Taxation Public Hearing
 - A. Comments from the Public
 - B. Comments from Board Members
4. Motion to Close Truth in Taxation Public Hearing
5. Motion to Adjourn

**MUNDELEIN PARK & RECREATION DISTRICT
REGULAR BOARD MEETING
Monday, December 11, 2017**

AGENDA

Call To Order:

Pledge of Allegiance:

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

Approval of Minutes: Committee Meeting November 27, 2017
Regular Meeting November 27, 2017

Approval of Disbursements: Warrant 120117, 120417,
120517, 121117 = \$276,845.26

Correspondence:

Old Business:

New Business:

1. Approval of 2017 Tax Levy, Ordinance 17-12-01
2. Approval of Resolution 17-12-01 Museum Fund Balance
3. Approval of Three Year Wi-Fi Equipment License
4. Place 2018 Budget on File for Public Review

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)
Collective Bargaining or Salary Schedules 5 ILCS
120/2(c)(2)

Action on Items Discussed in Executive Session, if Necessary

Visitors:

Adjournment:

Mundelein Park & Recreation District
Committee of the Whole
November 27, 2017

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

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

Executive Director RESNICK reviewed the purchase of a new fleet of golf carts for Steeple Chase Golf Club. As members of the National Intergovernmental Purchasing Alliance, we can take advantage of contract pricing.

The Board was updated on the purchase of the irrigation controller system for Steeple Chase Golf Club. The hardware and software are leased for five years. A lump sum payment will save the District approximately 30% and was being recommended.

Because the Village of Mundelein changed vendors for fire alarm monitoring, the District must also. A five year contract with FSS Technologies was presented to the Board for approval.

When the District agreed to accept the wetland area north of Wilderness Park, the developer paid \$55,000 for the upkeep of the area. These funds have been transferred to the District and need to be assigned by Resolution.

The 2018 Meeting dates were presented to the Board for approval.

President DOLAN asked Golf Operations Manager BROLLEY if he understood the questions asked by the Board at the last meeting regarding the new GPS equipment. BROLLEY said he did and that the new system was less expensive, but just as functional as the current system and the maintenance was going to be much better.

The Committee Meeting adjourned at 7:20 pm.

Secretary

**MUNDELEIN PARK AND RECREATION DISTRICT BOARD OF
PARK COMMISSIONERS, MUNDELEIN, LAKE COUNTY, ILLINOIS
HELD MONDAY, NOVEMBER 27, 2017 AT 7:30 P.M. AT THE
MUNDELEIN COMMUNITY CENTER ADMINISTRATION OFFICES,
1401 NORTH MIDLOTHIAN ROAD, MUNDELEIN, ILLINOIS**

The regular scheduled meeting of the Board of Park Commissioners of the Mundelein Park and Recreation District, Mundelein, Lake County, Illinois, was called to order at 7:30 p.m. by President DOLAN 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 ORTEGA were present. Staff present included Executive Director RESNICK, Golf Operations Manager BROLLEY, Golf Course Superintendent DORUFF, Superintendent of Buildings & Grounds SOLBERG, Superintendent of Business Services & Technology MILLER and Superintendent of Recreation LaPORTE,. Commissioner McGRATH was absent.

Commissioner ORTEGA moved to approve the minutes of the Committee and Regular Meeting of November 13, 2017, second by Commissioner KNUDSON. President DOLAN repeated the motion and asked if there were any corrections or additions and none were made. A roll call vote was taken with Commissioners ORTEGA, KNUDSON, FRASIER and DOLAN voting yes.

Commissioner FRASIER moved to approve Warrants 111517, 111617, 111717, 112017, 112117 and 112717 in the amount of \$1,277,038.9, second by Commissioner ORTEGA. President DOLAN repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners FRASIER, ORTEGA, KNUDSON, and DOLAN voting yes.

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

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

New Business

President DOLAN reviewed the recommendation for the purchase of golf carts for Steeple Chase Golf Club. Commissioner ORTEGA moved to approve the purchase of 75 EZ-Go golf carts and two beverage carts from EZ-Go Textron for a total of \$148,696, second by Commissioner KNUDSON. President DOLAN repeated the motion and asked

if there were any questions and none were raised. A roll call vote was taken with Commissioners ORTEGA, KNUDSON, FRASIER and DOLAN voting yes.

President DOLAN reviewed the recommendation for the purchase of an irrigation controller system for Steeple Chase Golf Club. Commissioner FRASIER moved to approve the purchase and five year maintenance contract of hardware and software irrigation controllers from Rain Bird in the amount of \$11,854.67, second by Commissioner KNUDSON. President DOLAN repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners FRASIER, KNUDSON, ORTEGA and DOLAN voting yes.

President DOLAN said due to a change in vendors at the Village, the District also needed to change vendors for fire alarm monitoring services. Commissioner KNUDSON moved to approve a five year contract with FSS Technologies for the monitoring of fire alarms at District buildings, second by Commissioner FRASIER. President DOLAN repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners KNUDSON, FRASIER, ORTEGA and DOLAN voting yes.

President DOLAN stated a Resolution was needed to assign funds given to the District by a developer that are intended to maintain a wetland area. Commissioner KNUDSON moved to approve Resolution 17-11-01 assigning funds for wetland maintenance, second by Commissioner FRASIER. President DOLAN repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners KNUDSON, FRASIER, ORTEGA and DOLAN voting yes.

President DOLAN announced the recommended dates for the 2018 Board of Commissioner Meetings. Commissioner ORTEGA moved to approve the dates are presented, second by Commissioner KNUDSON. President DOLAN repeated the motion and asked if there were any questions and none were raised. A voice vote was taken with all voting yes.

Staff Reports

Golf

President DOLAN commented on the difficult weather conditions effecting golf this year and complimented staff on a good year. He suggested a holiday promotion to increase sales similar to what other golf courses are doing. Golf Operations Manager BROLLEY said a gift card promotion was coming up. Commissioner ORTEGA asked if we had ever used an employment agency to find seasonal workers. Golf Course Superintendent DORUFF said we have not and he would check if this is an option. President DOLAN asked if staff thought the stronger economy had anything to do with the lack of seasonal

workers. Golf Course Superintendent DORUFF said that could be as other golf courses experienced the same difficulties this year.

Parks

Commissioner ORTEGA asked if the number of trees planted this year was higher than usual. Superintendent of Buildings & Grounds SOLBERG said it was and we are trying to diversity with a variety of species. Commissioner FRASIER asked if there was any additional training since two recent accidents involving backing up. Superintendent of Buildings & Grounds SOLBERG said it was reviewed at a staff meeting and more formal training was planned.

Recreation

President DOLAN and Commissioner FRASIER both commented on the fact that adult and youth basketball programs were running. President DOLAN asked if staff thought the new facility would take away from use at Sandburg gym. Superintendent of Recreation LaPORTE said we are currently turning away requests and the idea is to attract some new sports clinics to the new building. Commissioner KNUDSON commented on the average number of exercise classes members participate in each month. He thought eight was a strong showing and asked what was the most popular. Superintendent of Recreation LaPORTE said he did not know which class was the most popular and that having members take at least two classes a week should help with retention. President DOLAN asked if the Polar Express program was in the brochure. He was told it was in the Fall brochure. President DOLAN commented that the Special Events Coordinator position was filled quickly. Superintendent of Recreation LaPORTE said there were five applicants and three were interviewed. He said he has worked with the new Coordinator at another agency. Commissioner ORTEGA asked about the lower online registration percentage. Executive Director RESNICK said it spikes at the beginning of each new season. Next year the reports will show a year to year comparison in addition to the month to month.

Business Services

President DOLAN asked if the individual who hit the fence on the 11th hole had insurance. He was told he did.

There being no further business, Commissioner ORTEGA moved to adjourn at 7:55 p.m. second by Commissioner KNUDSON. The motion was unanimously approved.

Secretary

**MEETING REMINDER
MONDAY, DECEMBER 11, 2017**

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

Action Items

Old Business

New Business

1. Approval of 2017 Tax Levy, Ordinance 17-12-01
2. Approval of Resolution 17-12-01 Museum Fund Balance
3. Approval of Three Year Wi-Fi Maintenance License
4. Place 2018 Budget on File for Public Review

Updates

1. Truth in Taxation Hearing
2. New Building Name
3. New Building Plaque
4. GFOA Award

New Business

The District can increase our Tax Levy 2.8% because of the 2.1% increase in the Consumer Price Index (CPI) and new growth. The enclosed ordinance must be passed and filed with the County by the last Tuesday in December. While not required, the District held a Truth In Taxation Hearing and published the “black box” ad so that residents could be aware of the levy increase.

Staff recommends approval of the 2017 Tax Levy Ordinance 17-12-01

The District has built up a fund balance in the Museum Fund to pay for improvements to the Fort Hill Museum. In order to carry this balance, the Board must pass a resolution identifying the purpose of the fund balance.

Staff recommends approving Resolution 17-12-01 identifying the purpose of the Museum Fund balance.

We are upgrading equipment at the Community Center to improve wi-fi for patrons. There is a three year license agreement on the equipment and any commitment longer than one year must be approved by the Board.

Staff recommends approving a three year license agreement with Cisco Systems for access points and a switch for \$774.

The 2018 Budget is enclosed. The Board must make the Budget available for public review for 30 days prior to final approval. There will be a Budget Workshop Hearing prior to the January 8, 2018 meeting and final approval will take place at the January 22nd meeting.

Staff recommends placing the 2018 Budget on file for public review.

Updates

A Truth in Taxation Hearing will be held at 7:15. This is an opportunity for public to address the Board about the 2017 Levy. A “black box” notice was in the Daily Herald.

At the last Board meeting, staff was asked to submit suggested names for the new building. The following names were submitted for consideration:

- | | |
|-----------------------------|------------------------|
| The Annex | Chalet Dunbar |
| Chateau Dunbar | Cleveland Center |
| Dunbar Annex | Dunbar Extension |
| Dunbar Hamlet | Dunbar Leisure Center |
| Dunbar Outpost | Dunbar Rec Center |
| Dunbar Recreation Center | Kipp Annex |
| Kipp Recreation Center | The Rec Annex |
| The Rec Extension | The Rec Outpost |
| Rita Kipp Recreation Center | South Community Center |

The plaque for the new building will be ordered and purchased by FGM Architects and W.B. Olson. Photos of three plaques are enclosed. Does the Board have a preference? Who would you like listed on the plaque?

Once again, the District has been awarded the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association. This is the highest form of recognition in governmental accounting and financial reporting. Kudos to Linda Miller, Superintendent of Business Services & Technology.

ORDINANCE 17-12-01

**AN ORDINANCE LEVYING AND ASSESSING THE TAXES OF THE MUNDELEIN PARK
& RECREATION DISTRICT FOR THE TAX YEAR 2017**

In pursuance of authority vested in them by the Park District Code, Article Five, the Commissioners of the Mundelein Park Board in meeting assembled, do hereby find and declare that there will be required to be raised by general taxation the amounts hereinafter set down, to be levied upon all the taxable property in said Park District, in order to meet and defray all the necessary expenses and liabilities of the Park District as required by statute or voted by people in accordance with law, and the amount so required are itemized and needed for uses and purposes as follows to wit:

I.	GENERAL – CORPORATE FUND	<u>LEVIED</u>
	Administrative Wages & Salaries	\$ 470,000.00
	Administrative Costs	\$ 78,350.00
	Professional Services	\$ 134,000.00
	Operation of Parks & Facilities	<u>\$ 1,102,650.00</u>
	TOTAL GENERAL CORPORATE FUND	\$ 1,785,000.00
II.	RECREATION PROGRAM FUND	
	Administrative Wages, Salaries & Contractual Services	\$ 278,600.00
	Program Costs	<u>\$ 746,400.00</u>
	TOTAL RECREATION FUND	\$ 1,025,000.00
III.	BOND & INTEREST FUND	
	Principal, Interest & Service Charges	<u>\$ 502,100.00</u>
	TOTAL BOND & INTEREST	\$ 502,100.00
IV.	LIABILITY INSURANCE FUND	\$ 198,000.00
	(Including WORKMAN’S COMPENSATION, STATE UNEMPLOYMENT COMPENSATION, PROPERTY COVERAGE & RISK MANAGEMENT)	
V.	AUDIT FUND	\$ 15,500.00
VI.	MUNICIPAL RETIREMENT FUND	\$ 365,000.00
VII.	SOCIAL SECURITY FUND	\$ 317,000.00
VIII.	MUSEUM FUND	\$ 1,000.00
IX.	POLICE FUND	\$ 51,400.00
X.	SPECIAL RECREATION FUND	\$ 170,000.00
	Recreation for the Handicapped	<hr/>
	TOTAL ALL FUNDS	<u>\$4,430,000.00</u>

SUMMARY

General Corporate Fund	\$ 1,785,000.00
Recreation Program Fund	\$ 1,025,000.00
Bond & Interest	\$ 502,100.00
Liability Insurance Fund (Including Workman's Compensation, State Unemployment Compensation, Property Coverage & Risk Management)	\$ 198,000.00
Audit	\$ 15,500.00
Municipal Retirement Fund	\$ 365,000.00
Social Security Fund	\$ 317,000.00
Museum Fund	\$ 1,000.00
Police Fund	\$ 51,400.00
Special Recreation Fund	<u>\$ 170,000.00</u>
	\$ 4,430,000.00

RECAPITULATION

The following are the total taxes to be levied for:

GENERAL CORPORATE FUND	\$ 1,785,000.00
RECREATION PROGRAM FUND	\$ 1,025,000.00
BOND & INTEREST	\$ 502,100.00
LIABILITY INSURANCE FUND (Including WORKMAN'S COMPENSATION, STATE UNEMPLOYMENT COMPENSATION, PROPERTY COVERAGE & RISK MANAGEMENT)	\$ 198,000.00
AUDIT	\$ 15,500.00
MUNICIPAL RETIREMENT FUND	\$ 365,000.00
SOCIAL SECURITY FUND	\$ 317,000.00
MUSEUM FUND	\$ 1,000.00
POLICE FUND	\$ 51,400.00
SPECIAL RECREATION FUND	<u>\$ 170,000.00</u>
	\$ 4,430,000.00

Making the aggregate sum of FOUR MILLION, FOUR HUNDRED THIRTY THOUSAND, DOLLARS AND NO/100 CENTS (4,430,000.00) to be raised by taxation and levied on all taxable property in said Park District, in order to meet and defray all the necessary expenses and liabilities of the Park District as required by statute or voted by the people in accordance with law.

SECTION 2: That upon the passage of this Ordinance and the filing of a certified copy thereof with the County Clerk of Lake County, Illinois, directed to execute, issue and dispose of warrants drawn against and in anticipation of the taxes herein above levied and assessed, for purpose of providing a fund to meet and defray the ordinary and necessary expenses of said District for the current fiscal year, to the extent of seventy-five percent (75%) of such taxes so levied and assessed, or so much thereof as may be necessary for the purposes aforesaid, and all such warrants shall be duly endorsed by the treasurer of said District and numbered in the numerical order of their issuance.

SECTION 3: The Secretary of the Mundelein Park and Recreation District shall file with the County Clerk of the County of Lake, State of Illinois, a certified copy of this ordinance, no later than the last Tuesday in December, 2017. Said County Clerk shall ascertain the rate per centum which, upon the total value of all property subject to taxation within a said District, at the full, fair value as the same is assessed and equalized by the Department of Revenue of the State of Illinois, will produce the net amounts within levied and ordered certified, and he shall extend the tax upon the tax books of the collector of State and county taxes within said District as provided by law.

SECTION 4: If any items or portion thereof this ordinance is for any reason held invalid such decision shall not affect the validity of the remaining portion of the ordinance.

SECTION 5: All ordinances or parts of ordinances in conflict with any section hereof are hereby modified or repealed and this ordinance shall be in full force and effect from and after its passage, signing and recording as provided by law.

PASSED, this 11th day of December, 2017.

APPROVED, this 11th day of December, 2017.

PRESIDENT

ATTEST: _____
Secretary

STATE OF ILLINOIS)
)
COUNTY OF LAKE)

I, MARGARET RESNICK, Secretary of the Board of Park Commissioners of the Mundelein Park and Recreation District, in the County and State aforesaid, do hereby certify that I am the duly qualified and acting Secretary of the Board of Park Commissioners of said Park District, and as such official, I do further certify that I have the care and custody of all official records of the Board of Park Commissioners of said Park District.

I further certify that the foregoing ORDINANCE LEVYING AND ASSESSING THE TAXES OF THE MUNDELEIN PARK AND RECREATION DISTRICT FOR THE TAX YEAR 2017, attached hereto, is a true, correct, and compared copy of the original thereof now on file in my office.

IN WITNESS WHEREOF, I hereunto affixed my hand and the Corporate Seal of the Mundelein Park and Recreation District, Lake County, Illinois, this 11th day of December, 2017.

Secretary, Board of Park Commissioners

CERTIFICATE

The undersigned, President of the Mundelein Park and Recreation District, hereby certifies that I am the presiding officer of the Mundelein Park and Recreation District, and as such presiding officer, I hereby certify that the levy ordinance, a copy of which is appended hereto, was adopted pursuant to, and in all respects in compliance with, the provisions of Sections 4 through 7 of the so-called "The Truth in Taxation Act."

Date: December 11, 2017

President
Mundelein Park and Recreation District

RESOLUTION 17-12-02

**A RESOLUTION AUTHORIZING AN ACCUMULATION OF FUNDS THE MUNDELEIN
PARK AND RECREATION DISTRICT MUSEUM FUND**

WHEREAS, the Mundelein Park and Recreation District has accumulated a fund balance in the Museum Fund to make improvements to the Fort Hill Museum; and

WHEREAS, the cooperation of the Historical Society of the Fort Hill Country is necessary to make such improvements; and

WHEREAS, the current Board of the Historical Society does not wish to undertake any projects; and

WHEREAS, under Illinois law, a public body is presumed to have excessively accumulated funds if a fund balance at the beginning of a fiscal year, combined with the taxes extended for the prior year, exceeds by 2-3 times the average annual expenditures for the previous three fiscal years, unless the public body needed such excessive accumulation for a specified project or projects; and

WHEREAS, section 5-1 of the Park District Code (70 ILCS 1205/5-1) provides that commissioners may accumulate funds for the purposes of building repairs and improvements and may annually levy taxes for such purposes in excess of current requirements for its other purposes.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE MUNDELEIN PARK AND RECREATION DISTRICT, Lake County, Illinois as follows:

That the Mundelein Park and Recreation District Museum Fund shall accumulate funds in excess of two times the average annual expenditures for the previous three fiscal years for the purpose of making improvements to the Fort Hill Museum.

PASSED this 11th day of December, 2017.

AYES: _____

NAYS:

ABSENT AND/OR NOT VOTING: _____

BOB KNUDSON, President

ATTEST:

Secretary

**Mundelein Park & Recreation District
Memorandum**

TO: Board of Commissioners

FR: Margaret Resnick, Executive Director

RE: 2018 Budget

DT: December 8, 2017

The proposed 2018 Budget is attached. To help guide you through the budget, I want to highlight some important points:

- Taxes make up 44% of revenue. Our policy sets a target of no more than 45%.
- Fund balances for both the Corporate and Recreation Funds exceeded our Fund Balance Policy of 3-4 months and 2 months respectively.
- Corporate and Recreation Funds have \$8,851,204 of revenue and \$8,868,799 of expenses resulting in a fund balance reduction of \$17,595.
- Parks Department expenses are up 10.7% compared to 2017 year end projects. Payroll was down in 2017 because of positions being open during transition periods and staff on medical leave, vehicle maintenance expected to return to budgeted level, equipment maintenance expected to return to budgeted level (both lower in 2017)
- Recreation Administration revenue up 1.5%, expenses up 13.2%. We reallocated full time wages (Assistant Superintendent) to fairly distribute expenses to direct reports areas, additional part time wages were added to improve customer experience and increase special event offerings, startup expenses of new building.
- Park View revenue 15%, expenses up 16.5%. Expect an increase in memberships with new equipment, increased personal training promotions, and an increase in programs due to new building. Expenses up with additional staff and startup costs at the new building.
- Aquatics revenue 6.4%, expenses flat. Revenue off in 2017 by \$26,000 due to low attendance on cooler days, when pool remained open and staffed. Staff uses average temperature and rain to determine budget. A \$1 increase in youth/senior non-resident daily rate will also increase revenue.
- Indoor Pool revenue up 19%, expenses up 7.7%. A complete reorganization of swim lessons should revitalize this program area.

Staff will be at the Budget Hearing on January 8th to answer questions. Please don't hesitate to let me know before then if you have any.

CITY OF ROCKFORD POLICE DISTRICT NO. 1



MAYOR HONORABLE LAWRENCE J. MORRISSEY
POLICE CHIEF DANIEL G. O'SHEA

CITY COUNCIL
TAM DURKEE
JAMES GETCHUIS
THOMAS MCNAMARA
KEVIN FROST
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PAM CONNELL
ANN THOMPSON-KELLY

JEANNE ODDO
TEENA NEWBURG
FRANKLIN C. BEACH
KAREN ELYEA
JOHN C. BECK
LINDA MCNEELY
JOSEPH CHARELLI

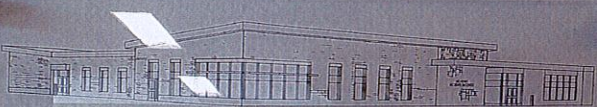
WORK BY ARCHITECTS
FORWARDS ARCHITECTS 2017

GENERAL CONTRACTORS
STENGSTROM GENERAL CONTRACTORS



ELBURN AND COUNTRYSIDE FIRE PROTECTION DISTRICT

ELBURN AND COUNTRYSIDE FIRE PROTECTION DISTRICT
OFFICE OF THE DISTRICT CLERK
THOMAS J. KELLS, PRESIDENT
JAMES J. O'NEILL, PRESIDENT



MCHENRY RECREATION CENTER MARCH 2016

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Susan E. Law
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CITY CLERK
Lorraine C. Dalton
CITY ADMINISTRATOR
Derek Morefield
DEPUTY CITY ADMINISTRATOR
Bill Hobson

ARCHITECT
FGM Architects Inc.
GENERAL CONTRACTOR
Stuckey Construction Company