



**MUNDELEIN PARK &
RECREATION DISTRICT**

October 26, 2020

7:00 p.m. - Committee Meeting

7:30 p.m. - Regular Board Meeting

Committee Meeting
Agenda

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 26th of October of 2020, at 7:00 o’clock p.m., at Regent Center, 1200 Regent Drive, Mundelein, Illinois.

The Agenda for the Meeting is as follows:

Updates/Discussion

1. Introduction – Melinda Agosto, Child Development Director
2. Regular Board Meeting Topics
 - a. First Amendment Activities Policy - Amendment
 - b. Mundelein Heritage Museum Collection Management Policy – Amendment
 - c. Deed of Gifts – Mundelein Heritage Museum
 - d. Job Descriptions

Action Items – Regular Board Meeting

1. Approve of First Amendment Activities Policy - Amendment
2. Approve of Mundelein Heritage Museum Collection Management Policy - Amendment
3. Approve of Deed of Gifts – Mundelein Heritage Museum
4. Approve of Job Descriptions



**MUNDELEIN PARK &
RECREATION DISTRICT**

BOARD MEMORANDUM

October 26, 2020 Committee Meeting Topics

Introduction – Melinda Agosto, Child Development Director

Melinda Agosto will be present to share her background and experiences. As well, Melinda will share updates on the Big & Little Program and Learning Center.

Regular Board Meeting Topics – See attached memorandums within Regular Board Mtg

Executive Director Salski has prepared memorandums for each discussion item. If time permits, Executive Director Salski will address any topic but the First Amendment Activities Policy is the highest priority.

- a. First Amendment Activities Policy - Amendment
- b. Mundelein Heritage Museum Collection Management Policy – Amendment
- c. Deed of Gifts – Mundelein Heritage Museum
- d. Job Descriptions

Action Items – Regular Board Meeting

1. Approve of First Amendment Activities Policy - Amendment
2. Approve of Mundelein Heritage Museum Collection Management Policy - Amendment
3. Approve of Deed of Gifts – Mundelein Heritage Museum
4. Approve of Job Descriptions



**MUNDELEIN PARK &
RECREATION DISTRICT**

**REGULAR BOARD MEETING
October 26, 2020
7:30 pm**

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 26th day of October 2020, at 7:30 o’clock p.m., at Regent Center, 1200 Regent Drive, Mundelein, Illinois.

AGENDA

Call to Order:

Pledge of Allegiance:

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

Approval of Minutes: Committee Meeting 10-12-20, Regular Meeting 10-12-20 & Executive Session 10-12-20

Approval of Disbursements: Warrants: 101620, 101820 and 102620 = \$318,750.91

Financials: September

Police Report: September

Correspondence: Letter of Support for Village ITEP Grant Application

Old Business: 1. Approve of First Amendment Activities Policy - Amendment

New Business: 1. Approve of Mundelein Heritage Museum Collection Management Policy - Amendment
2. Approve of Deed of Gifts – Mundelein Heritage Museum
3. Approve of Job Descriptions

Board Business:

Staff Reports:

Service Anniversaries: Gwen Fuesz, 1; Kimberley Wells, 14; Janet Kalcsis, 23; Marissa Moravec, 1.

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

Action on Items Discussed in Executive Session, if Necessary

Visitors

Adjournment

Rules for Public Comment:

- A. At the start of the period for public comment the board President or acting chairperson will advise the public:
 - 1. The amount of time permitted for public comment;
 - 2. That all speakers state their name and addresses before addressing the Board;
 - 3. To avoid repetitive comments, testimony and general questions; and
 - 4. To appoint only one person to speak on behalf of a group.
- B. Each person will be permitted to speak one time only, unless the President determines that allowing a speaker to address the Board again will contribute new testimony or evidence germane to an issue on the agenda for that meeting.
- C. Unless a representative spokesperson is appointed in the manner described in rule D, all comments from the public will be limited to no more than three (3) minutes per person.
- D. Groups may register a representative spokesperson by filing an appearance form no later than one (1) hour in advance of a meeting. The appearance form must designate (i) the number of people the designee represents for the purpose of making public comment; (ii) the subject matter of the public comments; and (iii) whether the subject 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 AND RECREATION DISTRICT BOARD OF
PARK COMMISSIONERS, MUNDELEIN, LAKE COUNTY, ILLINOIS
HELD A COMMITTEE OF THE WHOLE MEETING ON
MONDAY, OCTOBER 12, 2020 AT 7:00 P.M. AT THE
MUNDELEIN COMMUNITY CENTER ADMINISTRATION OFFICES,
1401 NORTH MIDLOTHIAN ROAD, MUNDELEIN, ILLINOIS**

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 ORTEGA held at the Community Center in the Board Room.

Present were Commissioners DOLAN, FRASIER, KNUDSON, McGRATH and ORTEGA. Staff present included Executive Director SALSki.

President ORTEGA introduced the grants. Executive Director SALSki provided explanations of the grants being submitted. He mentioned staff anticipated looking at every opportunity to receive maximum funding. Additionally, he explained the Treasurer's office discussion about tax collections and he outlined a more detailed approach for projected tax revenue.

President ORTEGA explained the OSLAD Grant challenges. Executive Director Salski outlined the process to withdraw and approach future opportunities. Commissioner McGRATH asked what percentage of the engineering drawings are complete and can be used in the future. Executive Director Salski stated 90-95% which would cost significantly more in future years. Also, he stated the engineering drawings will be extremely beneficial in the future.

Executive Director Salski mentioned the Foundation strategy. Commissioner DOLAN suggested additional strategies such as brick paver program. He stated special events would assist drawing attention to the Foundation.

Executive Director Salski mentioned a decision needed to be made regarding the Community Wide Survey as a deposit was processed in April, 2020. Board Members questioned the timing and value but understood the importance for Accreditation purposes. Commissioner McGRATH had a question about the contract. Executive Director Salski stated a cancellation clause is vague in the agreement. Commissioner DOLAN suggested to keep moving forward with the process.

The Committee Meeting adjourned at 7:28 p.m.

Secretary

**MUNDELEIN PARK AND RECREATION DISTRICT BOARD OF
PARK COMMISSIONERS, MUNDELEIN, LAKE COUNTY, ILLINOIS
HELD A REGULAR BOARD MEETING ON
MONDAY, OCTOBER 12, 2020 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 ORTEGA and he asked the assemblage to rise and recite the Pledge of Allegiance.

He then directed the secretary to call the roll. Present were Commissioners DOLAN, FRASIER, KNUDSON, McGRATH and ORTEGA. Staff present included Executive Director SALSKI.

Commissioner McGRATH moved to approve the minutes of the Committee Meeting and Regular Meeting from September 28, 2020, second by Commissioner DOLAN. President ORTEGA repeated the motion and asked if there were any additional corrections or additions and none were made. A voice vote was taken with all voting yes.

President ORTEGA stated the Warrants being approved. Commissioner FRASIER moved to approve Warrants 100220, 20320, 100420, 100620 AND 101220 in the amount of \$369,817.54 second by Commissioner KNUDSON. President ORTEGA repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners FRASIER, KNUDSON, DOLAN, McGRATH and ORTEGA voting yes.

Commissioner ORTEGA mentioned the IAPD Board Retreat and Legal Symposium. Commissioner DOLAN mentioned a webinar by aQity that would provide key benchmarks regarding tax levy, land, etc. He stated IAPD had a Board Retreat and shared a report focused on number of employees, population, EAV, tax levy, etc. IAPD used Mundelein as an example. Commissioner KNUDSON asked if the district had less or more staff than other comparable agencies. Commissioner DOLAN said the agency had more staff due to the part-time staff but less full-time.

President ORTEGA requested a motion for the Executive Session of Personnel 5 ILCS 120/2 (c)(1) at 7:40 p.m., Commissioner DOLAN moved and second by Commissioner McGRATH. A roll call vote was taken with Commissioners DOLAN, McGRATH, FRASIER, KNUDSON and ORTEGA voting yes.

Visitor: Ron Greenberg had no comment.

There being no further business, Commissioner DOLAN moved to adjourn at 8:15 p.m. second by Commissioner FRASIER. The motion was unanimously approved.

Secretary

Payroll ID: 67

Pay Period End Date: 10/10/2020 Check Post Date: 10/16/2020 Bank ID: A

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

101620

Grand Totals for Payroll:

Pay Code Id	Hours	OT Hours	Cur. Amnt.	YTD Amnt.*	Ded/Exp Id	Cur. Amnt.	YTD Amnt.*
** VAC	293.30	0.00	13,363.19		AIM	1,628.74	33,436.03
005	0.00	0.00	0.00	5,091.93	AIM 03	1,345.78	21,678.02
108	0.00	0.00	0.00	0.00	AIM FLAT	50.00	950.00
11-0000	0.00	0.00	0.00	0.00	ALI	48.00	960.00
11-0002	0.00	0.00	0.00	0.00	ALP	126.25	2,595.70
11-0003	0.00	0.00	0.00	0.00	CLI	24.76	519.96
11-0004	53.90	0.00	1,333.49	20,026.85	DENTAL	156.53	2,902.45
11-0005	0.00	0.00	0.00	0.00	DENTAL_ER	1,095.89	20,300.63
11-0006	48.76	0.00	868.42	11,910.42	EAP_ER	62.70	1,173.15
11-0007	0.00	0.00	0.00	3,324.40	FITW	15,789.75	194,274.60
11-0008	0.00	0.00	0.00	0.00	FLH	378.87	6,856.27
11-0009	72.01	0.00	1,448.12	22,238.85	GROUP LIFE	4.76	4.76
118	0.00	0.00	0.00	0.00	MEDICAL_HMO	1,011.51	17,062.22
12-0100	0.00	0.00	0.00	0.00	MEDICAL_HMO_ER	7,080.56	119,131.40
12-0101	0.00	0.00	0.00	0.00	MEDICAL_PPO	2,046.31	40,116.19
12-0102	0.00	0.00	0.00	0.00	MEDICAL_PPO_ER	14,324.48	280,817.70
12-0103	60.00	0.00	1,649.40	35,403.87	MEDICARE_EE	2,575.44	37,235.55
12-0104	72.00	0.00	2,327.04	45,504.44	MEDICARE_ER	2,575.44	37,235.55
12-0105	40.02	0.00	581.49	20,567.61	NWD	1,595.00	25,975.00
12-0107	550.93	0.00	13,277.39	178,238.98	NYL	53.34	1,120.14
12-0108	158.52	0.00	2,014.70	11,810.19	PEN_IM2	2,397.07	39,931.60
12-0150	4.00	0.00	44.00	2,571.25	PEN_IM2_ER	6,402.83	106,403.10
12-0151	4.00	0.00	68.00	2,440.75	PEN_IMR	3,812.02	57,118.11
13-0200	0.00	0.00	0.00	0.00	PEN_IMR_ER	10,182.32	152,569.08
13-0201	0.00	0.00	0.00	0.00	SITW	7,927.05	114,128.18
13-0202	0.00	0.00	0.00	5,374.32	SOCSEC_EE	11,012.57	159,214.35
13-0203	110.73	0.00	1,670.45	19,048.15	SOCSEC_ER	11,012.57	159,214.35
13-0204	132.06	0.00	1,349.99	13,625.60	STA	325.00	6,825.00
13-0205	30.04	0.00	300.40	2,632.30	STA %	351.43	6,249.72
13-0206	80.68	0.00	893.88	12,052.55	UN	144.00	2,565.00
13-0207	132.83	0.00	1,361.51	13,587.10	VISION	26.38	488.74
13-0208	150.24	0.00	1,519.36	16,681.89	VISION_ER	184.75	3,418.65
13-0250	0.00	0.00	0.00	0.00			
13-0251	0.00	0.00	0.00	0.00			
13-0252	80.00	0.00	2,114.40	38,592.37			
13-0253	539.25	0.00	7,342.60	82,812.60			
20-0300	0.00	0.00	0.00	0.00			
20-0301	0.00	0.00	0.00	0.00			
20-0303	0.00	0.00	0.00	0.00			
20-0304	8.66	0.00	113.23	1,855.64			
20-0305	0.00	0.00	0.00	0.00			
20-0306	0.00	0.00	0.00	0.00			
20-0307	27.64	0.00	291.73	1,893.56			

181,490.10
13,588.01
16,585.15
22,753.14
234,416.40

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

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203	0.00	0.00	0.00	0.00
21-0400	59.32	0.00	1,103.35	12,348.57
21-0402	63.24	0.00	881.84	7,183.45
21-0450	0.00	0.00	0.00	2,002.10
21-0452	0.00	0.00	0.00	759.77
22-0500	77.18	0.00	1,589.91	27,232.78
22-0501	21.75	0.00	255.75	821.64
22-0502	0.00	0.00	0.00	69.00
22-0503	0.00	0.00	0.00	0.00
22-0504	0.00	0.00	0.00	329.01
22-0506	15.42	0.00	175.96	1,119.47
22-0507	0.00	0.00	0.00	470.25
22-0508	0.00	0.00	0.00	96.25
22-0509	9.99	0.00	102.40	427.19
23-0600	0.00	0.00	0.00	0.00
23-0601	23.08	0.00	420.80	8,240.66
23-0604	0.00	0.00	0.00	200.01
24-0700	0.00	0.00	0.00	0.00
24-0701	266.78	0.00	5,396.27	58,760.59
24-0702	217.12	0.00	3,510.95	35,067.06
25-0800	0.00	0.00	0.00	0.00
25-0801	76.35	0.00	1,699.55	29,981.41
25-0802	79.98	0.00	1,524.42	23,453.70
25-0803	191.23	0.00	3,001.94	45,480.48
25-0804	151.12	0.00	1,743.23	21,691.94
25-0805	134.35	0.00	1,346.10	14,069.38
25-0806	54.45	0.00	598.95	6,101.51
25-0807	0.00	0.00	0.00	2,129.87
25-0850	36.60	0.00	706.75	12,110.03
25-0851	70.00	0.00	2,151.13	40,076.42
25-0852	6.00	0.00	235.04	3,944.09
25-0853	23.00	0.00	618.25	8,894.57
25-0854	0.50	0.00	8.19	221.13
25-0855	1.00	0.00	39.00	1,537.21
25-0856	2.00	0.00	60.00	690.00
25-0857	0.00	0.00	0.00	52.50
25-0858	24.50	0.00	324.63	2,572.90
25-0859	6.00	0.00	196.50	1,411.14
25-0860	0.00	0.00	0.00	163.80
25-0861	1.92	0.00	19.20	488.08
25-0862	3.00	0.00	109.50	1,998.01
26-0900	0.00	0.00	0.00	0.00
26-0904	0.00	0.00	0.00	0.00
26-0905	0.00	0.00	0.00	0.00
26-0906	0.00	0.00	0.00	0.00
26-0910	0.00	0.00	0.00	362.71
26-0911	0.00	0.00	0.00	492.97

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26-0912	0.00	0.00	0.00	168.48
26-0913	0.00	0.00	0.00	1,536.11
26-0914	0.00	0.00	0.00	1,094.42
26-0915	0.00	0.00	0.00	0.00
26-0916	0.00	0.00	0.00	203.90
26-0917	0.00	0.00	0.00	3,879.59
26-0918	0.00	0.00	0.00	0.00
27-1000	0.00	0.00	0.00	0.00
27-1001	0.00	0.00	0.00	12,064.27
27-1002	0.00	0.00	0.00	18,585.15
27-1025	1,025.56	0.00	16,795.21	54,012.05
27-1051	0.00	0.00	0.00	5,779.35
27-1052	36.38	0.00	372.90	36,266.36
30-1100	0.00	0.00	0.00	0.00
30-1101	0.28	0.00	3.64	157.43
30-1102	150.71	0.00	1,507.10	17,041.81
30-1103	49.90	0.00	499.00	5,085.78
30-1104	75.89	0.00	955.17	9,541.12
30-1105	2.00	0.00	20.00	1,246.86
30-1106	83.81	0.00	840.08	6,126.65
30-1107	1.00	0.00	15.00	30.00
30-1108	2.00	0.00	40.00	140.00
30-1109	13.98	0.00	181.74	448.63
31-1200	12.85	0.00	282.70	13,165.30
31-1201	0.00	0.00	0.00	160.82
31-1202	75.32	0.00	1,331.59	14,135.56
31-1203	0.00	0.00	0.00	423.75
31-1204	1.00	0.00	22.00	1,244.50
31-1205	0.00	0.00	0.00	980.40
31-1208	0.00	0.00	0.00	0.00
33-1302	0.00	0.00	0.00	0.00
33-1303	0.00	0.00	0.00	0.00
ANNIV	0.00	0.00	0.00	1,190.00
AQUA	0.00	0.00	0.00	133.07
BON	0.00	0.00	0.00	1,090.00
CAR	0.00	0.00	0.00	1,000.00
CELL	0.00	0.00	560.00	5,510.00
COMP	3.65	0.00	81.25	2,241.87
CSC	0.00	0.00	2,857.50	7,393.75
CV19-1	0.00	0.00	0.00	81,727.45
CV19-2	0.00	0.00	0.00	6,496.42
CV19-3	0.00	0.00	0.00	1,556.35
CV19-4	0.00	0.00	0.00	158.51
CV19-5	0.00	0.00	0.00	98.28
CV19-6	0.00	0.00	0.00	30.00
DBL	0.00	0.00	0.00	27.43
EOY	0.00	0.00	0.00	1,000.00

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ESSENTIAL PTO	0.00	0.00	0.00	211.14
ESSNTLCOMP	0.00	0.00	0.00	18,109.55
FFCRA123	0.00	0.00	0.00	0.00
FFCRA456	0.00	0.00	0.00	0.00
FNRL	0.00	0.00	0.00	1,255.48
GOLF LSSNS	0.00	0.00	0.00	0.00
HOL	0.00	0.00	0.00	71,441.82
INC	0.00	0.00	0.00	3,672.00
JRY	0.00	0.00	0.00	0.00
LWP	0.00	0.00	0.00	0.00
NHI	0.00	0.00	1,076.95	22,615.95
OT	0.00	78.45	2,068.76	22,892.49
PATH	0.00	0.00	0.00	7,075.00
PER	20.00	0.00	538.10	11,865.99
REFERRAL	0.00	0.00	100.00	450.00
REG	0.00	0.00	0.00	0.00
SALARY	1,688.00	0.00	62,359.74	1,087,212.91
SIC	63.68	0.00	1,388.69	29,944.79
SIN	56.00	0.00	2,007.76	19,403.25
TFB	0.00	0.00	126.95	1,263.75
TIP	0.00	0.00	0.00	0.00
TLI	0.00	0.00	124.21	2,228.98
TVU	0.00	0.00	60.00	1,038.00
VAC	161.50	0.00	3,832.82	83,237.32
WELLNESS	0.00	0.00	0.00	3,482.12

Gross Pay This Period	Deduction Refund	Ded. This Period	Net Pay This Period	Gross Pay YTD	Dir. Dep.	Expense This Period
181,490.10	0.00	52,825.80	128,664.30	2,636,403.81	125,523.27	52,926.30

Tax Type	State / Loc	App Wages	Prior Ded	Taxable Gross
Social Security		181,241.26	3,619.60	177,621.66
Medicare		181,241.26	3,619.60	177,621.66
Federal		181,241.26	12,100.12	169,141.14
State	IL	176,269.89	11,731.76	164,538.13
State	WI	4,971.37	368.36	4,603.01

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Mundelein Park District Warrant Report

Date Paid 10/26/2020

102620

Check #	Vendor Name	Invoice Description	Fund Charged	Department Charged	Amount
130955	ACE HARDWARE				
		CABOOSE REPAIR	CORPORATE FUND	MUSEUM	\$10.79
		KRACKLAUER DANCE STUDIO - CHIMNEY REPAIR/CUSTODIAL - SPRAYER	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$11.99
		KRACKLAUER DANCE STUDIO - CHIMNEY REPAIR/CUSTODIAL - SPRAYER	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$7.78
		MCC - EXTERIOR WINDOW REPAIRS	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$35.07
		DISPLAY CASE LIGHTING	CORPORATE FUND	MUSEUM	\$34.48
		MAKO BOAT - WATER LINE CLEANER	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$5.38
		DRILL BIT	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$17.09
		ADA HANDRAILS BAY	CORPORATE FUND	HEALTHY MINDS/HEALTHY	\$38.48
		MAINTENANCE YARD LIGHTING	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$16.18
		EXTERIOR LIGHTING CONTROLS	CORPORATE FUND	MUSEUM	\$22.83
				Check Total:	\$200.07
130956	ACUSHNET COMPANY				
		OUTERWEAR	CORPORATE FUND	GOLF PRO SHOP	\$74.10
		BALLS	CORPORATE FUND	GOLF PRO SHOP	\$442.32
				Check Total:	\$516.42
130957	ADVANCED TREE CARE				
		NORTH SHORE BOB LEWANDOWSKI - OAK TREE REMOVAL	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$2,200.00
				Check Total:	\$2,200.00
130958	AIRGAS USA, LLC				
		PROPANE RENTALS	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$91.99
				Check Total:	\$91.99
130959	ANCEL GLINK, P.C.				
		LEGAL SERVICES	CORPORATE FUND	ADMINISTRATION	\$1,451.25
				Check Total:	\$1,451.25
130960	ANDREWS TECHNOLOGY HMS INC				
		TIMELOCKS FOR B&L AND PARKS	CAPITAL IMPROVEMENT FUND	CAPITAL IMPROVEMENT	\$4,450.67
				Check Total:	\$4,450.67
130961	APEX LANDSCAPING INC				
		TURF AND LANDSCAPE SERVICES CONTRACT	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$1,259.38
				Check Total:	\$1,259.38
130962	ARTHUR CLESEN INC				
		VALVE COVERS	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$49.68
				Check Total:	\$49.68
130963	AUTO-WARES GROUP				
		FILTERS	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$69.22
				Check Total:	\$69.22
130964	BASELINE YOUTH SPORTS, INC				
		BASELINE SPORTS SEPTEMBER UMPIRES	RECREATION PROGRAM FUND	SOFTBALL LEAGUE - ADULT	\$1,750.00
				Check Total:	\$1,750.00
130965	BERRY TIRE & AUTO				

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		P6 - TIRES	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$506.00
				Check Total:	\$506.00
130966	BREAKTHRU BEVERAGE IL, LLC				
		LIQUOR	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$419.53
				Check Total:	\$419.53
130967	BRONZE MEMORIAL CO				
		DEDICATION TREE PLAQUE - PERINCHERY	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$169.95
				Check Total:	\$169.95
130968	BUCK BROS INC				
		BFB JD GATOR - SERVICE	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$46.41
				Check Total:	\$46.41
130969	BUHRMAN DESIGN GROUP INC				
		LANDSCAPE MAINTENANCE CONTRACT	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$5,016.13
				Check Total:	\$5,016.13
130970	BURRIS EQUIPMENT CO				
		OIL SEAL	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$33.35
				Check Total:	\$33.35
130971	CODY/BRAUN & ASSOCIATES LLC				
		MARQUEE ARCHITECT FEES	CAPITAL IMPROVEMENT FUND	CAPITAL IMPROVEMENT	\$1,875.00
				Check Total:	\$1,875.00
130972	COLLEY ELEVATOR CO				
		ELEVATOR REPAIRS	RECREATION PROGRAM FUND	MCC FACILITY	\$97.00
				Check Total:	\$97.00
130973	COMCAST				
		INTERNET	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$75.00
		INTERNET	RECREATION PROGRAM FUND	ADMINISTRATION	\$75.00
		INTERNET	RECREATION PROGRAM FUND	E-LEARNING HUB	\$123.40
				Check Total:	\$273.40
130974	COMCAST				
		INTERNET	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$108.35
				Check Total:	\$108.35
130975	COMCAST				
		INTERNET - TRC	RECREATION PROGRAM FUND	REGENT CENTER	\$108.35
				Check Total:	\$108.35
130976	COMCAST				
		INTERNET	CORPORATE FUND	GOLF PRO SHOP	\$164.53
				Check Total:	\$164.53
130977	COMCAST				
		DLRC INTERNET	RECREATION PROGRAM FUND	DIAMOND LAKE FACILITY	\$148.35
				Check Total:	\$148.35
130978	CONSERV FS INC				
		STRAW BALES/TURF SEED	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$203.50

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		STRAW BALES/TURF SEED	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$169.00
		FUEL	CORPORATE FUND	GOLF PRO SHOP	\$406.57
		DIESEL	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$358.95
		UNLEADED	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$645.12
Check Total:					\$1,783.14
130979	CUTLER WORKWEAR				
		UNIFORMS - OMAR VASQUEZ	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$238.48
		UNIFORMS - OMAR VASQUEZ	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$107.96
		UNIFORMS - ELIZABETH BEDOLLA	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$58.00
		UNIFORMS - MIKE KRAULEIDIS	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$467.90
		UNIFORM BOOTS - MIKE KRAULEIDIS	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$103.46
		UNIFORMS - OMAR VASQUEZ	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$138.58
		CREDIT UNIFORMS - JOE SCHAUL	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$(72.49)
		UNIFORMS - JOE SCHAUL	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$327.55
Check Total:					\$1,369.44
130980	DEREK GALVICIUS				
		DOGGY DJ	RECREATION PROGRAM FUND	SPECIAL EVENTS	\$200.00
Check Total:					\$200.00
130981	EFAX CORPORATE				
		OCTOBER FAX SERVICE	RECREATION PROGRAM FUND	REGENT CENTER	\$14.82
		OCTOBER FAX SERVICE	RECREATION PROGRAM FUND	BAREFOOT BAY	\$14.82
		OCTOBER FAX SERVICE	RECREATION PROGRAM FUND	MCC FACILITY	\$14.83
		OCTOBER FAX SERVICE	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$14.83
		OCTOBER FAX SERVICE	RECREATION PROGRAM FUND	MCC INDOOR POOL	\$14.82
		OCTOBER FAX SERVICE	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$14.83
Check Total:					\$88.95
130982	EMPLOYEE BENEFITS CORPORATION				
		OCTOBER FLEX FEES	CORPORATE FUND	ADMINISTRATION	\$53.50
Check Total:					\$53.50
130983	ERNA ROSELER				
		REFUND DUE TO COVID	RECREATION PROGRAM FUND	ASSETS	\$6.00
Check Total:					\$6.00
130984	FAULKS BROS. CONSTRUCTION, INC				
		TOP DRESSING SAND	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$1,056.26
Check Total:					\$1,056.26
130985	FERGUSON ENTERPRISES LLC				
		TEMPERATURE CONTROL HANDLES FOR MCC LOCKER ROOM SHOWERS	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$43.08
Check Total:					\$43.08
130986	GARVEY'S OFFICE PRODUCTS INC				
		CLOROX WIPES FOR COVID	CORPORATE FUND	GOLF PRO SHOP	\$9.83
		CLOROX WIPES FOR COVID	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$9.83
		CLOROX WIPES FOR COVID	RECREATION PROGRAM FUND	ADMINISTRATION	\$39.30
		CLOROX WIPES FOR COVID	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$9.81
		CLOROX WIPES FOR COVID	CORPORATE FUND	ADMINISTRATION	\$9.83
Check Total:					\$78.60
130987	GEMBARA, LAURIE				

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		REIMB FOR SNACKS, STAFF CAKE, LOAN BOX FROM LAKE COUNTY FOREST PRESERVE & STATE OF IL FEE	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$19.95
		REIMB FOR SNACKS, STAFF CAKE, LOAN BOX FROM LAKE COUNTY FOREST PRESERVE & STATE OF IL FEE	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$29.95
		REIMB FOR SNACKS, STAFF CAKE, LOAN BOX FROM LAKE COUNTY FOREST PRESERVE & STATE OF IL FEE	RECREATION PROGRAM FUND	LEARNING CENTER	\$20.00
		REIMB FOR SNACKS, STAFF CAKE, LOAN BOX FROM LAKE COUNTY FOREST PRESERVE & STATE OF IL FEE	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$13.00
Check Total:					\$82.90
130988	GEWALT HAMILTON ASSOCIATES INC				
		RESEARCH LAND ACQUISITION	CAPITAL IMPROVEMENT FUND	CAPITAL IMPROVEMENT	\$880.00
Check Total:					\$880.00
130989	GRAINGER				
		MCC - RTU 10	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$38.36
		WATER FOUNTAIN FILTERS	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$154.74
		PPE - NITRILE GLOVES AND DISPOSABLE FACE MASKS	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$190.20
		FITNESS EQUIPMENT PARTS	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$30.27
Check Total:					\$413.57
130990	HOBBY LOBBY				
		PORCH PARTIES	RECREATION PROGRAM FUND	SPECIAL EVENTS	\$15.90
		PARTY & PORCH PARTIES	RECREATION PROGRAM FUND	SPECIAL EVENTS	\$42.61
		KITCHEN SINK STUDIO & FALL DECOR	RECREATION PROGRAM FUND	ART, THEATRE & MUSIC	\$22.00
		KITCHEN SINK STUDIO & FALL DECOR	RECREATION PROGRAM FUND	SPECIAL EVENTS	\$17.57
Check Total:					\$98.08
130991	HUGO HIDROGO SR.				
		PARTIAL REFUND FOR COVID	RECREATION PROGRAM FUND	ASSETS	\$30.00
Check Total:					\$30.00
130992	JC LICHT LLC				
		CREDIT BUILDING MAINTENANCE	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$(18.87)
		NORTH SHORE BOB LEWANDOWSKI - SHELTER PAINTING	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$157.60
		NORTH SHORE BOB LEWANDOWSKI - SHELTER PAINTING	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$99.78
		PER NOTES PAINTING PROJECTS FOR BAY	RECREATION PROGRAM FUND	BAREFOOT BAY	\$31.05
		SPRAY COLUMN REPAIR/REPAINT	CAPITAL IMPROVEMENT FUND	CAPITAL IMPROVEMENT	\$59.39
Check Total:					\$328.95
130993	KAREN WALSH				
		MUSEUM SUPPLIES-SIGN IN BOOK	CORPORATE FUND	MUSEUM	\$26.95
Check Total:					\$26.95
130994	KEO YATH				
		PARTIAL REFUND FOR COVID	RECREATION PROGRAM FUND	ASSETS	\$33.75
Check Total:					\$33.75

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130995	KLOSS DISTRIBUTING CO INC	BEER	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$379.60
		BEER	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$567.25
		Check Total:			
130996	LAKESHORE BEVERAGE CO	BEER	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$144.90
		Check Total:			
130997	LAWSON PRODUCTS	P10 - HITCH SHACKLES	CAPITAL IMPROVEMENT FUND	CAPITAL IMPROVEMENT	\$36.08
		BRAKE AND PARTS CLEANER	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$38.16
		2020 TRUCKS WIRING	CAPITAL IMPROVEMENT FUND	CAPITAL IMPROVEMENT	\$202.80
		Check Total:			
130998	LECHNER AND SONS	TOWELS	CORPORATE FUND	GOLF PRO SHOP	\$87.50
		Check Total:			
130999	LESTER'S MATERIAL SERVICE, INC	COMMUNITY PARK - SHELTER GRAVEL RIBBON	CORPORATE FUND	SPECIAL RECREATION	\$24.00
		COMMUNITY PARK - SHELTER GRAVEL RIBBON	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$73.81
		COMMUNITY PARK - SHELTER APRON	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$47.88
		COMMUNITY PARK - SHELTER APRON	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$52.33
		Check Total:			
131000	LOUIS GLUNZ WINE, INC	WINE	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$255.77
		Check Total:			
131001	MANUEL MARINEZ	CANCEL/REFUND DUE TO COVID	RECREATION PROGRAM FUND	ASSETS	\$18.00
		Check Total:			
131002	MENARDS	REFRIGERATOR	CORPORATE FUND	MUSEUM	\$89.00
		Check Total:			
131003	METRO DOOR AND DOCK INC	DIAMOND LAKE SPORTS COMPLEX - ENTRANCE GATE TROUBLESHOOT/REPAIR	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$302.85
		Check Total:			
131004	MICKEY'S LINEN & TOWEL SUPPY	KITCHEN LINENS	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$80.65
		KITCHEN LINENS	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$80.65
		Check Total:			
131005	MIDWEST HOSE AND FITTINGS, INC	BAY SUPPLIES	RECREATION PROGRAM FUND	BAREFOOT BAY	\$156.80
		KUBOTA RTV - HYDRAULIC FITTING LEAK REPAIR	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$11.27
		HOSE TEE MOWER	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$41.43
		Check Total:			

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131006	MORRISON'S LAUNDRY & CLEANERS	SHOP RAG CLEANING	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$13.00		
		SHOP RAG CLEANING	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$48.60		
		Check Total:				\$61.60	
131007	MUNDELEIN VERNON HILLS ROTARY	ROTARY DUES-RON SALSKI	CORPORATE FUND	ADMINISTRATION	\$44.00		
		ROTARY DUES-RON SALSKI	CORPORATE FUND	ASSETS	\$110.00		
		Check Total:				\$154.00	
131008	NAPA AUTO PARTS	RETURNED PARTS	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$(20.07)		
		TILT DECK TRAILER - BATTERY	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$52.89		
		PENETRANT OIL/CASE 580SM AIR FILTER/P6 OIL FILTER	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$49.74		
		PENETRANT OIL/CASE 580SM AIR FILTER/P6 OIL FILTER	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$6.50		
		PENETRANT OIL/CASE 580SM AIR FILTER/P6 OIL FILTER	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$41.78		
		Check Total:				\$130.84	
		131009	NORTH SHORE GAS	MCC NATURAL GAS	RECREATION PROGRAM FUND	MCC FACILITY	\$80.48
MCC NATURAL GAS	RECREATION PROGRAM FUND			BIG & LITTLE DEVELOPMEN	\$120.71		
MCC NATURAL GAS	RECREATION PROGRAM FUND			HEALTH & FITNESS	\$321.90		
MCC NATURAL GAS	RECREATION PROGRAM FUND			MCC INDOOR POOL	\$281.66		
NATURAL GAS - MAINTENANCE FACILITY	CORPORATE FUND			PARKS AND PLAYGROUNDS	\$45.37		
NATURAL GAS - BAY CONCESSIONS	RECREATION PROGRAM FUND			BAREFOOT BAY	\$141.37		
NATURAL GAS - BAY	RECREATION PROGRAM FUND			BAREFOOT BAY	\$270.97		
NATURAL GAS - DLRC	RECREATION PROGRAM FUND			DIAMOND LAKE FACILITY	\$137.30		
NATURAL GAS - DRC	RECREATION PROGRAM FUND			DUNBAR RECREATION CENT	\$33.66		
NATURAL GAS - DRC	RECREATION PROGRAM FUND			DUNBAR RECREATION CENT	\$25.25		
NATURAL GAS - DRC	RECREATION PROGRAM FUND			HEALTH & FITNESS	\$16.83		
NATURAL GAS - DRC	RECREATION PROGRAM FUND			TRAILS DAY CAMP	\$16.82		
NATURAL GAS - DRC	RECREATION PROGRAM FUND			REC CONNECTION	\$58.91		
NATURAL GAS - DRC	RECREATION PROGRAM FUND			KRACKLAUER DANCE STUDI	\$16.83		
NATURAL GAS - MUSEUM	CORPORATE FUND			MUSEUM	\$46.96		
NATURAL GAS - TRC	RECREATION PROGRAM FUND			REGENT CENTER	\$69.14		
NATURAL GAS - KDS	RECREATION PROGRAM FUND			KRACKLAUER DANCE STUDI	\$39.41		
Check Total:				\$1,723.57			
131010	PATRICIA MORELLI			CANCEL/REFUND DUE TO COVID	RECREATION PROGRAM FUND	ASSETS	\$55.80
				Check Total:			
131011	PEPSI-COLA	PEPSI	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$402.14		
		Check Total:				\$402.14	
131012	PETTY CASH - MATT LAPORTE	REC PETTY CASH SETTLEMENT	RECREATION PROGRAM FUND	SPECIAL EVENTS	\$32.95		
		REC PETTY CASH SETTLEMENT	RECREATION PROGRAM FUND	TRAILS DAY CAMP	\$29.25		
		REC PETTY CASH SETTLEMENT	RECREATION PROGRAM FUND	ADMINISTRATION	\$10.32		
		REC PETTY CASH SETTLEMENT	RECREATION PROGRAM FUND	ADMINISTRATION	\$2.40		
		Check Total:				\$74.92	
131013	PRAXAIR DISTRIBUTION INC						

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		IP CHEMS	RECREATION PROGRAM FUND	MCC INDOOR POOL	\$96.10
		IP CHEMS	RECREATION PROGRAM FUND	MCC INDOOR POOL	\$418.52
Check Total:					\$514.62
131014	REINDERS INC				
		ENGINE MOUNT	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$82.79
		ENGINE MOUNTS	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$92.58
		TORO 5910 - FRONT TIRE	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$353.00
		BANK MOWER	CAPITAL IMPROVEMENT FUND	CAPITAL IMPROVEMENT	\$33,741.74
		CREDIT TORO 5910 TIRE WARRANTY	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$(328.31)
Check Total:					\$33,941.80
131015	REINHART FOODSERVICE, LLC				
		BREAKFAST AND LUNCH SNACKS	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$336.63
Check Total:					\$336.63
131016	RUSSO POWER EQUIPMENT				
		BACKPACK BLOWER	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$449.99
		TRASH PICKERS AND SUPPLIES	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$83.94
Check Total:					\$533.93
131017	SAWVELL TREE SERVICE INC				
		MCC PAVING PHASE 2 - MULCH FOR ISLAND LANDSCAPING	CAPITAL IMPROVEMENT FUND	CAPITAL IMPROVEMENT	\$104.00
		COMMUNITY PARK - MCC CIRCLE SOD	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$240.00
		COMMUNITY PARK - MCC CIRCLE SOD	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$80.00
		MULCH FOR DEDICATION TREES	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$15.00
Check Total:					\$439.00
131018	SERVICE SANITATION, INC				
		ADA PORTABLE TOILET RENTAL	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$59.02
		ADA PORTABLE TOILET RENTAL	CORPORATE FUND	HEALTHY MINDS/HEALTHY	\$39.34
		LONGMEADOW - PORTABLE TOILET RENTAL	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$59.02
		LONGMEADOW - PORTABLE TOILET RENTAL	CORPORATE FUND	HEALTHY MINDS/HEALTHY	\$39.34
		COMMUNITY ADA PORTABLE TOILET RENTAL	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$138.60
		COMMUNITY ADA PORTABLE TOILET RENTAL	CORPORATE FUND	HEALTHY MINDS/HEALTHY	\$92.40
		DUNBAR RECREATION CENTER ADA PORTABLE TOILET RENTAL	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$65.44
		DUNBAR RECREATION CENTER ADA PORTABLE TOILET RENTAL	CORPORATE FUND	HEALTHY MINDS/HEALTHY	\$43.63
Check Total:					\$536.79
131019	SIGNARAMA LIBERTYVILLE				
		SIGNAGE	CORPORATE FUND	MUSEUM	\$68.00
Check Total:					\$68.00
131020	SPORTS R US				
		SPORTS R US FALL I	RECREATION PROGRAM FUND	SPORTS CONTRACT PROGR	\$384.00
Check Total:					\$384.00
131021	SPORTSMITH				
		FITNESS BIKE REPAIR PARTS	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$88.67
Check Total:					\$88.67

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131022	SUBURBAN PROPANE	PROPANE FOR HEAT	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$499.19
				Check Total:	\$499.19
131023	SUBURBAN STUMP REMOVAL, INC	STUMP REMOVAL	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$556.00
				Check Total:	\$556.00
131024	SYSCO FOOD SRVCS-CHICAGO INC	FOOD AND SUPPLIES	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$171.42
		FOOD AND SUPPLIES	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$504.08
		FOOD AND SUPPLIES	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$249.43
		FOOD AND SUPPLIES	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$415.19
		Check Total:	\$1,340.12		
131025	TCF NATIONAL BANK	GPS	CORPORATE FUND	GOLF PRO SHOP	\$4,800.00
				Check Total:	\$4,800.00
131026	TOSHIBA FINANCIAL SERVICES	1ST FLOOR COPIER LEASE	RECREATION PROGRAM FUND	ADMINISTRATION	\$212.81
				Check Total:	\$212.81
131027	TRITZ BEVERAGE SYSTEMS, INC	BEER LINE CLEANING	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$40.00
				Check Total:	\$40.00
131028	TURANO BAKING COMPANY	A/C#7018251, BREAD	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$63.17
		A/C#7018251, BREAD	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$34.62
		A/C#7018251, BREAD	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$31.96
		A/C#7018251, BREAD	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$70.65
		A/C#7018251, BREAD	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$18.80
		Check Total:	\$219.20		
131029	UNWIRED LLC	MUSEUM INTERNET	CORPORATE FUND	MUSEUM	\$19.95
				Check Total:	\$19.95
131030	VICTOR FORD	P2 - AIR BAG LIGHT	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$108.22
				Check Total:	\$108.22
131031	VILLAGE OF MUNDELEIN	WATER & SEWER SERVICE	CORPORATE FUND	MUSEUM	\$60.84
		WATER & SEWER SERVICE - KDS	RECREATION PROGRAM FUND	KRACKLAUER DANCE STUDI	\$60.84
		Check Total:	\$121.68		
131032	WAREHOUSE DIRECT OFFICE PROD	CUSTODIAL SUPPLIES	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$35.99
		CUSTODIAL SUPPLIES	RECREATION PROGRAM FUND	MCC INDOOR POOL	\$11.99
		CUSTODIAL SUPPLIES BATHROOM CLEANER	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$26.21
		CUSTODIAL SUPPLIES	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$176.34
		CUSTODIAL SUPPLIES	RECREATION PROGRAM FUND	MCC INDOOR POOL	\$58.78
		PAPER TOWELS	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$96.84
		PAPER TOWELS	RECREATION PROGRAM FUND	MCC INDOOR POOL	\$32.28

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		CLEANING SUPPLIES - ALL BUILDINGS	RECREATION PROGRAM FUND	DIAMOND LAKE FACILITY	\$47.16
		CLEANING SUPPLIES - ALL BUILDINGS	RECREATION PROGRAM FUND	MCC FACILITY	\$47.16
		CLEANING SUPPLIES - ALL BUILDINGS	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$47.16
		CLEANING SUPPLIES - ALL BUILDINGS	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$47.16
		CLEANING SUPPLIES - ALL BUILDINGS	RECREATION PROGRAM FUND	MCC INDOOR POOL	\$47.16
		CLEANING SUPPLIES - ALL BUILDINGS	RECREATION PROGRAM FUND	LONG TERM DANCE	\$47.16
		CLEANING SUPPLIES - ALL BUILDINGS	RECREATION PROGRAM FUND	KRACKLAUER DANCE STUDI	\$7.07
		CLEANING SUPPLIES - ALL BUILDINGS	RECREATION PROGRAM FUND	TRAILS DAY CAMP	\$7.07
		CLEANING SUPPLIES - ALL BUILDINGS	RECREATION PROGRAM FUND	ADMINISTRATION	\$7.07
		CLEANING SUPPLIES - ALL BUILDINGS	RECREATION PROGRAM FUND	E-LEARNING HUB	\$16.51
		CLEANING SUPPLIES - ALL BUILDINGS	RECREATION PROGRAM FUND	DUNBAR RECREATION CENT	\$9.44
		CLEANING SUPPLIES	RECREATION PROGRAM FUND	BAREFOOT BAY	\$120.54
		DISINFECTANT FOR COVID	CORPORATE FUND	GOLF PRO SHOP	\$89.98
		DISINFECTANT FOR COVID	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$59.98
		DISINFECTANT FOR COVID	RECREATION PROGRAM FUND	ADMINISTRATION	\$239.95
		DISINFECTANT FOR COVID	CORPORATE FUND	GOLF COURSE MAINTAINEN	\$30.00
		DISINFECTANT FOR COVID	CORPORATE FUND	ADMINISTRATION	\$59.99
		PAPER TOWELS	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$121.05
		PAPER TOWELS	RECREATION PROGRAM FUND	MCC INDOOR POOL	\$40.35
		OFFICE SUPPLIES	CORPORATE FUND	ADMINISTRATION	\$21.64
		OFFICE SUPPLIES	RECREATION PROGRAM FUND	ADMINISTRATION	\$32.45
		COVID - ADHESIVE TO HANG SIGNAGE AT DRINKING FOUNTAINS	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$6.80
		CUSTODIAL SUPPLIES	CORPORATE FUND	GOLF PRO SHOP	\$374.58
		REFUND FOR PAPER TOWELS	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$(84.74)
		REFUND FOR PAPER TOWELS	RECREATION PROGRAM FUND	MCC INDOOR POOL	\$(28.24)
		HAND SANITIZER	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$114.48
		HAND SANITIZER	RECREATION PROGRAM FUND	MCC INDOOR POOL	\$38.16
		OFFICE SUPPLIES - TONER	CORPORATE FUND	ADMINISTRATION	\$82.00
		OFFICE SUPPLIES - TONER	RECREATION PROGRAM FUND	ADMINISTRATION	\$123.02
		REGENT CENTER - OPERATING SUPPLIES	RECREATION PROGRAM FUND	REGENT CENTER	\$158.60
		SOAP	CORPORATE FUND	GOLF PRO SHOP	\$79.39
		MARKETING PAPER	CORPORATE FUND	ADMINISTRATION	\$24.48
		MARKETING PAPER	RECREATION PROGRAM FUND	ADMINISTRATION	\$36.71
		LEARNING CENTER CUSTODIAL SUPPLIES	RECREATION PROGRAM FUND	LEARNING CENTER	\$20.93
		BLEACH	CORPORATE FUND	GOLF PRO SHOP	\$23.99
		DRC CUSTODIAL SUPPLIES	RECREATION PROGRAM FUND	KRACKLAUER DANCE STUDI	\$7.95
		DRC CUSTODIAL SUPPLIES	RECREATION PROGRAM FUND	TRAILS DAY CAMP	\$7.95
		DRC CUSTODIAL SUPPLIES	RECREATION PROGRAM FUND	ADMINISTRATION	\$7.95
		DRC CUSTODIAL SUPPLIES	RECREATION PROGRAM FUND	DUNBAR RECREATION CENT	\$13.25
		DRC CUSTODIAL SUPPLIES	RECREATION PROGRAM FUND	E-LEARNING HUB	\$15.90
		CUSTODIAL SUPPLIES	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$383.38
		CUSTODIAL SUPPLIES	RECREATION PROGRAM FUND	MCC INDOOR POOL	\$127.79
		GARBAGE BAGS	CORPORATE FUND	GOLF PRO SHOP	\$22.36
		THREE HOLE PUNCH	CORPORATE FUND	MUSEUM	\$12.74
		CLEANING SUPPLIES-SOAP	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	\$51.71
		PAPER TOWELS	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$20.93

Check Total:	\$3,226.55
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131033 WILSON NURSERIES, INC

MCC PAVING PHASE 2 - ISLAND LANDSCAPING	CAPITAL IMPROVEMENT FUND	CAPITAL IMPROVEMENT	\$1,346.25
DEDICATION TREES - PINCHERY AND GEMBARA	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$498.60

Check Total:	\$1,844.85
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Mundelein Park District Warrant Report

Date Paid 10/26/2020

Check #	Vendor Name	Invoice Description	Fund Charged	Department Charged	Amount
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Warrant Total: \$82,703.81



MUNDELEIN PARK &
RECREATION DISTRICT

BOARD MEMORANDUM

October 26, 2020 Regular Board Meeting Agenda Item

To: Board of Commissioners
From: Ron Salski, Executive Director
Date: October 22, 2020
Subject: September Financial Report

Analysis/Considerations

Attached are the financial reports. Just a reminder, that the red parenthesis indicates an unfavorable number for the column compared to the budget i.e. actual to budget, actual to budget YTD, projected to budget. After reviewing and analyzing the MTD and YTD Financial Reports, a summary is provided below:

Month to Date

For District-Wide MTD, the district was unfavorable (\$265,620) as the budget anticipated \$485,866 in tax revenue. This a timing issue due to the delayed tax payment schedule.

Year to Date

For District-Wide YTD, the district was unfavorable (\$313,748) as the budget anticipated \$570,310 in tax revenue. This a timing issue due to the delayed tax payment schedule.

Notes

*COVID-19 Expenses (equipment, supplies and personnel) are estimated at \$122,000. This does not include expenses for e-learning hub which is \$90,000+.

Action and Motion Requested

Move to place the September Financials on file.

**Mundelein Park and Recreation District
Monthly Financial Report
All Funds**

ALL FUNDS PERIOD ENDING 09/30/20	Monthly Actual-to-Budget Comparison				
	2020 September Budget	2020 September Actual	Actual to Budget	2019 September Actual	Change in Actual 2019 to 2020
General Fund					
Rev	\$1,456,759.05	\$1,115,339.26	(\$341,419.79)	\$1,425,079.41	(\$309,740.15)
Exp	\$374,485.84	\$335,094.20	\$39,391.64	\$350,923.11	\$15,828.91
General Fund Total	\$1,082,273.21	\$780,245.06	(\$302,028.15)	\$1,074,156.30	(\$293,911.24)
Recreation Fund					
Rev	\$852,428.19	\$653,317.02	(\$199,111.17)	\$829,256.08	(\$175,939.06)
Exp	\$383,690.58	\$300,249.67	\$83,440.91	\$334,590.60	\$34,340.93
Recreation Fund Total	\$468,737.61	\$353,067.35	(\$115,670.26)	\$494,665.48	(\$141,598.13)
Debt Service Fund					
Rev	\$214,800.90	\$153,891.75	(\$60,909.15)	\$222,944.34	(\$69,052.59)
Exp	\$0.00	\$475.00	(\$475.00)	\$475.00	\$0.00
Debt Service Fund Total	\$214,800.90	\$153,416.75	(\$61,384.15)	\$222,469.34	(\$69,052.59)
Capital Fund					
Rev	\$1,960.36	\$9.22	(\$1,951.14)	\$1,084.84	(\$1,075.62)
Exp	\$231,000.00	\$15,586.71	\$215,413.29	\$51,885.93	\$36,299.22
Capital Fund Total	(\$229,039.64)	(\$15,577.49)	\$213,462.15	(\$50,801.09)	\$35,223.60
Grand Total	\$1,536,772.08	\$1,271,151.67	(\$265,620.41)	\$1,740,490.03	(\$469,338.36)

Mundelein Park and Recreation District Monthly Financial Report - Corporate Fund

CORPORATE FUND OVERVIEW PERIOD ENDING 09/30/20	Monthly Actual-to-Budget Comparison				
	2020 September Budget	2020 September Actual	Actual to Budget	2019 September Actual	Change in Actual 2019 to 2020
	Administration				
Rev	\$879,739.16	\$658,378.67	(\$221,360.49)	\$899,984.76	(\$241,606.09)
Exp	\$73,205.32	\$72,083.63	\$1,121.69	\$73,458.44	\$1,374.81
Administration Total	\$806,533.84	\$586,295.04	(\$220,238.80)	\$826,526.32	(\$240,231.28)
Parks					
Rev	\$65,217.75	\$44,316.82	(\$20,900.93)	\$59,867.70	(\$15,550.88)
Exp	\$131,703.39	\$98,195.27	\$33,508.12	\$120,533.56	\$22,338.29
Parks Total	(\$66,485.64)	(\$53,878.45)	\$12,607.19	(\$60,665.86)	\$6,787.41
Golf					
Rev	\$260,666.71	\$243,854.43	(\$16,812.28)	\$225,877.24	\$17,977.19
Exp	\$146,607.67	\$144,193.44	\$2,414.23	\$133,840.39	(\$10,353.05)
Golf Total	\$114,059.04	\$99,660.99	(\$14,398.05)	\$92,036.85	\$7,624.14
Special Recreation					
Rev	\$134,745.62	\$91,368.31	(\$43,377.31)	\$120,577.67	(\$29,209.36)
Exp	\$3,053.82	\$970.14	\$2,083.68	\$3,159.79	\$2,189.65
Special Recreation Total	\$131,691.80	\$90,398.17	(\$41,293.63)	\$117,417.88	(\$27,019.71)
Museum					
Rev	\$421.82	\$303.24	(\$118.58)	\$436.45	(\$133.21)
Exp	\$1,258.16	\$2,025.92	(\$767.76)	\$3,240.09	\$1,214.17
Museum Totals	(\$836.34)	(\$1,722.68)	(\$886.34)	(\$2,803.64)	\$1,080.96
Police					
Rev	\$23,809.50	\$16,848.46	(\$6,961.04)	\$24,264.65	(\$7,416.19)
Exp	\$2,770.27	\$1,942.01	\$828.26	\$1,941.33	(\$0.68)
Police Totals	\$21,039.23	\$14,906.45	(\$6,132.78)	\$22,323.32	(\$7,416.87)
Risk Management					
Rev	\$85,316.10	\$55,439.57	(\$29,876.53)	\$87,100.66	(\$31,661.09)
Exp	\$15,887.21	\$15,683.79	\$203.42	\$14,749.51	(\$934.28)
Risk Mgmt. Totals	\$69,428.89	\$39,755.78	(\$29,673.11)	\$72,351.15	(\$32,595.37)
Audit					
Rev	\$6,842.39	\$4,829.76	(\$2,012.63)	\$6,970.28	(\$2,140.52)
Exp	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Audit Totals	\$6,842.39	\$4,829.76	(\$2,012.63)	\$6,970.28	(\$2,140.52)
Corporate Fund Total	\$1,082,273.21	\$780,245.06	(\$302,028.15)	\$1,074,156.30	(\$293,911.24)

**Mundelein Park and Recreation District
Monthly Financial Report
Recreation Fund - Overview**

RECREATION FUND OVERVIEW PERIOD ENDING 09/30/20	Monthly Actual-to-Budget Comparison				
	2020	2020	Actual to	2019	Change in Actual
	September Budget	September Actual	Budget	September Actual	2019 to 2020
Administration					
Rev	\$500,905.76	\$363,979.78	(\$136,925.98)	\$507,234.01	(\$143,254.23)
Exp	\$94,914.93	\$85,563.27	\$9,351.66	\$87,779.33	\$2,216.06
Administration Total	\$405,990.83	\$278,416.51	(\$127,574.32)	\$419,454.68	(\$141,038.17)
Preschool					
Rev	\$11,315.17	\$7,453.27	(\$3,861.90)	\$11,824.65	(\$4,371.38)
Exp	\$4,592.97	\$1,972.22	\$2,620.75	\$3,318.68	\$1,346.46
Preschool Total	\$6,722.20	\$5,481.05	(\$1,241.15)	\$8,505.97	(\$3,024.92)
Athletics					
Rev	\$20,321.51	\$14,011.56	(\$5,628.96)	\$14,692.55	(\$680.99)
Exp	\$16,557.41	\$20,738.29	(\$4,180.88)	\$14,436.78	(\$6,301.51)
Athletics Total	\$3,764.10	(\$6,726.73)	(\$10,490.83)	\$255.77	(\$6,982.50)
Regent Center					
Rev	\$14,024.40	\$5,231.30	(\$8,793.10)	\$8,901.36	(\$3,670.06)
Exp	\$14,349.55	\$8,369.57	\$5,979.98	\$8,505.30	\$135.73
Regent Center Total	(\$325.15)	(\$3,138.27)	(\$2,813.12)	\$396.06	(\$3,534.33)
Big & Little					
Rev	\$71,199.12	\$130,965.95	\$59,766.83	\$71,881.42	\$59,084.53
Exp	\$45,977.54	\$48,635.31	(\$2,657.77)	\$45,446.08	(\$3,189.23)
Big & Little Totals	\$25,221.58	\$82,330.64	\$57,109.06	\$26,435.34	\$55,895.30
Fitness					
Rev	\$77,688.67	\$45,315.67	(\$32,373.00)	\$73,045.75	(\$27,730.08)
Exp	\$59,563.68	\$38,789.69	\$20,773.99	\$49,334.33	\$10,544.64
Fitness Total	\$18,124.99	\$6,525.98	(\$11,599.01)	\$23,711.42	(\$17,185.44)
Aquatics					
Rev	\$56,101.65	\$13,286.77	(\$42,814.88)	\$48,372.62	(\$35,085.85)
Exp	\$80,860.09	\$23,846.01	\$57,014.08	\$72,816.91	\$48,970.90
Aquatics Total	(\$24,758.44)	(\$10,559.24)	\$14,199.20	(\$24,444.29)	\$13,885.05

**Mundelein Park and Recreation District
Monthly Financial Report
Recreation Fund - Overview**

RECREATION FUND OVERVIEW PERIOD ENDING 09/30/20	Monthly Actual-to-Budget Comparison				
	2020	2020	Actual to	2019	Change in Actual
	September Budget	September Actual	Budget	September Actual	2019 to 2020
Rec Connect/Camp					
Rev	\$68,583.35	\$56,754.79	(\$11,828.56)	\$64,922.57	(\$8,167.78)
Exp	\$34,742.85	\$50,734.29	(\$15,991.44)	\$26,189.09	(\$24,545.20)
Rec Connect/Camp Total	\$33,840.50	\$6,020.50	(\$27,820.00)	\$38,733.48	(\$32,712.98)
Indoor Pool					
Rev	\$16,967.84	\$11,712.36	(\$5,255.48)	\$15,112.80	(\$3,400.44)
Exp	\$16,865.01	\$15,835.39	\$1,029.62	\$13,842.63	(\$1,992.76)
Indoor Pool Totals	\$102.83	(\$4,123.03)	(\$4,225.86)	\$1,270.17	(\$5,393.20)
Dance					
Rev	\$9,706.72	\$1,933.66	(\$7,773.06)	\$9,887.44	(\$7,953.78)
Exp	\$9,346.25	\$4,790.78	\$4,555.47	\$8,155.84	\$3,365.06
Dance Total	\$360.47	(\$2,857.12)	(\$3,217.59)	\$1,731.60	(\$4,588.72)
Cultural Arts					
Rev	\$5,614.00	\$2,671.91	(\$2,942.09)	\$3,380.91	(\$709.00)
Exp	\$5,920.30	\$974.85	\$4,945.45	\$4,765.63	\$3,790.78
Cultural Arts Total	(\$306.30)	\$1,697.06	\$2,003.36	(\$1,384.72)	\$3,081.78
Recreation Fund Total	\$468,737.61	\$353,067.35	(\$115,670.26)	\$494,665.48	(\$141,598.13)

**Mundelein Park and Recreation District
Monthly Financial Report
DEBT SERVICE**

DEBT SERVICE PERIOD ENDING 09/30/20	Monthly Actual-to-Budget Comparison				
	2020 September Budget	2020 September Actual	Actual to Budget	2019 September Actual	Change in Actual 2019 to 2020
REVENUES					
Dept 41.560 - DEBT SERVICE					
TAX REVENUE					
30-41.560-4001 REAL ESTATE TAXES	\$214,238.73	\$153,844.71	(\$60,394.02)	\$222,278.72	(\$68,434.01)
TAX REVENUE	\$214,238.73	\$153,844.71	(\$60,394.02)	\$222,278.72	(\$68,434.01)
OTHER INCOME					
30-41.560-4801 INTEREST - INVESTMENTS	\$562.17	\$47.04	(\$515.13)	\$665.62	(\$618.58)
OTHER INCOME	\$562.17	\$47.04	(\$515.13)	\$665.62	(\$618.58)
REVENUE TOTAL	\$214,800.90	\$153,891.75	(\$60,909.15)	\$222,944.34	(\$69,052.59)
EXPENDITURES					
Dept 41.560 - DEBT SERVICE					
OPERATING SUPPLIES/EXPENSES					
30-41.560-5391 PROPERTY TAX REFUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
OPERATING SUPPLIES/EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
DEBT EXPENSE					
30-41.560-5611 PRINCIPLE BONDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
30-41.560-5612 PRINCIPLE CAPITAL LEASE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
30-41.560-5621 INTEREST BONDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
30-41.560-5690 DEBT SERVICE FEES	\$0.00	\$475.00	(\$475.00)	\$475.00	\$0.00
DEBT EXPENSE	\$0.00	\$475.00	(\$475.00)	\$475.00	\$0.00
EXPENDITURE TOTAL	\$0.00	\$475.00	(\$475.00)	\$475.00	\$0.00
DEBT SERVICE TOTALS	\$214,800.90	\$153,416.75	(\$61,384.15)	\$222,469.34	(\$69,052.59)

**Mundelein Park and Recreation District
Monthly Financial Report
Recreation Fund - CAPITAL**

RECREATION FUND CAPITAL PERIOD ENDING 09/30/20	Monthly Actual-to-Budget Comparison					
	2020 September Budget	2020 September Actual	Actual to Budget	2019 September Actual	Change in Actual 2019 to 2020	
REVENUES						
Dept 51.570 - CAPITAL IMPROVEMENT						
CONTRIBUTIONS AND DONATIONS						
40-51.570-4700	CONTRIBUTIONS/DONATIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
40-51.570-4702	DEVELOPER DONATIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
40-51.570-4725	GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
40-51.570-4726	PLAYCORE/GAMETIME REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CONTRIBUTIONS AND DONATIONS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
OTHER INCOME						
40-51.570-4801	INTEREST - INVESTMENTS	\$1,514.86	\$9.22	(\$1,505.64)	\$120.97	(\$111.75)
40-51.570-4807	INS CLAIMS REIMBURSEMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
40-51.570-4811	PROCEEDS FROM BONDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
40-51.570-4815	MISCELLANEOUS REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
OTHER INCOME		\$1,514.86	\$9.22	(\$1,505.64)	\$120.97	(\$111.75)
INTERFUND TRANSFERS						
40-51.570-4910	TRANSFER FROM CORPORATE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
40-51.570-4920	TRANSFER FROM REC PROG F	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
INTERFUND TRANSFERS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dept 52.572 - DUNBAR RECREATION CENTER						
CONTRIBUTIONS AND DONATIONS						
40-52.572-4725	GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CONTRIBUTIONS AND DONATIONS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
OTHER INCOME						
40-52.572-4801	INTEREST ON INVESTMENTS	\$445.50	\$0.00	(\$445.50)	\$963.87	(\$963.87)
40-52.572-4811	PROCEEDS FROM BONDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
40-52.572-4812	PROCEEDS BOND PREMIUM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
OTHER INCOME		\$445.50	\$0.00	(\$445.50)	\$963.87	(\$963.87)
REVENUE TOTAL		\$1,960.36	\$9.22	(\$1,951.14)	\$1,084.84	(\$1,075.62)
EXPENDITURES						
Dept 51.570 - CAPITAL IMPROVEMENT						
CONTRACTED SERVICES						

**Mundelein Park and Recreation District
Monthly Financial Report
Recreation Fund - CAPITAL**

RECREATION FUND CAPITAL PERIOD ENDING 09/30/20		Monthly Actual-to-Budget Comparison				
		2020 September Budget	2020 September Actual	Actual to Budget	2019 September Actual	Change in Actual 2019 to 2020
40-51.570-5210	PROFESSIONAL SERVICES	\$0.00	\$5,495.00	(\$5,495.00)	\$0.00	(\$5,495.00)
	CONTRACTED SERVICES	\$0.00	\$5,495.00	(\$5,495.00)	\$0.00	(\$5,495.00)
	OPERATING SUPPLIES/EXPENSES					
40-51.570-5342	BANK/CREDIT CARD FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	OPERATING SUPPLIES/EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	CAPITAL EXPENSES					
40-51.570-5810	CAPITAL EQUIPMENT	\$0.00	\$0.00	\$0.00	\$10,712.55	\$10,712.55
40-51.570-5812	CAPITAL FURNITURE/FIXTURE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
40-51.570-5815	CAPITAL ATHLETIC COURTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
40-51.570-5820	CAPITAL VEHICLES	\$0.00	\$433.56	(\$433.56)	\$398.95	(\$34.61)
40-51.570-5830	CAP IMPRVMNTS BLDG	\$0.00	\$0.00	\$0.00	\$30,133.24	\$30,133.24
40-51.570-5835	CAP IMPRVMNTS LAND	\$221,000.00	\$9,658.15	\$211,341.85	\$16,141.19	\$6,483.04
40-51.570-5840	CAP IMPRVMNTS WLKWYS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
40-51.570-5841	CAPITAL IMPRVMNTS WALKW	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
40-51.570-5850	CAP IMPRVMNTS RDWYS	\$10,000.00	\$0.00	\$10,000.00	(\$5,500.00)	(\$5,500.00)
	CAPITAL EXPENSES	\$231,000.00	\$10,091.71	\$220,908.29	\$51,885.93	\$41,794.22
Dept 52.572 - DUNBAR RECREATION CENTER						
	OPERATING SUPPLIES/EXPENSES					
40-52.572-5342	BANK/CREDIT CARD FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	OPERATING SUPPLIES/EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	DEBT EXPENSE					
40-52.572-5691	DEBT ISSUANCE FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	DEBT EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	CAPITAL EXPENSES					
40-52.572-5830	CAPITAL IMPROVEMENTS BU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	CAPITAL EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EXPENDITURE TOTAL		\$231,000.00	\$15,586.71	\$215,413.29	\$51,885.93	\$36,299.22
CAPITAL TOTALS		(\$229,039.64)	(\$15,577.49)	\$213,462.15	(\$50,801.09)	\$35,223.60

**Mundelein Park and Recreation District
Monthly Financial Report
All Funds**

ALL FUNDS PERIOD ENDING 09/30/2	Year-to-Date Actual-to-Budget Comparison				
	2020 Budget YTD	2020 Actual YTD	Actual to Budget YTD	2019 Actual YTD	Change in Actual 2019 to 2020
General Fund					
Rev	\$4,448,795.75	\$3,839,659.12	(\$609,136.63)	\$4,300,582.93	(\$460,923.81)
Exp	\$3,941,224.76	\$3,367,606.85	\$573,617.91	\$3,379,378.10	\$11,771.25
General Fund Total	\$507,570.99	\$472,052.27	(\$35,518.72)	\$921,204.83	(\$449,152.56)
Recreation Fund					
Rev	\$4,216,573.53	\$2,415,456.15	(\$1,801,117.38)	\$3,943,501.98	(\$1,528,045.83)
Exp	\$3,844,230.98	\$2,374,107.36	\$1,470,123.62	\$3,461,677.15	\$1,087,569.79
Recreation Fund Total	\$372,342.55	\$41,348.79	(\$330,993.76)	\$481,824.83	(\$440,476.04)
Debt Service Fund					
Rev	\$491,877.66	\$413,235.75	(\$78,641.91)	\$496,768.43	(\$83,532.68)
Exp	\$48,700.00	\$48,625.00	\$75.00	\$52,625.00	\$4,000.00
Debt Service Fund Total	\$443,177.66	\$364,610.75	(\$78,566.91)	\$444,143.43	(\$79,532.68)
Capital Fund					
Rev	\$2,044,122.58	\$420,581.05	(\$1,623,541.53)	\$425,425.78	(\$4,844.73)
Exp	\$2,171,375.00	\$416,502.42	\$1,754,872.58	\$836,015.17	\$419,512.75
Capital Fund Total	(\$127,252.42)	\$4,078.63	\$131,331.05	(\$410,589.39)	\$414,668.02
Grand Total	\$1,195,838.78	\$882,090.44	(\$313,748.34)	\$1,436,583.70	(\$554,493.26)

Mundelein Park and Recreation District Monthly Financial Report - Corporate Fund

CORPORATE FUND OVERVIEW PERIOD ENDING 09/30/20	Year-to-Date Actual-to-Budget Comparison				
	2020 Budget YTD	2020 Actual YTD	Actual to Budget YTD	2019 Actual YTD	Change in Actual 2019 to 2020
Administration					
Rev	\$2,321,776.21	\$2,060,290.06	(\$261,486.15)	\$2,328,911.42	(\$268,621.36)
Exp	\$1,187,604.86	\$1,101,277.53	\$86,327.33	\$969,676.06	(\$131,601.47)
Administration Total	\$1,134,171.35	\$959,012.53	(\$175,158.82)	\$1,359,235.36	(\$400,222.83)
Parks					
Rev	\$161,805.11	\$128,602.45	(\$33,202.66)	\$150,988.08	(\$22,385.63)
Exp	\$1,178,469.70	\$960,237.70	\$218,232.00	\$1,008,671.16	\$48,433.46
Parks Total	(\$1,016,664.59)	(\$831,635.25)	\$185,029.34	(\$857,683.08)	\$26,047.83
Golf					
Rev	\$1,405,877.46	\$1,183,817.18	(\$222,060.28)	\$1,288,263.84	(\$104,446.66)
Exp	\$1,194,185.19	\$979,566.44	\$214,618.75	\$1,078,618.14	\$99,051.70
Golf Total	\$211,692.27	\$204,250.74	(\$7,441.53)	\$209,645.70	(\$5,394.96)
Special Recreation					
Rev	\$293,421.69	\$244,992.37	(\$48,429.32)	\$268,611.18	(\$23,618.81)
Exp	\$126,253.44	\$91,655.07	\$34,598.37	\$96,757.64	\$5,102.57
Special Recreation Total	\$167,168.25	\$153,337.30	(\$13,830.95)	\$171,853.54	(\$18,516.24)
Museum					
Rev	\$976.48	\$15,174.10	\$14,197.62	\$969.42	\$14,204.68
Exp	\$20,754.78	\$36,533.32	(\$15,778.54)	\$9,755.57	(\$26,777.75)
Museum Totals	(\$19,778.30)	(\$21,359.22)	(\$1,580.92)	(\$8,786.15)	(\$12,573.07)
Police					
Rev	\$54,380.24	\$45,177.16	(\$9,203.08)	\$53,894.76	(\$8,717.60)
Exp	\$67,343.47	\$64,240.89	\$3,102.58	\$62,668.66	(\$1,572.23)
Police Totals	(\$12,963.23)	(\$19,063.73)	(\$6,100.50)	(\$8,773.90)	(\$10,289.83)
Risk Management					
Rev	\$194,925.44	\$148,655.36	(\$46,270.08)	\$193,462.31	(\$44,806.95)
Exp	\$151,113.32	\$118,595.90	\$32,517.42	\$138,030.87	\$19,434.97
Risk Mgmt. Totals	\$43,812.12	\$30,059.46	(\$13,752.66)	\$55,431.44	(\$25,371.98)
Audit					
Rev	\$15,633.12	\$12,950.44	(\$2,682.68)	\$15,481.92	(\$2,531.48)
Exp	\$15,500.00	\$15,500.00	\$0.00	\$15,200.00	(\$300.00)
Audit Totals	\$133.12	(\$2,549.56)	(\$2,682.68)	\$281.92	(\$2,831.48)
Corporate Fund Total	\$507,570.99	\$472,052.27	(\$35,518.72)	\$921,204.83	(\$449,152.56)

**Mundelein Park and Recreation District
Monthly Financial Report
Recreation Fund - Overview**

RECREATION FUND OVERVIEW PERIOD ENDING 09/30/20	Year-to-Date Actual-to-Budget Comparison				
	2020 Budget YTD	2020 Actual YTD	Actual to Budget YTD	2019 Actual YTD	Change in Actual 2019 to 2020
Administration					
Rev	\$1,284,301.94	\$1,085,840.44	(\$198,461.50)	\$1,251,636.77	(\$165,796.33)
Exp	\$950,589.47	\$826,414.10	\$124,175.37	\$973,382.71	\$146,968.61
Administration Total	\$333,712.47	\$259,426.34	(\$74,286.13)	\$278,254.06	(\$18,827.72)
Preschool					
Rev	\$70,634.95	\$43,547.75	(\$27,087.20)	\$66,046.83	(\$22,499.08)
Exp	\$51,162.95	\$33,950.33	\$17,212.62	\$41,745.27	\$7,794.94
Preschool Total	\$19,472.00	\$9,597.42	(\$9,874.58)	\$24,301.56	(\$14,704.14)
Athletics					
Rev	\$135,788.92	\$64,698.94	(\$71,089.98)	\$102,400.60	(\$37,701.66)
Exp	\$120,473.93	\$69,326.17	\$51,147.76	\$83,840.93	\$14,514.76
Athletics Total	\$15,314.99	(\$4,627.23)	(\$19,942.22)	\$18,559.67	(\$23,186.90)
Regent Center					
Rev	\$79,474.25	\$25,572.99	(\$53,901.26)	\$58,231.42	(\$32,658.43)
Exp	\$127,202.11	\$82,091.67	\$45,110.44	\$84,191.95	\$2,100.28
Regent Center Total	(\$47,727.86)	(\$56,518.68)	(\$8,790.82)	(\$25,960.53)	(\$30,558.15)
Big & Little					
Rev	\$465,391.41	\$343,903.63	(\$121,487.78)	\$427,240.60	(\$83,336.97)
Exp	\$417,897.12	\$325,118.90	\$92,778.22	\$387,419.37	\$62,300.47
Big & Little Totals	\$47,494.29	\$18,784.73	(\$28,709.56)	\$39,821.23	(\$21,036.50)
Fitness					
Rev	\$541,332.57	\$292,110.15	(\$249,222.42)	\$513,841.54	(\$221,731.39)
Exp	\$558,605.61	\$340,612.67	\$217,992.94	\$496,665.68	\$156,053.01
Fitness Total	(\$17,273.04)	(\$48,502.52)	(\$31,229.48)	\$17,175.86	(\$65,678.38)
Aquatics					
Rev	\$763,995.07	\$90,371.74	(\$673,623.33)	\$716,491.57	(\$626,119.83)
Exp	\$870,710.36	\$193,806.14	\$676,904.22	\$803,041.89	\$609,235.75
Aquatics Total	(\$106,715.29)	(\$103,434.40)	\$3,280.89	(\$86,550.32)	(\$16,884.08)

**Mundelein Park and Recreation District
Monthly Financial Report
Recreation Fund - Overview**

RECREATION FUND OVERVIEW PERIOD ENDING 09/30/20	Year-to-Date Actual-to-Budget Comparison				
	2020 Budget YTD	2020 Actual YTD	Actual to Budget YTD	2019 Actual YTD	Change in Actual 2019 to 2020
Rec Connect/Camp					
Rev	\$615,901.69	\$320,975.97	(\$294,925.72)	\$587,222.37	(\$266,246.40)
Exp	\$438,419.55	\$288,683.37	\$149,736.18	\$342,973.70	\$54,290.33
Rec Connect/Camp Total	\$177,482.14	\$32,292.60	(\$145,189.54)	\$244,248.67	(\$211,956.07)
Indoor Pool					
Rev	\$138,809.88	\$59,569.76	(\$79,240.12)	\$116,464.01	(\$56,894.25)
Exp	\$186,254.05	\$116,663.11	\$69,590.94	\$157,789.96	\$41,126.85
Indoor Pool Totals	(\$47,444.17)	(\$57,093.35)	(\$9,649.18)	(\$41,325.95)	(\$15,767.40)
Dance					
Rev	\$77,219.49	\$74,993.10	(\$2,226.39)	\$83,227.79	(\$8,234.69)
Exp	\$82,181.39	\$82,657.82	(\$476.43)	\$78,530.63	(\$4,127.19)
Dance Total	(\$4,961.90)	(\$7,664.72)	(\$2,702.82)	\$4,697.16	(\$12,361.88)
Cultural Arts					
Rev	\$43,723.36	\$13,871.68	(\$29,851.68)	\$20,698.48	(\$6,826.80)
Exp	\$40,734.44	\$14,783.08	\$25,951.36	\$12,095.06	(\$2,688.02)
Cultural Arts Total	\$2,988.92	(\$911.40)	(\$3,900.32)	\$8,603.42	(\$9,514.82)
Recreation Fund Total	\$372,342.55	\$41,348.79	(\$330,993.76)	\$481,824.83	(\$440,476.04)

**Mundelein Park and Recreation District
Monthly Financial Report
DEBT SERVICE**

DEBT SERVICE PERIOD ENDING 09/30/20	Year-to-Date Actual-to-Budget Comparison				
	2020 Budget YTD	2020 Actual YTD	Actual to Budget YTD	2019 Actual YTD	Change in Actual 2019 to 2020
REVENUES					
Dept 41.560 - DEBT SERVICE					
TAX REVENUE					
30-41.560-4001 REAL ESTATE TAXES	\$489,512.78	\$412,516.61	(\$76,996.17)	\$493,711.17	(\$81,194.56)
TAX REVENUE	\$489,512.78	\$412,516.61	(\$76,996.17)	\$493,711.17	(\$81,194.56)
OTHER INCOME					
30-41.560-4801 INTEREST - INVESTMENTS	\$2,364.88	\$719.14	(\$1,645.74)	\$3,057.26	(\$2,338.12)
OTHER INCOME	\$2,364.88	\$719.14	(\$1,645.74)	\$3,057.26	(\$2,338.12)
REVENUE TOTAL	\$491,877.66	\$413,235.75	(\$78,641.91)	\$496,768.43	(\$83,532.68)
EXPENDITURES					
Dept 41.560 - DEBT SERVICE					
OPERATING SUPPLIES/EXPENSES					
30-41.560-5391 PROPERTY TAX REFUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
OPERATING SUPPLIES/EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
DEBT EXPENSE					
30-41.560-5611 PRINCIPLE BONDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
30-41.560-5612 PRINCIPLE CAPITAL LEASE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
30-41.560-5621 INTEREST BONDS	\$48,150.00	\$48,150.00	\$0.00	\$52,150.00	\$4,000.00
30-41.560-5690 DEBT SERVICE FEES	\$550.00	\$475.00	\$75.00	\$475.00	\$0.00
DEBT EXPENSE	\$48,700.00	\$48,625.00	\$75.00	\$52,625.00	\$4,000.00
EXPENDITURE TOTAL	\$48,700.00	\$48,625.00	\$75.00	\$52,625.00	\$4,000.00
DEBT SERVICE TOTALS	\$443,177.66	\$364,610.75	(\$78,566.91)	\$444,143.43	(\$79,532.68)

Mundelein Park and Recreation District
Monthly Financial Report
Recreation Fund - CAPITAL

RECREATION FUND CAPITAL PERIOD ENDING 09/30/20		Year-to-Date Actual-to-Budget Comparison				
		2020 Budget YTD	2020 Actual YTD	Actual to Budget YTD	2019 Actual YTD	Change in Actual 2019 to 2020
REVENUES						
Dept 51.570 - CAPITAL IMPROVEMENT						
CONTRIBUTIONS AND DONATIONS						
40-51.570-4700	CONTRIBUTIONS/DONATIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
40-51.570-4702	DEVELOPER DONATIONS	\$35,000.00	\$35,711.00	\$711.00	\$10,764.00	\$24,947.00
40-51.570-4725	GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
40-51.570-4726	PLAYCORE/GAMETIME REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CONTRIBUTIONS AND DONATIONS		\$35,000.00	\$35,711.00	\$711.00	\$10,764.00	\$24,947.00
OTHER INCOME						
40-51.570-4801	INTEREST - INVESTMENTS	\$5,522.39	\$3,537.05	(\$1,985.34)	\$7,885.21	(\$4,348.16)
40-51.570-4807	INS CLAIMS REIMBURSEMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
40-51.570-4811	PROCEEDS FROM BONDS	\$1,500,000.00	\$0.00	(\$1,500,000.00)	\$0.00	\$0.00
40-51.570-4815	MISCELLANEOUS REVENUE	\$0.00	\$1,333.00	\$1,333.00	\$0.00	\$1,333.00
OTHER INCOME		\$1,505,522.39	\$4,870.05	(\$1,500,652.34)	\$7,885.21	(\$3,015.16)
INTERFUND TRANSFERS						
40-51.570-4910	TRANSFER FROM CORPORATE	\$450,000.00	\$380,000.00	(\$70,000.00)	\$300,000.00	\$80,000.00
40-51.570-4920	TRANSFER FROM REC PROG F	\$50,000.00	\$0.00	(\$50,000.00)	\$100,000.00	(\$100,000.00)
INTERFUND TRANSFERS		\$500,000.00	\$380,000.00	(\$120,000.00)	\$400,000.00	(\$20,000.00)
Dept 52.572 - DUNBAR RECREATION CENTER						
CONTRIBUTIONS AND DONATIONS						
40-52.572-4725	GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CONTRIBUTIONS AND DONATIONS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
OTHER INCOME						
40-52.572-4801	INTEREST ON INVESTMENTS	\$3,600.19	\$0.00	(\$3,600.19)	\$6,776.57	(\$6,776.57)
40-52.572-4811	PROCEEDS FROM BONDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
40-52.572-4812	PROCEEDS BOND PREMIUM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
OTHER INCOME		\$3,600.19	\$0.00	(\$3,600.19)	\$6,776.57	(\$6,776.57)
REVENUE TOTAL		\$2,044,122.58	\$420,581.05	(\$1,623,541.53)	\$425,425.78	(\$4,844.73)
EXPENDITURES						
Dept 51.570 - CAPITAL IMPROVEMENT						
CONTRACTED SERVICES						

**Mundelein Park and Recreation District
Monthly Financial Report
Recreation Fund - CAPITAL**

RECREATION FUND CAPITAL PERIOD ENDING 09/30/20		Year-to-Date Actual-to-Budget Comparison				
		2020 Budget YTD	2020 Actual YTD	Actual to Budget YTD	2019 Actual YTD	Change in Actual 2019 to 2020
40-51.570-5210	PROFESSIONAL SERVICES	\$56,000.00	\$23,327.00	\$32,673.00	\$0.00	(\$23,327.00)
CONTRACTED SERVICES		\$56,000.00	\$23,327.00	\$32,673.00	\$0.00	(\$23,327.00)
OPERATING SUPPLIES/EXPENSES						
40-51.570-5342	BANK/CREDIT CARD FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
OPERATING SUPPLIES/EXPENSES		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CAPITAL EXPENSES						
40-51.570-5810	CAPITAL EQUIPMENT	\$178,375.00	\$41,247.51	\$137,127.49	\$149,231.28	\$107,983.77
40-51.570-5812	CAPITAL FURNITURE/FIXTURE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
40-51.570-5815	CAPITAL ATHLETIC COURTS	\$70,000.00	\$1,034.50	\$68,965.50	\$9,323.63	\$8,289.13
40-51.570-5820	CAPITAL VEHICLES	\$79,000.00	\$1,525.71	\$77,474.29	\$49,453.95	\$47,928.24
40-51.570-5830	CAP IMPRVMNTS BLDG	\$167,000.00	\$10,564.41	\$156,435.59	\$187,956.28	\$177,391.87
40-51.570-5835	CAP IMPRVMNTS LAND	\$1,611,000.00	\$338,803.29	\$1,272,196.71	\$424,362.10	\$85,558.81
40-51.570-5840	CAP IMPRVMNTS WLKWYS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
40-51.570-5841	CAPITAL IMPRVMNTS WALKW	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
40-51.570-5850	CAP IMPRVMNTS RDWYS	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00
CAPITAL EXPENSES		\$2,115,375.00	\$393,175.42	\$1,722,199.58	\$820,327.24	\$427,151.82
Dept 52.572 - DUNBAR RECREATION CENTER						
OPERATING SUPPLIES/EXPENSES						
40-52.572-5342	BANK/CREDIT CARD FEES	\$0.00	\$0.00	\$0.00	\$365.43	\$365.43
OPERATING SUPPLIES/EXPENSES		\$0.00	\$0.00	\$0.00	\$365.43	\$365.43
DEBT EXPENSE						
40-52.572-5691	DEBT ISSUANCE FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
DEBT EXPENSE		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CAPITAL EXPENSES						
40-52.572-5830	CAPITAL IMPROVEMENTS BU	\$0.00	\$0.00	\$0.00	\$15,322.50	\$15,322.50
CAPITAL EXPENSES		\$0.00	\$0.00	\$0.00	\$15,322.50	\$15,322.50
EXPENDITURE TOTAL		\$2,171,375.00	\$416,502.42	\$1,754,872.58	\$836,015.17	\$419,512.75
CAPITAL TOTALS		(\$127,252.42)	\$4,078.63	\$131,331.05	(\$410,589.39)	\$414,668.02

**Mundelein Park and Recreation District
Monthly Financial Report
All Funds**

ALL FUNDS PERIOD ENDING 09/30/2	Year End Projections		
	2020 Budget	Projected Year End	Projected to Budget
General Fund			
Rev	\$4,876,146.00	\$4,609,315.78	(\$266,830.22)
Exp	\$5,693,323.96	\$5,180,128.43	\$513,195.53
General Fund Total	(\$817,177.96)	(\$570,812.65)	\$246,365.31
Recreation Fund			
Rev	\$5,012,185.00	\$3,221,193.77	(\$1,790,991.23)
Exp	\$5,039,929.00	\$3,383,549.30	\$1,656,379.70
Recreation Fund Total	(\$27,744.00)	(\$162,355.53)	(\$134,611.53)
Debt Service Fund			
Rev	\$505,000.00	\$497,018.07	(\$7,981.93)
Exp	\$501,850.00	\$501,775.00	\$75.00
Debt Service Fund Total	\$3,150.00	(\$4,756.93)	(\$7,906.93)
Capital Fund			
Rev	\$2,952,000.00	\$1,024,010.86	(\$1,927,989.14)
Exp	\$2,511,375.00	\$844,502.42	\$1,666,872.58
Capital Fund Total	\$440,625.00	\$179,508.44	(\$261,116.56)
Grand Total	(\$401,146.96)	(\$558,416.67)	(\$157,269.71)

**Mundelein Park and Recreation District
Monthly Financial Report - Corporate Fund**

CORPORATE FUND OVERVIEW PERIOD ENDING 09/30/20	Year End Projections			Comments
	2020 Budget	Projected Year End	Projected to Budget	
Administration				
Rev	\$2,532,100.00	\$2,523,744.14	(\$8,355.86)	Unsure about receiving full amount of tax receipts. Interest income is lower. Positive with a month of cross over in Exec. Direc. Payroll expenses.
Exp	\$1,922,972.96	\$1,925,730.22	(\$2,757.26)	
Administration Total	\$609,127.04	\$598,013.91	(\$11,113.13)	
Parks				
Rev	\$178,500.00	\$153,153.12	(\$25,346.88)	Less Boat Launch keys sold and shelters rented than forecasted. Less than expected expenses in wages, training, refuse collection, playground maint., small tools/equip, building maint. and roadway maint.
Exp	\$1,628,277.00	\$1,381,006.97	\$247,270.03	
Parks Total	(\$1,449,777.00)	(\$1,227,853.85)	\$221,923.15	
Golf				
Rev	\$1,592,256.00	\$1,373,662.83	(\$218,593.17)	Loss of revenue due to COVID-19 Guidelines Reduced personnel due to vacancies and/or full-time filling shifts
Exp	\$1,538,494.00	\$1,319,226.02	\$219,267.98	
Golf Total	\$53,762.00	\$54,436.81	\$674.81	
Special Recreation				
Rev	\$300,790.00	\$294,689.34	(\$6,100.66)	
Exp	\$295,290.00	\$266,994.19	\$28,295.81	
Special Recreation Total	\$5,500.00	\$27,695.15	\$22,195.15	
Museum				
Rev	\$1,000.00	\$15,339.05	\$14,339.05	Painting the museum authorized based on funds being transferred.
Exp	\$24,170.00	\$39,448.54	(\$15,278.54)	
Museum Totals	(\$23,170.00)	(\$24,109.49)	(\$939.49)	
Police				
Rev	\$56,000.00	\$54,341.20	(\$1,658.80)	
Exp	\$68,525.00	\$65,409.91	\$3,115.09	
Police Totals	(\$12,525.00)	(\$11,068.72)	\$1,456.28	
Risk Management				
Rev	\$199,500.00	\$178,808.72	(\$20,691.28)	Anticipating limited unemployment insurance expense.
Exp	\$200,095.00	\$166,812.58	\$33,282.42	
Risk Mgmt. Totals	(\$595.00)	\$11,996.14	\$12,591.14	
Audit				
Rev	\$16,000.00	\$15,577.38	(\$422.62)	Unsure about receiving full amount of tax receipts.
Exp	\$15,500.00	\$15,500.00	\$0.00	
Audit Totals	\$500.00	\$77.38	(\$422.62)	
Corporate Fund Total	(\$817,177.96)	(\$570,812.65)	\$246,365.31	

**Mundelein Park and Recreation District
Monthly Financial Report
Recreation Fund - Overview**

RECREATION FUND OVERVIEW PERIOD ENDING 09/30/20	Year End Projections			Comments
	2020 Budget	Projected Year End	Projected to Budget	
Administration				
Rev	\$1,348,150.00	\$1,300,993.39	(\$47,156.61)	Expect to be on favorable for the year. Cut all non-essential expenses to offset the loss of revenues.
Exp	\$1,326,146.00	\$1,205,532.23	\$120,613.77	
Administration Total	\$22,004.00	\$95,461.17	\$73,457.17	
Preschool				
Rev	\$97,750.00	\$70,163.34	(\$27,586.66)	Expect to be on budget for the year. combined classrooms to maximize revenue while cutting staffing expense.
Exp	\$79,825.00	\$53,741.87	\$26,083.13	
Preschool Total	\$17,925.00	\$16,421.48	(\$1,503.52)	
Athletics				
Rev	\$175,211.00	\$92,384.56	(\$82,826.44)	Expect to be unfavorable for the year. COVID restrictions and guidelines have resulted in lower enrollments and reduced revenue. Expenses are mainly admin costs.
Exp	\$182,002.00	\$109,197.24	\$72,804.76	
Athletics Total	(\$6,791.00)	(\$16,812.68)	(\$10,021.68)	
Regent Center				
Rev	\$178,450.00	\$108,771.93	(\$69,678.07)	Expect to be unfavorable for the year. Center closed March-Oct. Space was repurposed for summer camp.
Exp	\$177,835.00	\$116,460.12	\$61,374.88	
Regent Center Total	\$615.00	(\$7,688.19)	(\$8,303.19)	
Big & Little				
Rev	\$598,500.00	\$492,906.54	(\$105,593.46)	Expect to be favorable for the year. Grant assistance aided revenue recovery. Teacher retirements aided in reducing expenses.
Exp	\$587,360.00	\$471,417.82	\$115,942.18	
Big & Little Totals	\$11,140.00	\$21,488.72	\$10,348.72	
Fitness				
Rev	\$728,966.00	\$415,399.61	(\$313,566.39)	Expect to be on budget for the year. A strong start in revenue during Q1 got us ahead for the bottom line. Controlling expenses, staffing upon reopening. Expecting revenue growth in Nov and Dec.
Exp	\$777,749.00	\$470,582.62	\$307,166.38	
Fitness Total	(\$48,783.00)	(\$55,183.01)	(\$6,400.01)	
Aquatics				
Rev	\$768,900.00	\$98,845.85	(\$670,054.15)	Expect to be favorable for the year. Beach and Spray park revenue was much higher than budget. Did not have the Bay expenses.
Exp	\$947,545.00	\$236,146.83	\$711,398.17	
Aquatics Total	(\$178,645.00)	(\$137,300.98)	\$41,344.02	

**Mundelein Park and Recreation District
Monthly Financial Report
Recreation Fund - Overview**

RECREATION FUND OVERVIEW PERIOD ENDING 09/30/20	Year End Projections			Comments
	2020 Budget	Projected Year End	Projected to Budget	
Rec Connect/Camp				Expect to be unfavorable for the year. Hoping for grant assistance to Rec Connection was cancelled in March. Camps ran at 50% budget. E-Learning making up some lost revenue.
Rev	\$771,600.00	\$424,394.57	(\$347,205.43)	
Exp	\$551,664.00	\$427,935.18	\$123,728.82	
Rec Connect/Camp Total	\$219,936.00	(\$3,540.61)	(\$223,476.61)	
Indoor Pool				Expect to be on bFavorably. Membership revenue and swim lesson revenue are trending favorably while staff are controlling expenses well. Found Renting out pool to swim clubs for added revenue.
Rev	\$170,898.00	\$93,964.85	(\$76,933.15)	
Exp	\$252,610.00	\$167,952.92	\$84,657.08	
Indoor Pool Totals	(\$81,712.00)	(\$73,988.07)	\$7,723.93	
Dance				Expect to be unfavorable. Revenues were lost in ticket sales for recital, competition fees and private lessons. Fall enrollment is lower than budgeted.
Rev	\$121,260.00	\$102,837.17	(\$18,422.83)	
Exp	\$101,770.00	\$104,341.31	(\$2,571.31)	
Dance Total	\$19,490.00	(\$1,504.14)	(\$20,994.14)	
Cultural Arts				Expect to be favorable. Eliminated expenses but cutting supplies and reducing contractual programs. Supervisor will teach the majority of the classes.
Rev	\$52,500.00	\$20,531.94	(\$31,968.06)	
Exp	\$55,423.00	\$20,241.17	\$35,181.83	
Cultural Arts Total	(\$2,923.00)	\$290.77	\$3,213.77	
Recreation Fund Total	(\$27,744.00)	(\$162,355.53)	(\$134,611.53)	

**Mundelein Park and Recreation District
Monthly Financial Report
DEBT SERVICE**

DEBT SERVICE PERIOD ENDING 09/30/20	Remaining Monthly Projections			
	Sep	Oct	Nov	Dec
REVENUES				
Dept 41.560 - DEBT SERVICE				
TAX REVENUE				
30-41.560-4001 REAL ESTATE TAXES	\$0.00	\$17,855.68	\$25,316.02	\$40,505.63
TAX REVENUE	\$0.00	\$17,855.68	\$25,316.02	\$40,505.63
OTHER INCOME				
30-41.560-4801 INTEREST - INVESTMENTS	\$35.00	\$35.00	\$35.00	\$35.00
OTHER INCOME	\$35.00	\$35.00	\$35.00	\$35.00
REVENUE TOTAL	\$35.00	\$17,890.68	\$25,351.02	\$40,540.63
EXPENDITURES				
Dept 41.560 - DEBT SERVICE				
OPERATING SUPPLIES/EXPENSES				
30-41.560-5391 PROPERTY TAX REFUND	\$0.00	\$0.00	\$0.00	\$0.00
OPERATING SUPPLIES/EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00
DEBT EXPENSE				
30-41.560-5611 PRINCIPLE BONDS	\$0.00	\$0.00	\$405,000.00	\$0.00
30-41.560-5612 PRINCIPLE CAPITAL LEASE	\$0.00	\$0.00	\$0.00	\$0.00
30-41.560-5621 INTEREST BONDS	\$0.00	\$0.00	\$48,150.00	\$0.00
30-41.560-5690 DEBT SERVICE FEES	\$0.00	\$0.00	\$0.00	\$0.00
DEBT EXPENSE	\$0.00	\$0.00	\$453,150.00	\$0.00
EXPENDITURE TOTAL	\$0.00	\$0.00	\$453,150.00	\$0.00
DEBT SERVICE TOTALS	\$35.00	\$17,890.68	(\$427,798.98)	\$40,540.63

**Mundelein Park and Recreation District
Monthly Financial Report
DEBT SERVICE**

DEBT SERVICE PERIOD ENDING 09/30/20	Year End Projections		
	2020 Budget	Projected Year End	Projected to Budget
REVENUES			
Dept 41.560 - DEBT SERVICE			
TAX REVENUE			
30-41.560-4001 REAL ESTATE TAXES	\$501,000.00	\$496,193.93	(\$4,806.07)
TAX REVENUE	\$501,000.00	\$496,193.93	(\$4,806.07)
OTHER INCOME			
30-41.560-4801 INTEREST - INVESTMENTS	\$4,000.00	\$824.14	(\$3,175.86)
OTHER INCOME	\$4,000.00	\$824.14	(\$3,175.86)
REVENUE TOTAL	\$505,000.00	\$497,018.07	(\$7,981.93)
EXPENDITURES			
Dept 41.560 - DEBT SERVICE			
OPERATING SUPPLIES/EXPENSES			
30-41.560-5391 PROPERTY TAX REFUND	\$0.00	\$0.00	\$0.00
OPERATING SUPPLIES/EXPENSES	\$0.00	\$0.00	\$0.00
DEBT EXPENSE			
30-41.560-5611 PRINCIPLE BONDS	\$405,000.00	\$405,000.00	\$0.00
30-41.560-5612 PRINCIPLE CAPITAL LEASE	\$0.00	\$0.00	\$0.00
30-41.560-5621 INTEREST BONDS	\$96,300.00	\$96,300.00	\$0.00
30-41.560-5690 DEBT SERVICE FEES	\$550.00	\$475.00	\$75.00
DEBT EXPENSE	\$501,850.00	\$501,775.00	\$75.00
EXPENDITURE TOTAL	\$501,850.00	\$501,775.00	\$75.00
DEBT SERVICE TOTALS	\$3,150.00	(\$4,756.93)	(\$7,906.93)

**Mundelein Park and Recreation District
Monthly Financial Report
Recreation Fund - CAPITAL**

RECREATION FUND CAPITAL PERIOD ENDING 09/30/20	Remaining Monthly Projections			
	Sep	Oct	Nov	Dec
REVENUES				
Dept 51.570 - CAPITAL IMPROVEMENT				
CONTRIBUTIONS AND DONATIONS				
40-51.570-4700 CONTRIBUTIONS/DONATIONS	\$0.00	\$0.00	\$0.00	\$0.00
40-51.570-4702 DEVELOPER DONATIONS	\$0.00	\$0.00	\$0.00	\$0.00
40-51.570-4725 GRANTS	\$0.00	\$0.00	\$0.00	\$0.00
40-51.570-4726 PLAYCORE/GAMETIME REVENUE	\$0.00	\$0.00	\$0.00	\$0.00
CONTRIBUTIONS AND DONATIONS	\$0.00	\$0.00	\$0.00	\$0.00
OTHER INCOME				
40-51.570-4801 INTEREST - INVESTMENTS	\$10.00	\$10.00	\$10.00	\$10.00
40-51.570-4807 INS CLAIMS REIMBURSEMENT	\$0.00	\$0.00	\$0.00	\$0.00
40-51.570-4811 PROCEEDS FROM BONDS	\$0.00	\$0.00	\$0.00	\$0.00
40-51.570-4815 MISCELLANEOUS REVENUE	\$0.00	\$0.00	\$0.00	\$0.00
OTHER INCOME	\$10.00	\$10.00	\$10.00	\$10.00
INTERFUND TRANSFERS				
40-51.570-4910 TRANSFER FROM CORPORATE	\$0.00	\$520,000.00	\$0.00	\$0.00
40-51.570-4920 TRANSFER FROM REC PROG F	\$0.00	\$80,000.00	\$0.00	\$0.00
INTERFUND TRANSFERS	\$0.00	\$600,000.00	\$0.00	\$0.00
Dept 52.572 - DUNBAR RECREATION CENTER				
CONTRIBUTIONS AND DONATIONS				
40-52.572-4725 GRANTS	\$0.00	\$0.00	\$0.00	\$0.00
CONTRIBUTIONS AND DONATIONS	\$0.00	\$0.00	\$0.00	\$0.00
OTHER INCOME				
40-52.572-4801 INTEREST ON INVESTMENTS	\$445.50	\$646.81	\$2,111.83	\$641.17
40-52.572-4811 PROCEEDS FROM BONDS	\$0.00	\$0.00	\$0.00	\$0.00
40-52.572-4812 PROCEEDS BOND PREMIUM	\$0.00	\$0.00	\$0.00	\$0.00
OTHER INCOME	\$445.50	\$646.81	\$2,111.83	\$641.17
REVENUE TOTAL	\$455.50	\$600,656.81	\$2,121.83	\$651.17
EXPENDITURES				
Dept 51.570 - CAPITAL IMPROVEMENT				
CONTRACTED SERVICES				

**Mundelein Park and Recreation District
Monthly Financial Report
Recreation Fund - CAPITAL**

RECREATION FUND CAPITAL PERIOD ENDING 09/30/20	Remaining Monthly Projections			
	Sep	Oct	Nov	Dec
40-51.570-5210 PROFESSIONAL SERVICES	\$0.00	\$20,000.00	\$23,000.00	\$10,000.00
CONTRACTED SERVICES	\$0.00	\$20,000.00	\$23,000.00	\$10,000.00
OPERATING SUPPLIES/EXPENSES				
40-51.570-5342 BANK/CREDIT CARD FEES	\$0.00	\$0.00	\$0.00	\$0.00
OPERATING SUPPLIES/EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00
CAPITAL EXPENSES				
40-51.570-5810 CAPITAL EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00
40-51.570-5812 CAPITAL FURNITURE/FIXTURE	\$0.00	\$0.00	\$0.00	\$0.00
40-51.570-5815 CAPITAL ATHLETIC COURTS	\$0.00	\$71,000.00	\$0.00	\$0.00
40-51.570-5820 CAPITAL VEHICLES	\$0.00	\$75,000.00	\$0.00	\$0.00
40-51.570-5830 CAP IMPRVMNTS BLDG	\$0.00	\$33,000.00	\$0.00	\$0.00
40-51.570-5835 CAP IMPRVMNTS LAND	\$0.00	\$20,000.00	\$176,000.00	\$0.00
40-51.570-5840 CAP IMPRVMNTS WLKWYS	\$0.00	\$0.00	\$0.00	\$0.00
40-51.570-5841 CAPITAL IMPRVMNTS WALKW	\$0.00	\$0.00	\$0.00	\$0.00
40-51.570-5850 CAP IMPRVMNTS RDWYS	\$0.00	\$0.00	\$0.00	\$0.00
CAPITAL EXPENSES	\$0.00	\$199,000.00	\$176,000.00	\$0.00
Dept 52.572 - DUNBAR RECREATION CENTER				
OPERATING SUPPLIES/EXPENSES				
40-52.572-5342 BANK/CREDIT CARD FEES	\$0.00	\$0.00	\$0.00	\$0.00
OPERATING SUPPLIES/EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00
DEBT EXPENSE				
40-52.572-5691 DEBT ISSUANCE FEES	\$0.00	\$0.00	\$0.00	\$0.00
DEBT EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00
CAPITAL EXPENSES				
40-52.572-5830 CAPITAL IMPROVEMENTS BU	\$0.00	\$0.00	\$0.00	\$0.00
CAPITAL EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00
EXPENDITURE TOTAL	\$0.00	\$219,000.00	\$199,000.00	\$10,000.00
CAPITAL TOTALS	\$455.50	\$381,656.81	(\$196,878.17)	(\$9,348.83)


**Mundelein Park and Recreation District
Monthly Financial Report
Recreation Fund - CAPITAL**


RECREATION FUND CAPITAL PERIOD ENDING 09/30/20	Year End Projections		
	2020 Budget	Projected Year End	Projected to Budget
REVENUES			
Dept 51.570 - CAPITAL IMPROVEMENT			
CONTRIBUTIONS AND DONATIONS			
40-51.570-4700 CONTRIBUTIONS/DONATIONS	\$0.00	\$0.00	\$0.00
40-51.570-4702 DEVELOPER DONATIONS	\$35,000.00	\$35,711.00	\$711.00
40-51.570-4725 GRANTS	\$400,000.00	\$0.00	(\$400,000.00)
40-51.570-4726 PLAYCORE/GAMETIME REVENUE	\$0.00	\$0.00	\$0.00
CONTRIBUTIONS AND DONATIONS	\$435,000.00	\$35,711.00	(\$399,289.00)
OTHER INCOME			
40-51.570-4801 INTEREST - INVESTMENTS	\$10,000.00	\$3,567.05	(\$6,432.95)
40-51.570-4807 INS CLAIMS REIMBURSEMENT	\$0.00	\$0.00	\$0.00
40-51.570-4811 PROCEEDS FROM BONDS	\$1,500,000.00	\$0.00	(\$1,500,000.00)
40-51.570-4815 MISCELLANEOUS REVENUE	\$0.00	\$1,333.00	\$1,333.00
OTHER INCOME	\$1,510,000.00	\$4,900.05	(\$1,505,099.95)
INTERFUND TRANSFERS			
40-51.570-4910 TRANSFER FROM CORPORATE	\$900,000.00	\$900,000.00	\$0.00
40-51.570-4920 TRANSFER FROM REC PROG F	\$100,000.00	\$80,000.00	(\$20,000.00)
INTERFUND TRANSFERS	\$1,000,000.00	\$980,000.00	(\$20,000.00)
Dept 52.572 - DUNBAR RECREATION CENTER			
CONTRIBUTIONS AND DONATIONS			
40-52.572-4725 GRANTS	\$0.00	\$0.00	\$0.00
CONTRIBUTIONS AND DONATIONS	\$0.00	\$0.00	\$0.00
OTHER INCOME			
40-52.572-4801 INTEREST ON INVESTMENTS	\$7,000.00	\$3,399.81	(\$3,600.19)
40-52.572-4811 PROCEEDS FROM BONDS	\$0.00	\$0.00	\$0.00
40-52.572-4812 PROCEEDS BOND PREMIUM	\$0.00	\$0.00	\$0.00
OTHER INCOME	\$7,000.00	\$3,399.81	(\$3,600.19)
REVENUE TOTAL	\$2,952,000.00	\$1,024,010.86	(\$1,927,989.14)
EXPENDITURES			
Dept 51.570 - CAPITAL IMPROVEMENT			
CONTRACTED SERVICES			

**Mundelein Park and Recreation District
Monthly Financial Report
Recreation Fund - CAPITAL**

RECREATION FUND CAPITAL PERIOD ENDING 09/30/20		Year End Projections		
		2020 Budget	Projected Year End	Projected to Budget
40-51.570-5210	PROFESSIONAL SERVICES	\$66,000.00	\$76,327.00	(\$10,327.00)
	CONTRACTED SERVICES	\$66,000.00	\$76,327.00	(\$10,327.00)
	OPERATING SUPPLIES/EXPENSES			
40-51.570-5342	BANK/CREDIT CARD FEES	\$0.00	\$0.00	\$0.00
	OPERATING SUPPLIES/EXPENSES	\$0.00	\$0.00	\$0.00
	CAPITAL EXPENSES			
40-51.570-5810	CAPITAL EQUIPMENT	\$178,375.00	\$41,247.51	\$137,127.49
40-51.570-5812	CAPITAL FURNITURE/FIXTURE	\$0.00	\$0.00	\$0.00
40-51.570-5815	CAPITAL ATHLETIC COURTS	\$70,000.00	\$72,034.50	(\$2,034.50)
40-51.570-5820	CAPITAL VEHICLES	\$79,000.00	\$76,525.71	\$2,474.29
40-51.570-5830	CAP IMPRVMNTS BLDG	\$187,000.00	\$43,564.41	\$143,435.59
40-51.570-5835	CAP IMPRVMNTS LAND	\$1,921,000.00	\$534,803.29	\$1,386,196.71
40-51.570-5840	CAP IMPRVMNTS WLKWYS	\$0.00	\$0.00	\$0.00
40-51.570-5841	CAPITAL IMPRVMNTS WALKW	\$0.00	\$0.00	\$0.00
40-51.570-5850	CAP IMPRVMNTS RDWYS	\$10,000.00	\$0.00	\$10,000.00
	CAPITAL EXPENSES	\$2,445,375.00	\$768,175.42	\$1,677,199.58
Dept 52.572 - DUNBAR RECREATION CENTER				
	OPERATING SUPPLIES/EXPENSES			
40-52.572-5342	BANK/CREDIT CARD FEES	\$0.00	\$0.00	\$0.00
	OPERATING SUPPLIES/EXPENSES	\$0.00	\$0.00	\$0.00
	DEBT EXPENSE			
40-52.572-5691	DEBT ISSUANCE FEES	\$0.00	\$0.00	\$0.00
	DEBT EXPENSE	\$0.00	\$0.00	\$0.00
	CAPITAL EXPENSES			
40-52.572-5830	CAPITAL IMPROVEMENTS BU	\$0.00	\$0.00	\$0.00
	CAPITAL EXPENSES	\$0.00	\$0.00	\$0.00
EXPENDITURE TOTAL		\$2,511,375.00	\$844,502.42	\$1,666,872.58
CAPITAL TOTALS		\$440,625.00	\$179,508.44	(\$261,116.56)

MEMORANDUM

To: Interim Chief John Monahan 

From: Sergeant Paul Dempsey 

Date: Tuesday, October 13, 2020

Re: Park District Report –September 2020

There were two (2) calls for service in the area parks during the reporting period, which is lower than normal with park district activity during this time of year. The majority of the calls were minor in nature and included an animal bite and a disorderly conduct report.

There were a total of 80 park checks initiated by the patrol officers during this month. There were no patterns or crime trends discovered during this month.

The following gives more detail about the call during the reporting period:

- On 09/03/20, CSO Torres responded to Hanrahan Park for an animal bite report. The complainant advised she was walking her dog when a brown/white Pitbull approached her and her dog. The Pitbull attempted to go after her dog but when she attempted to pull her dog away the Pitbull lunged forward and landed the front two paws on the complainants left elbow area, causing five deep scratches and punctures to the skin. The complainant declined medical assistance. The owner of the Pitbull was located, issued two citations and issued an order of examination.
- On 09/07/20, Officer Oakes responded to Asbury Park for a disorderly conduct report. The complainant took her son to the park and observed 4-5 Swastikas drawn in the sand. The complainant kicked the sand to eliminate the drawings. The park was checked and no other damage was observed. No suspect information.

I have attached a copy of the Sept 2020 Park District reports for your review.

Please contact me if you have any questions.

Courage. Pride. Commitment.



**MUNDELEIN PARK &
RECREATION DISTRICT**

October 20, 2020

Randall Blankenhorn
Secretary, Illinois Department of Transportation
2300 South Dirksen Parkway
Springfield, IL 62764

Dear Mr. Blankenhorn:

The Village of Mundelein is submitting an application for an ITEP Grant which will be used to enhance a currently blighted transportation corridor. This project will add much needed connectivity of the multi-use path network within the community. Additionally, the commercial corridor in which this particular project resides will be enhanced with street lighting and other streetscape amenities that will augment the aesthetics of the area. Of particular interest to the Mundelein Park and Recreation District is the extension of this path along Morris Avenue providing residents with connectivity to the parks in the east and west sections of the Village.

The Village has conducted Community Wide Surveys and developed a Comprehensive Plan that has helped them identify the needs of their constituents. One of the highest priorities identified in the plan was the desire to provide more connectivity of pedestrian paths within the downtown. This grant will allow the Village to pursue this goal and accomplish this in a key strategic area within the community.

It is clear that the Village of Mundelein has taken the time and the effort to ask its residents how they can best serve the needs of everyone in the community. The leadership recognizes the benefit of enhancing the transportation network providing access to all amenities, but in the current economy, the Village needs to undertake this improvement with grant assistance. As a result, the Mundelein Park and Recreation District strongly supports this ITEP Grant application.

Sincerely,

Jesse Ortega, President
Mundelein Park and Recreation District Board of Commissioners

cc: Board of Commissioners
Ron Salski, Executive Director

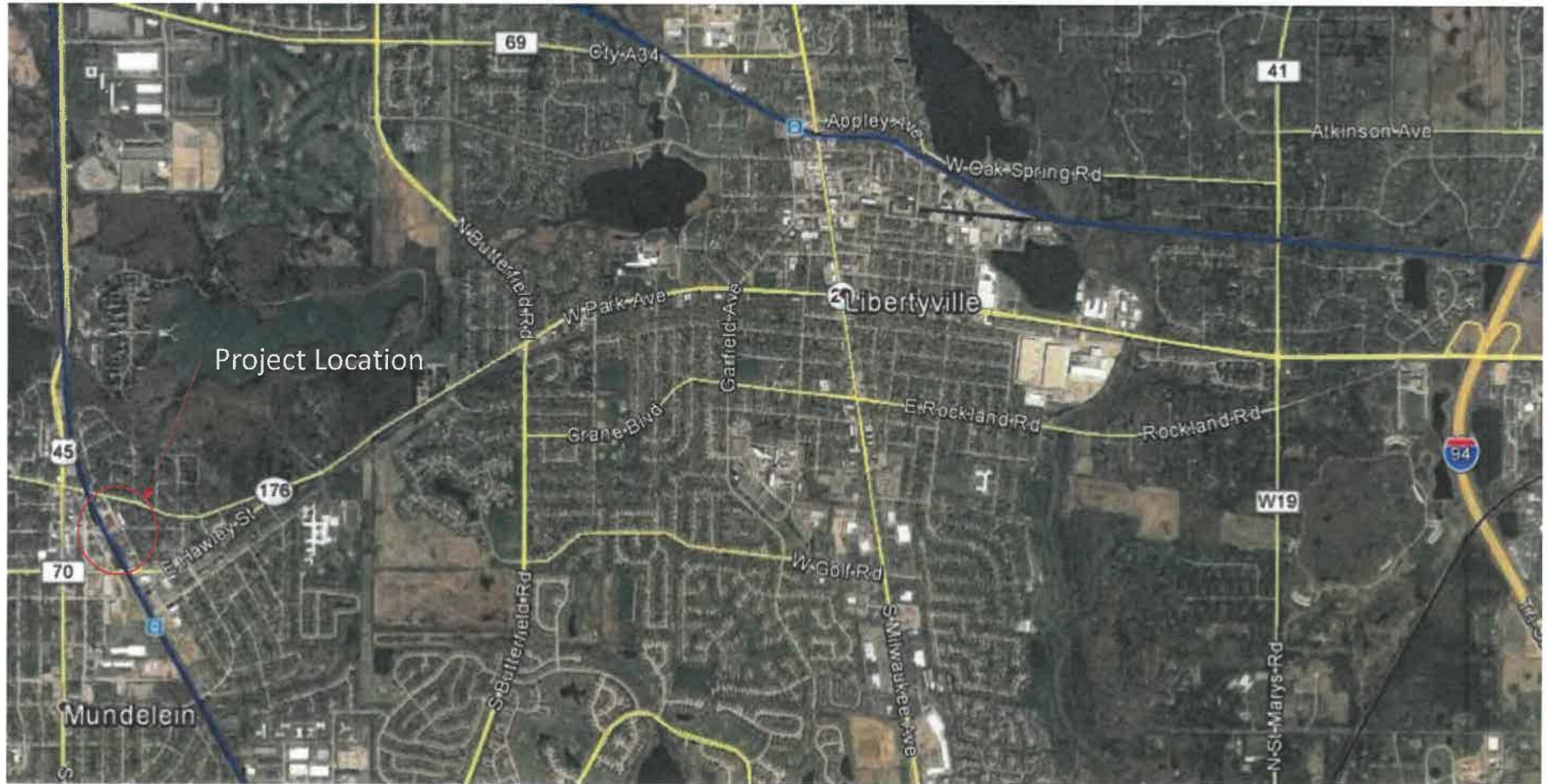
1401 N. Midlothian Road
Mundelein, IL 60060
847.566.0650
mundeleinparks.org

Barefoot Bay Family Aquatic Center
Big & Little Child Development Center
Diamond Lake Recreation Center
Dunbar Recreation Center
Kracklauer Dance Studio
Mundelein Community Center

Mundelein Heritage Museum
NovaCare Fitness Center
Regent Center
Spray Park
Steeple Chase Golf Club



Project Location Map





Looking East on Park Street
towards Metra tracks



Looking South on Morris Avenue
towards Hawley Street



**MUNDELEIN PARK &
RECREATION DISTRICT**

BOARD MEMORANDUM

October 26, 2020 Regular Board Meeting Agenda Item

To: Board of Commissioners
From: Ron Salski, Executive Director
Date: October 22, 2020
Subject: Approve of First Amendment Activities Policy - Amendment

Background

The Board approved a First Amendment Activities Policy. See attached. In 2020, there were two permits issued for the exact location listed in the policy. The first permit applicant violated the policy as it held an activity at Keith Mione Park and Kracklauer Park. The Park District did not give permission to use Kracklauer Park. The second permit applicant met all the requirements.

Analysis/Considerations

During the summer, President Ortega and Executive Director Salski attended a First Amendment Policy webinar that identified what should be included in a policy. As well, any policy should allow for First Amendment Activities in other areas of the Park & Recreation District. Basically, the Park & Recreation Agency must allow activities within its park and identify specific requirement. Because it is open-ended, it will require 14 days to determine requirements for each park. In the meantime, it is important to identify and suggest key revisions.

Executive Director Salski made a few revisions but believes there are more necessary revisions to the requirements section. These recommendations will take several months to finalize.

Recommendation

Staff recommends approving the policy amendment understanding there will be additional revisions.

Action and Motion Requested

Move to approve the policy amendment as stated.

MUNDELEIN PARK & RECREATION DISTRICT
Mundelein, Lake County, Illinois

FIRST AMENDMENT ACTIVITIES POLICY

I. Policy Statement

This policy is intended to address the criteria for engaging in activities protected by the First Amendment of the United States Constitution while on property owned or controlled by the Mundelein Park & Recreation District.

The District believes there are reasonable and desirable needs for the performance of First Amendment activities on Park District property conducted by residents and resident organizations which are outside the span of control of the District. The District further believes Park District property is primarily intended to be used and operated for active and passive recreational activities and facilities. As a result of these competing interests, the types of First Amendment activities allowed on Park District property must be balanced against the nature and size of the property and the other intended or permitted uses thereof so that the conduct of First Amendment Activities does not result in a direct conflict with the Park District's intended or permitted use of the property or damage to the property. In light of these considerations, the Board of Park Commissioners adopts this policy as an exercise of its power to establish by policy all needful rules and regulations for the government and protection of parks, boulevards and driveways and other property under its jurisdiction, and to effect the objects for which the Districts was formed.

II. Definitions

A. **First Amendment Activities** shall mean, and include, the following activities performed by or on behalf of a resident or Resident Organization:

1. Engaging in charitable, religious or political speech or expressive conduct with a group of more than fifteen (15) people;
2. Engaging in the commercial sale and distribution of merchandise for charitable, religious, or political purposes;
3. Conducting parades or public assemblies;
4. Distributing non-commercial printed or written material; or
5. Erecting unattended, seasonal displays representing a charitable, religious or political message, which may occupy an area no larger than 30 square feet.

B. **First Amendment Location** shall mean:

1. For activities described in item A(1), the meeting room where the Board of Park Commissioners meets, provided that such activity does not exceed the occupancy limitations of that room or cause the Board or committee to be unable to effectively conduct any meeting;
2. For all activities described in items A, that 2+/- acre portion of Keith Mione Community Park located within the parking lot on the southerly side of the

driveway and the open area directly south of such parking lot, as more specifically depicted on Exhibit A, attached hereto and incorporated by reference;

3. For activities described in items A(1) and (3), an open and unimproved area no larger than 10' x 10' adjacent to and outside the parking lot at any District Property which has a parking area, provided that such activity, in consideration of all other contemporaneous Park District activity occurring there, does not obstruct any public sidewalk or ingress or egress to any place or building on District property by hindering or impeding or tending to hinder or impede the free and uninterrupted passage pedestrians thereon or therein.
4. All District Property or parts thereof not expressly described above shall be considered a ~~non-public forum~~ **secondary location** where First Amendment Activities are ~~not~~ **permitted with additional review time**. **For activities described in items A(3) an open and unimproved area no larger than 10' x 10' adjacent to and outside the parking lot at any District Property which has a parking area, provided that such activity, in consideration of all other contemporaneous Park District activity occurring there, does not obstruct any public sidewalk or ingress or egress to any place or building on District property by hindering or impeding or tending to hinder or impede the free and uninterrupted passage pedestrians thereon or therein. This approval process may be considered for up to 14 days as B(2) is the primary location.**

“Resident organization” shall mean a firm, partnership, group, association, corporation, governmental unit, company or organization of any kind, except the District, that has a significant relationship to the Park District community. A significant relationship can be demonstrated by meeting the following criteria:

1. 55% or more members or participants reside within the corporate limits of the Park District; or
2. Have a charter or other official recognition by a parent, state or national organization designating it as a local chapter; or
3. Have a principal place of business located within the corporate limits of the Park District; and
4. Be in good standing for all registrations, licenses, permits and regulations.

III. Restriction on Solicitation

Residents and Resident Organizations only shall be issued permits for activities described in Section II.A.2 only for First Amendment Locations. Any person engaging in solicitation activity pursuant to a permit in or in close proximity to a parking lot, highway or street must wear a high visibility vest.

IV. Permit Requirement

A. No person or organization, other than the District, shall, without a permit:

1. Conduct a public assembly or parade involving more than fifteen (15) individuals

or vehicles;

2. Place, paste, glue, tack or otherwise affix or post any sign, placard, advertisement, or inscription whatsoever, nor erect or cause to be erected any permanent or temporary sign whatsoever, on any structure, fence or tree on District property, except to the extent temporary signs are allowed by the Illinois Election Code for polling places during the electioneering period. Nothing herein shall be construed to prohibit the carrying of signs in the course of performing a First Amendment Activity in a First Amendment Location;
3. Circulate or distribute, in any indoor District property, any leaflets, handbills, notices, pamphlets, books, documents, or papers of any kind, except on bulletin boards expressly provided for such purpose, or cause them to be attached to vehicles and equipment parked on District property;
4. Engage in solicitation from persons on District property, except for First Amendment Activities in areas specifically described as First Amendment Locations; and
5. Erect unattended seasonal displays, which may occupy an area no larger than 30 square feet nor be displayed for greater than fourteen (14) days.
6. Use of electrical outlets/boxes for sound, lighting, etc.

B. By issuing a permit the Park District does not relinquish the right to control the management of the District property and enforce all necessary and proper rules for the safe operation of District property.

V. Indemnification and Reimbursement Agreement

No permit for any activity described in Article IV shall be granted unless the applicant shall have executed an agreement with the District, on a form to be prescribed by the District staff, in which the applicant shall promise and covenant to bear all costs of policing, cleaning up and restoring the District property upon which the permitted event or activity occurs upon conclusion of the event or activity; to reimburse the District for any such costs incurred by the District; and to indemnify the District and hold the District harmless from any liability to any person resulting from any damage or injury proximately caused by the action or omission of the permittee, the sponsoring organization, its officers, employees or agents or any person under their control insofar as permitted by law. Such an agreement may be executed contemporaneously with the issuance of the permit.

VI. Security Deposit

For any activity described in Article IV.A.1, 4 or 5, no application for permit shall be granted unless the same shall be accompanied by the deposit of a sum of money equal to the estimated cost of policing, cleaning up and restoring the park upon conclusion of the use or activity, as set

by the schedule of fees set by the District staff and approved by the Board. Promptly after the conclusion of a permitted activity, the District shall inspect the premises and equipment used by the permittee. If it is determined by such inspection, that the sponsor or participants in the permitted event proximately caused damage to District property in excess of normal wear and tear and which requires repairs in excess of routine maintenance, the District shall retain the security deposit or any portion thereof necessary to pay for the cost of repair. The District staff shall give written notice of the assessment of damages and retention of the security deposit to the permittee by personal delivery or by deposit in the United States mail, with proper postage prepaid to the name and address set forth in the application for permit.

VII. Insurance

For any activity described in Article IV.A.1, 4 or 5, Applicant shall procure and maintain at all times during its use of District property, insurance in such amounts and with such coverages as shall reasonably be required by the District and shall name District as an additional insured thereunder. The amounts and type of insurance required shall be reasonably determined by the Director, based upon the nature of the activity, the estimated number of participants, and the risk of personal injury or property damage involved. The Director shall prepare a uniform schedule of insurance guidelines for particular types of activities. Applicant shall provide District with a certificate from its insurer evidencing such coverage prior to applicant's use of District property. The certificate shall also provide that the insurer shall give the District reasonable advance notice of insurer's intent to cancel the insurance coverage provided.

VIII. Processing of Application for Permits

A. Order

Applications must be filed during regular business hours, or shall not be deemed filed until the next business day. Applications shall be filed no later than forty-eight hours prior to the activity for which a permit is sought. Applications may be obtained from the Park District website or the Administrative Office. Applications for permits shall be processed in order of receipt (e.g. first come, first serve); and the use of a particular First Amendment Location or part thereof shall be allocated preference in order of receipt of fully executed applications; provided, the use of the First Amendment Location described in II.B.2 shall be scheduled giving preference in the following order to the following activities and groups regardless of the order of receipt of fully executed applications:

1. District sponsored and supervised programs and activities;
2. Affiliate organization programs and activities;
3. Activities sponsored by residents of the Mundelein Park & Recreation District or Resident Organizations; and
4. Activities sponsored by non-residents or non-resident organizations.

B. Preliminary Approval

Applicants must agree that participants of events will abide by and comply with the laws of the United States of America, the State of Illinois, local laws and policies as well as the rules and regulations of the Park District. Applications for permits for activities or events which require insurance, approval or permits from other governmental entities, or compliance with other terms or conditions, will be reviewed and, if the application otherwise conforms to all other requirements, a preliminary approval will be issued. If, within fourteen days of the issuance of the preliminary approval, but in no event later than the day prior to the date of the event or activity, an insurance certificate evidencing the requisite insurance is not filed with the Director, or the approval or permit of other governmental entities has not been received, or the other terms and conditions have not been met, the preliminary approval will expire, the application for permit will be deemed denied and no written notice of denial will be required. Please note that the Park District may terminate the permit at any time it determines the applicant and/or the participants have violated the rules set forth in this Code.

C. Written Denials

Except for applications for permits for which preliminary approvals have been issued, applications for permits shall be deemed approved, subject to insurance requirements as provided in Section VII, above, if no written denial is issued before the date of the event, but in no case later than fourteen days of the date on which the application is fully completed, executed and filed with the appropriate officer or employee, as designated by the Director; provided, however, the District may extend the period of review for an additional fourteen days by issuance of a written notice of extension describing such additional relevant information required by the District to identify if the application and proposed activity complies with this Code. If, prior to the expiration of the extended review period, no written denial is issued, the application for permit shall be deemed approved.

D. Notice of Extended Review or Denial or Issuance of Permit

Written or electronic notice of denial or notice of extension shall be served on the applicant by e-mail, personal delivery, or by deposit in United States mail, with proper postage prepaid, to the name and address on the application for permit.

E. Contents of Notice; Grounds for Denial

Notice of denial of an application for permit shall clearly set forth the grounds upon which the permit was denied together with a citation to the sections of this policy with which the application fails to comply and, where feasible, shall contain a proposal by the District for measures by which the applicant may cure any defects in the application for permit or otherwise procure a permit. Where an application or permit has been denied because a fully executed prior application for the same time and place has been received, and a permit has been or will be granted to the prior applicant authorizing uses or activities which do not reasonably permit multiple occupancy of the particular area, the District shall propose an alternate place, if available for the same time, or an alternate time, if available for the same place. The District may

deny an application for permit on any of the following grounds:

1. the application for permit is not fully completed and executed;
2. the applicant has not timely tendered the applicable application fee, user fee, indemnification and reimbursement agreement, or security deposit;
3. the application for permit contains a material falsehood or misrepresentation;
4. the applicant is legally incompetent to contract or to sue and be sued;
5. the applicant or the person on whose behalf the application for permit was made has on prior occasions damaged district property and has not paid in full for such damage, or has other outstanding and unpaid debts to the District;
6. a fully executed prior application for permit for the same time and place has been received, and a permit has been or will be granted to a prior applicant (or higher ranking applicant) authorizing uses or activities which do not reasonably permit multiple occupancy of the particular park or part thereof;
7. the use or activity intended by the applicant would conflict with previously planned programs organized and conducted by the District and previously scheduled for the same time and place;
8. the proposed use or activity is prohibited by or inconsistent with the recognized and accepted uses of the park or part thereof;
9. the use or activity intended by the applicant would present an unreasonable danger to the health or safety of the applicant, or other users of the park, of District employees or of the public, despite reasonable accommodations designed to mitigate such risks;
10. the applicant has not complied or cannot comply with applicable licensure requirements, policies or regulations concerning the sale or offering for sale of any food, goods or services;
11. the use or activity intended by the applicant is prohibited by law, by the policies or policies of the District, or by the regulations of the District staff;
12. the applicant has not secured the requisite insurance; or
13. the applicant or the person on whose behalf the application for permit was made has on prior occasions made material misrepresentations regarding the nature or scope of the event or activity previously permitted or has violated the terms of prior permits issued to the applicant.

F. Amendment or Revision of Applications

Any amendment or revision of an application or permit shall, for purposes of determining the priority of the application for permit, relate back to the original filing thereof, but the time in which the District shall grant or deny the application for permit and serve notice of such granting or denial shall be computed from the date of the amendment or revision.

IX. Procedures for Review; Waivers

A. Review by Director

1. Any applicant who is denied a permit or a permittee who is assessed damages pursuant to this Policy may, within seven days of the service of notice of such determination, file a written appeal from such determination with the Director. If the Director's decision is being appealed, the appeal shall be filed with the Board President;
2. The Director shall have two (2) business days from the date on which the appeal was filed in which to serve upon the applicant a notice that he/she has affirmed, modified or reversed the denial;
3. Such notice shall be deemed served upon the applicant or permittee when it is personally delivered or when it is sent by United States mail, with proper postage prepaid, to the name and address set forth on the application for permit;
4. If such notice is not served upon the applicant or permittee within two (2) business days of the date upon which the appeal was filed, then the decision shall be deemed reversed.

B. Form of Appeals

Any appeals filed pursuant to this policy shall state succinctly the grounds upon which it is asserted that the decision should be modified or reversed and shall be accompanied by copies of the application for permit, the written notice of the determination of the supervisor and/or the Director and any other papers material to the determination.

C. Waiver of Requirements

Any requirements for or limitation upon a permit or the requirement of a permit may be waived by the Director if the activity is protected by the First Amendment of the United States Constitution and/or the condition would be so financially burdensome that it would preclude the applicant from using District property for the proposed activity. Fees for equipment and services may not be waived pursuant to this subsection. Application for a waiver shall be made on a form prescribed by the Director.

X. Severability

If any provision of this Policy or the application thereof to any person or circumstance be held invalid, the remainder of this Policy and the application of such provision to other persons or circumstances shall not be affected thereby. The District reserves the power to amend or repeal this Policy at any time without notice; and all rights, privileges and immunities conferred by this policy or by acts done pursuant hereto shall exist subject to such power.

4818-0860-4250, v. 2, 102020, v. 3



MUNDELEIN PARK &
RECREATION DISTRICT

BOARD MEMORANDUM

October 26, 2020 Regular Board Meeting Agenda Item

To: Board of Commissioners
From: Ron Salski, Executive Director
Date: October 22, 2020
Subject: Approve of Collection Management Policy Amendment

Background

On July 9, 2019, the Board approved a Collection Management Policy that defines roles and determines a process for the acquisition, accession, deaccession, care and conservation of the objects, photographs, and archival materials in the museum collection. See attached.

Analysis/Considerations

The current policy has five Commission members reviewing the material and it is becoming burdensome. Therefore, the Committee is requesting approval to reduce the size of the Collection Committee only. Under Section I(C), the recommendation is below:

The Collection Committee is a sub-committee of the Mundelein Historical Commission. It shall be comprised of ~~three~~ **two** members of the Commission and ~~two~~ **one** community volunteers appointed by the Chairman of the Commission and approved by a majority of Commission Members. Meetings of the committee shall be held in compliance with the Illinois Open Meetings Act.

The committee shall act in a supervisory role for the acquisition, accession, de-accession, care, and conservation of the objects, photographs, and archival materials in the museum collection. The sub-committee shall: 1) review and recommend the acquisition of objects, photographs, and archival materials for the museum collection; 2) Oversee the accessioning process for all items approved for acquisition; 3) Recommend and administer the de-accessioning of items from the museum collection, and 5) Present, as needed, recommendations for the accessioning and de-accessioning of items to the museum collection before the MPRD.

Recommendation

Staff recommends approving the policy amendment.

Action and Motion Requested

Move to approve the policy amendment as stated in the memorandum and approved by the Mundelein Historical Commission.

Mundelein Heritage Museum

Collection Management Policy

I. INTRODUCTION

A. Mission Statement

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

B. Role of the Mundelein Heritage Museum within the Community

The Mundelein Heritage Museum (the Museum) is a cultural, educational institution operated by the Mundelein Park and Recreation District (the MPRD) a governmental corporation established by the State of Illinois. The Museum is managed by the Mundelein Historical Commission (MHC), a Village Commission appointed by the Mundelein Mayor and Board of Trustees. The Commission maintains a roster of community volunteers to carry out the tasks related to museum management and operations. The objects in the museum collection (the Collection) are displayed for public enjoyment and education. Archival materials are available for research purposes upon appointment, but the Museum is not primarily a research institution.

C. Description of the Permanent Collection

The Museum's permanent collection focuses primarily on the human history of the Mundelein area from settlement to the modern era with the heaviest concentration of materials ranging from 1890 to 1960. The collection consists of the following: 1) Objects that depict the daily life of Mundelein area residents, significant historical events, businesses, individuals, structures, etc. associated with Mundelein; 2) Photographs, both original and copies, documenting daily life, individuals, businesses, and historical events; and 3) Archival materials including

newspapers, magazines, books, maps and other paper records recording events relevant to the life and history of Mundelein and its residents. The collection includes, but is not limited to, historic structures, furniture, textiles, clothing, ceramics, glass, metal, horse-drawn vehicles, tools and equipment, fine and folk art, books and archival materials. Hereafter, objects, photographs and archival materials shall be referred to as "museum items".

II. GOVERNANCE

A. Role of the Mundelein Park and Recreation District Board

The MPRD Board of Trustees (the MPRD Board) shall perform the following role regarding oversight of the Museum Collection: 1) Establish and administer an annual budget for the management and maintenance of the Mundelein Heritage Museum, and the Collection; 2) Maintain the Museum Facility interior, exterior, equipment and grounds; 3) Allocate and administer an annual budget for the maintenance and care of the Collection, the facility, and the grounds; 4) Review, and accept or reject the recommendations of the Historical Commission regarding acquisition, accessioning and de-accessioning of artifacts and items. No items shall be added to or removed from the museum collection without the approval of the MPRD.

B. Role of the Mundelein Historical Commission

The Historical Commission shall review the recommendations of its Collection Committee regarding acquisition, accessioning, and de-accessioning, and approve or disapprove the recommendations. No items shall be brought to the MPRD for action without the approval of the Historical Commission. The Commission has the responsibility for the protection of the Museum Collection, and the duty to ensure that the collection is carefully preserved, and properly presented for public display in accordance with its Mission Statement. The Commission shall make recommendations to the MPRD regarding the acquisition, display, storage, and care of the Collection in accordance with this policy.

C. Role of the MHC Collection Committee

The Collection Committee is a sub-committee of the Mundelein Historical Commission. It shall be comprised of two members of the Commission and one community volunteer appointed by the Chairman of the Commission and

approved by a majority of Commission Members. Meetings of the committee shall be held in compliance with the Illinois Open Meetings Act.

The committee shall act in a supervisory role for the acquisition, accession, de-accession, care, and conservation of the objects, photographs, and archival materials in the museum collection. The sub-committee shall: 1) review and recommend the acquisition of objects, photographs, and archival materials for the museum collection; 2) Oversee the accessioning process for all items approved for acquisition; 3) Recommend and administer the de-accessioning of items from the museum collection, and 5) Present, as needed, recommendations for the accessioning and de-accessioning of items to the museum collection before the MPRD.

D. Role of the Facility Maintenance Committee

The Facility Maintenance Committee is a sub-committee of the Mundelein Historical Commission. It shall be comprised of two members of the Commission and appointed by the Chairman of the Commission and approved by a majority of the Commission Members. Meetings of the committee shall be held in compliance with the Illinois Open Meetings Act. The committee shall act in a consulting role for the maintenance of the museum collection, buildings and grounds with the Mundelein Park District. The sub-committee shall: 1) consult with the Park District to insure that the following activities are performed by the Park District: vacuuming, mopping, clearing cob webs inside and out, dusting of window sills, cleaning washrooms; 2) Insure that the Park District is notified when the following operations are required: shampooing of carpets, waxing of floors; 3) Notify the Park District if any of these routine maintenance activities need attention: rodent and insect control, heating and air conditioning maintenance, maintenance of outside grounds, maintenance of telephone, computer equipment, garbage collection, inside humidity control.

III. PERMANENT COLLECTION

A. Acquisition

1. *Acquisition* is the discovery, evaluation, negotiation of terms, taking custody of, title to, and acknowledging receipt of museum items for the collection.

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

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

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

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

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

7. *Accessioning*

Items acquired for the MHM collections will be accessioned according to standardized procedures adopted by the MHC. All objects from the Original Collection, and any acquired thereafter, shall be accessioned.

Archival research materials are not subject to accessioning, with the exception that books and paper materials that are historically significant to the Mundelein area shall be considered artifacts and shall be accessioned. The determination whether or not to accession a paper artifact shall be determined by the MHC. The MHC may delegate this authority to a qualified individual.

8. *Care and Preservation*

The MHM realizes its obligation to protect the collection, which is being held in the public trust, in accordance with the following guidelines:

- a. A stable environment for items in the collection whether in storage or on display shall be maintained as best as possible by providing protection from excessive light, heat, humidity, dust and pests.
- b. All material shall be protected against theft, fire and other dangers in accordance with the MPRD management and disaster policies.
- c. When necessary the care and conservation of the collection, the Collections Committee shall seek advice from the Dunn County Museum staff.
- d. Records on all new objects and materials added to the collection shall have appropriate documentation: deed of gift, title, relevant correspondence, accession form, etc.
- e. Objects and materials de-accessioned from the collection shall have appropriate documentation: de-accessioning forms, authorization approvals from the HC and MPRD Board, transfer letters, acceptance letters, etc.
- f. Inventories and location records shall be kept up to date to prevent loss and to facilitate public access to the collection.
- g. The MHM shall make its mission statement and collections policy available online.

B. De-accessioning

1. *De-accessioning* is the process of permanently removing from the Permanent Collection accessioned museum objects or materials. The de-accessioning process shall be cautious, deliberate and consistent with the MHM mission statement and collections policy.
2. *De-accessioning Criteria*
Museum items must meet at least one of the following criteria as determined by the MHC and the MPRD Board to be considered for de-accessioning:

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

3. *Authority for De-accessioning*

The Collections Committee is responsible for application of the de-accessioning criteria. Any museum item identified for de-accessioning shall be documented by a written statement describing the material and supported by the criteria believed to justify the de-accession. The statement shall include the estimated market value, if available, and the recommended means of disposal. All accessioning documentation shall be included. All requests for de-accessioning shall be approved by the MHC before being presented to the MPRD Board. No museum item may be de-accessioned without the approval the MPRD Board.

C. Disposal

1. *Method of Disposal*

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

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

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

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

2. *Ethics of Sale*

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

3. *Proceeds*

Disposal of museum items through any means is solely for the advancement of the MHM mission. Proceeds from the sale of de-accessioned collection items shall be deposited into the MPRD Museum Fund.

4. *Records*

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

IV. LOANS AND TEMPORARY CUSTODY OF PERMANENT COLLECTION

A. Terms and Conditions for Outgoing Loans

Until the original permanent collection of the MHM has been fully inventoried, accessioned, and ownership transferred to, and accepted by, the MPRD Board, there shall be no outgoing loans of materials or objects from the collection to any other institution or organization.

B. Items on Loan to the Mundelein Historical Museum

Until the original permanent collection of the MHM has been fully inventoried, accessioned, and ownership transferred to, and accepted by, the MPRD Board, the MHM shall not accept items on loan from another institution, organization or individual.

C. Development of Provisions for Outgoing and Incoming Loans.

Following the acceptance of the original collection by the MPRD Board the MHC may develop Terms and Conditions for Outgoing Loans of materials or objects from the collection; and Terms and conditions for Incoming Loans. The provisions for outgoing and incoming loans shall provide for *Documentation, Protection of Loaned Items, Liability, Indemnification, Transport*, and any other provisions deemed necessary to protect the loaned item that may be deemed appropriate.

D. Temporary Custody

1. *Considering Objects or Materials for Acquisition:* If the MHM is presented with an option to acquire an item, it may do so under the following conditions:
 - a. Items shall not be held in Temporary Custody at the MHM.
 - b. Owners of objects or materials presented for acquisition shall sign a "letter of offering" that includes:
 - i. Identification of the item(s) being offered
 - ii. A photograph of the item.
 - iii. Information regarding the items conformance with the MHM collection policy
 - iv. A statement of ownership
2. Any item acquired after the adoption of this policy shall not be considered part of the original collection and shall be accessioned accordingly.

V. ACCESS TO THE PERMANENT COLLECTION

A. Public Access

Providing public access to the MHM collection is an important part of the mission of the MHM.

1. The MHC shall establish regular museum hours for access by the general public, and shall make volunteer docents available for scheduled visits to the Museum.

2. Visitors to the museum shall be guided through the collection by a volunteer docent. All docents shall be provided a copy of the Collection Management Policy and be provided training about the collection.

B. Access to School Groups

Providing access to school groups to the MHM collection is also an important part of the mission of the MHM.

1. Access to the MHM by Mundelein school classes should be by appointment, scheduled in advance by contacting the MHC, or Mundelein Park District. The interests and purpose of the tour should be determined in advance by working with the classroom teacher.
2. The MHC reserves the discretion to limit the number of group visitors to the Museum to a number it deems to be manageable and appropriate.

C. Access for Research

Access to archival items for research purposes is available by appointment by contacting the MHC or Mundelein Park District. Time granted for researchers may be limited based on the availability of docents.

1. A registration form listing rules for usage shall be signed by all researchers. Researchers must demonstrate a legitimate need for access to the MHM archival materials.
2. A trained docent must be present while the researcher is on site, and must obtain all requested research materials for the researcher.
3. Materials may not be taken off-site. Reproduction of materials is not available without prior arrangement with the MHC.

D. Program Development

The MHC is interested in developing programs and displays using information culled from the collection, including photographs, books, archival materials, artifacts, oral histories, etc. in order to promote Mundelein history and expand outreach to the collection.

Approved by the Mundelein Historical Commission (MHC)
Approved by the MPRD Board of Commissioners
Approved by the Mundelein Village Board
Amendment to Section II C Approved by MHC

July 2, 2019
July 9, 2019
August 26, 2020
October 7, 2020



**MUNDELEIN PARK &
RECREATION DISTRICT**

BOARD MEMORANDUM

October 26, 2020 Regular Board Meeting Agenda Item

To: Board of Commissioners
From: Ron Salski, Executive Director
Date: October 22, 2020
Subject: Approve of Deed of Gift – Mundelein Heritage Museum

Background

At the April 13, 2020 meeting, the Board accepted the Museum Collection and Funds from the Historical Society. Procedurally, the Mundelein Historical Commission reviews any potential deed of gifts, provides Executive Director with application/information with recommendation and Park & Recreation District Board approves/denies Deed of Gift(s).

Analysis/Considerations

Mike Flynn submitted the application and picture of the item to Executive Director Salski. Attached is the tablecloth item requested for approval.

Recommendation

Staff recommends approving the attached Deed of Gift to the Mundelein Heritage Museum.

Action and Motion Requested

Move to approve Deed of Gift item as presented by the Mundelein Historical Commission.



MUNDELEIN PARK & RECREATION DISTRICT
Connecting Our Community

Deed of Gift

ACCESSION #

Donor: Linda R. Honigmann (the "Donor")
Address: 1100 Fountain Hills DR, 234-C
City/State/Zip Code: Racine, WI 53406
Phone: (247) 533-5888 E-mail: lhonigmann@hotmail.com

Description of property donated to the Mundelein Park and Recreation District (the "District") for the benefit of the Mundelein Heritage Museum (the "Property"):

White + black tablecloth made in mid to late 1950's and has names of Mundelein residents sewn onto it - those names are members of sewing club my mother, LaVerne McKeown, started. She also made the tablecloth

The Donor hereby warrants that the Donor is the sole and exclusive owner of all legal and equitable rights, title, and interest (including without limitation copyrights, trademarks, rights of publication and reproduction, and other intellectual property rights of any kind) in the Property and transfers all such rights, title, and interest in the Property, to the District for the benefit of the Mundelein Heritage Museum, which the District owns and operates (the "Museum"), subject to the terms and conditions printed on the reverse of this Deed of Gift.

Dated this 2nd day of Oct. 2020

Linda R. Honigmann
Signature of Donor

Signature of Donor's authorized Agent
(I warrant that I have been authorized by the Donor to execute this Deed of Gift for the Donor for the purposes set forth in this Deed of Gift.)

The District hereby acknowledges receipt of this Deed of Gift and hereby accepts the gift of the Property for the benefit of the Mundelein Heritage Museum, which the District owns and operates.

Dated this _____ day of _____ 20__

Ron Salski
Executive Director, Mundelein Park & Recreation District



**MUNDELEIN PARK &
RECREATION DISTRICT**

BOARD MEMORANDUM

October 26, 2020 Regular Board Meeting Agenda Item

To: Board of Commissioners
From: Ron Salski, Executive Director
Date: October 21, 2020
Subject: Approve of Job Descriptions

Background

Executive Director Salski has evaluated extensively the organizational structure over the past six months and after further review, there are two important employee positions that would assist advancing the Park & Recreation District into the future.

Analysis/Considerations

Executive Director Salski has identified needs specifically in the Business and Administration areas. See attached. The Business Services Manager would report to Debbie McInerney, Superintendent, and Planning, Development and Adm. Manager would report the Executive Director. Current in-house staff can fill the roles as he/she is qualified.

Staff has identified additional organizational realignment strategies which would impact the 2021 Budget an estimated \$87,000. Executive Director would include these strategies within the budget which are planned to be discussed during the budget process.

Recommendation

Staff recommends approving the Job Descriptions as attached.

Action and Motion Requested

Move to approve Job Descriptions as presented.

Mundelein Park & Recreation District Job Description

Job Title: Business Services Manager
Department: Administration
Supervisor: Superintendent of Business Services & Technology
Classification: Full-Time-Exempt

Summary

Under the direction and supervision of the Superintendent, the Business Services Manager directs the daily operations of the Business Services financial staff. The position is responsible for the supervision of the Accounting Clerk and Accounts Payable Clerk. Duties include preparing, developing, reviewing and overseeing many aspects of the Business operations.

Qualifications- Education, Experience and Training

Bachelor Degree in Business, Accounting, or equivalent years of experience. Requires 3-5 years of progressively responsible experience in a professional environment working with accounting, statistics, computer systems and financials, preferably in the public sector. Experience in Microsoft Office required. Experience with BS&A Software preferred.

Essential Functions

- Oversees the daily work flow essential to preparation and maintenance of finances and records.
- Hires, trains, supervises and evaluates the Accounting Clerk, Accounts Payable Clerk and Payroll Clerk.
- Develops and maintains working knowledge of Business Services Department computer system applications: including but not limited to, accounting, timekeeping, payroll, and registration.
- Responsible for maintaining and keeping the general ledger current; approves all journal entries.
- Oversees payroll process to ensure it is performed timely and accurately.
- Reconciles payroll to the general ledger.
- Ensures payroll liabilities are paid timely.
- Reconciles bank accounts monthly and verifies reconciled bank balances with general ledger.
- Prepares monthly financial reports.
- Prepares, reconciles, and files monthly IMRF report by deadline. Investigates discrepancies and takes appropriate corrective action.
- Prepares and submits monthly and quarterly IDES (Illinois Department of Employment Security) reporting, per requirements and deadlines.
- Reconciles and prepares payment for PDRMA health invoice.
- Files ST-1 sales tax by monthly deadline.
- Oversees monthly audits and cash control at the Golf Course, Indoor Pool, Registration Desk, and outdoor Aquatics, as needed.
- Approves accounts payable invoices at high level overview.
- Oversee check runs and upload positive pay information to bank
- Prepares property tax deposits and distribution.
- Create and maintain spreadsheets for various tracking and calculations.
- Prepares, reconciles, and files quarterly 941 and IL-941 tax reports in accordance with legal filing requirements.
- Review and approve sponsorship commission.

Business Services Manager-Job Description

- Prepares, reconciles, files and distributes annual W-2s in accordance with legal filing requirements.
- Oversee preparation and filing of annual 1099 forms in accordance with legal filing requirements.
- Assists in audit preparation, as directed.
- Assists in annual budget creation.
- Performs other duties as assigned.

Marginal Functions

- Assists as needed in all areas of Business Services, including HR, Safety/Risk and IT.
- Assists with internal audit on all accounts and records, as directed.
- Provides current cash flow information to the Superintendent of Business Services for investment purposes.
- Assists with tracking of capital assets.
- Attends training sessions and classes for professional development.
- Member of Park District committees, as assigned.
- Follows all safety policies and procedures as outlined in the Emergency Binder.

Psychological Considerations

Employee should be able to maintain a positive working relationship with other employees.

Employee must work effectively under deadlines in a variety of environments and elements.

Employee must demonstrate leadership qualities to perform required work.

Employee must demonstrate ability to make difficult decisions without emotion and based on fact.

Employee must be able to function in a sometimes fast and ambiguous environment.

Employee must be able to work with other members of senior management and publicly elected.

Physiological Considerations

May frequently be required to walk, sit, talk and hear.

May occasionally be required to climb or balance, stoop, kneel, crouch or crawl.

May occasionally be required to lift and/or move up to 40 to 50 pounds.

Must have specific vision abilities required for this job: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Environmental Considerations

Employee may be required to lift and/or move up to 50 pounds when setting up for certain programs or activities.

Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and lighting.

Protective clothing is not required unless a specific project or task requires appropriate safety measures. Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District.

Business Services Manager-Job Description

Cognitive Considerations

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

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

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

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

Employee must use good safety awareness and judgment in all aspects of the position.

Safety Consideration

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

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

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

Conditions of Continued Employment

Provide verification of education.

Submit to a pre-placement reference check.

Submit to a pre-placement state criminal background check.

Submit proof of date of birth.

Provide a copy of driver's license.

Provide driver's abstract.

Submit Proof of eligibility to work in the U.S.

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

Complete six (6) month introductory period satisfactorily.

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

Updated 2020

**Mundelein Park and Recreation District
Job Description**

Job Title: Planning, Development & Adm. Manager
Department: Administration
Supervisor: Executive Director
Status of Employment: Full-Time Exempt

Summary

Under the direction and supervision of the Executive Director, the position is responsible for the development, cultivation and implementation of our corporate partners program, and working to improve the organizations market position and achieve financial growth. Duties include but not limited to: promoting, advertising and generating revenue for the Mundelein Park & Recreation District by negotiating and securing mutually beneficial sponsorships, cash donations, partnerships, grants and in-kind donations while managing all resources and contacts. Will work with internal managers, marketing staff, and other managers to investigate and increase sales opportunities and thereby maximize revenue. Coordinate on-site sponsor activities at district events and promote the corporate partner program at community-related functions. Manage existing clients and ensure they stay satisfied and positive.

Serve as a liaison between the Park District and the Foundation Board. Primary responsibility will be to recruit, solicit and secure annual and major gift donations and continuously cultivate development relationships to grow and sustain fiscal support for the Park District Foundation.

Coordinate and perform administrative and clerical assistance to Board of Commissioners, Executive Director, and Superintendents.

Qualifications – Education, Experience and Training

A Bachelor's degree in Planning, Marketing, Public Relations or a related field is preferred or an equivalent combination of education and experience. Must exhibit strong verbal and written communication skills as well as strong facilitation/presentation skills with a focus on providing excellent customer service to both internal and external customers. The ideal candidate will possess an outgoing personality with strong sales, networking, relationship building and organizational skills with the ability to secure revenue-producing partnerships. Individual must have at least three years of experience in business development, sales/marketing or similar role with proven success in generating income/sales. Experience within a park district or municipality setting preferred. Salesforce experience a plus. Grant writing and/or sponsorship experience a plus. Must have the social skills and proclivity to engage business and community leaders as well as current and prospective sponsors/donors. Proficient computer skills in Microsoft Office programs with the aptitude to learn other systems. Must have a valid Illinois driver's license and be able to provide own transportation.

Duties and Responsibilities

A. Essential Functions

Planning and Development

- Gain knowledge and understanding of District policies and procedures and adhere to them at all times.
- Coordinate district-wide planning projects such as strategic plan, community-wide meetings, community input meetings, business plans and bids.
- Establish a comprehensive framework for the Park District's Sponsorship Program that clearly illustrates benefits and differentiated levels of support.
- Actively seek out and develop relationships by networking with donors, area professionals, community leaders and advisory groups to create and maintain partnership and sponsorship contacts for the Park District.
- Develop solicitation strategies that accompany the Sponsorship Program and work with related departments to coordinate proper implementation of the program.
- Identify, recruit and cultivate current and new donor/sponsorship/business prospects interested in developing mutually-beneficial partnerships with the Park District.
- Act as primary district liaison to all partners, ensuring fulfillment of partnership agreement and/or satisfaction with program or event. Identify and resolve partner concerns.
- Work with supervisor and marketing team to create and execute, upon approval, the Sponsorship Program Marketing Plan which includes designing materials and brochures, drafting solicitation letters, emails and proposals, and assisting with the development and maintenance of web pages and social networking sites.
- Educate, train and provide sales resources to key staff members who will assist with the selling of sponsor packages. Reinforce on-going communication and consistency of the programs and their benefits.
- Negotiate agreements with corporate sponsors and vendors. Communicate those details to event supervisors and marketing.
- Provide excellent customer service to partnering businesses, including onsite recognition and post event thank you.
- Together with the Executive Director and Superintendent of Recreation, prepare and manage the annual sponsorship budget.
- Provide timely reporting and key results – status reports, sponsorship database, partner communications and post-event follow-through.
- Maintain all appropriate records including but not limited to: sponsor contacts, agreements, contribution records, acknowledgment letters, etc.
- Identify and develop additional sales opportunities throughout the district to maximize sustainable growth (i.e. sports field signage, etc.).
- Identify, recruit and cultivate new donor prospects to meet the needs of the Foundation and District. Cultivate existing donor relationships to achieve high rate of donor retention.
- Actively work to solicit major gifts from individual, corporate and foundation donors.
- Develop a comprehensive fund-raising program to support the mission of the Park District Foundation.
- Complete weekly contact reports.
- Establish and implement fund raising goals and priorities on an annual basis.
- Oversee, coordinate and implement the content, design and production of direct-mail and electronic appeals and design of newsletters, opportunities for giving including annual appeal letter, and all donor and committee volunteer recognition through the Park District task channels with the Marketing Manager.
- Maintain active contacts with donors, potential donors, area non-profits, and community leaders.

- Collaborate with the Executive Director, Foundation President and Foundation Board to establish fund raising goals and priorities on an annual basis and in conjunction with the strategic plan of the Foundation.
- Plan and support programs and events intended to promote and increase philanthropic support for the Foundation. Clearly articulate the mission and vision for both the Foundation and District, and increase their visibility and awareness in the community.
- Achieve annual predetermined fundraising goals in order to ensure the Foundation is fully funded.
- Promote the involvement of community leaders and other advocates of the Park District in enhancing the image and visibility of the Park District and the Foundation.
- Develop, plan and execute the Foundation's fundraising events upon approval by the Board.
- Plan and evaluate ongoing and long-range development efforts with the Executive Director.
- Assist Foundation Board in researching and developing new initiatives, determining goals and objectives, and strategy to expand and revitalize Foundation.
- Develop measurable indicators to monitor important strategic initiatives to include increasing planned giving, endowments and memorial giving for the Foundation.
- Coordinate Foundation initiatives with Park District divisions and/or departments.
- Maintain all appropriate records including but not limited to: donor/sponsor contacts, agreements, contribution records, donor acknowledgment letters, etc.
- Develop and manage development budget for the Foundation.
- Investigate and solicit private monetary contributions through annual fund drives, planned and deferred giving, capital and major campaigns, endowment development, special events and business partnerships.

Administration

- Maintain security of confidential files and records.
- Compile, coordinate and promote bid packages.
- Coordinate Distinguished Accreditation materials
- Compile and submit Records Retention.
- Coordinate and deliver the district-wide mail.
- Compile and input data for reports and budget documents.
- Create and/or update, assemble and update agendas, letters, minutes, charts, reports, forms, lists and/or ordinances/resolutions.
- Update and maintain administrative files and central filing system.
- Answer, screen, log and route messages and correspondence accordingly.
- Create and post agendas for meetings to include but not limited to: committee of whole, board of commissioners, special meetings, adjourned meetings, public meetings, employee meetings, etc.
- Assist with the filing of county, state and federal reports with respective agencies as required by law.
- Coordinate and process travel arrangements for board members and director.
- Sort and distribute mail.
- Attend pertinent departmental/park district meetings and in-house training sessions.
- Conduct self-according to the policies and procedures as established by the park district.
- Participate in park district safety and training program to ensure that work performed and services provided are implemented in a safe manner.
- Perform other related duties as assigned.

Marginal Functions

- Assist staff in the performance of their duties.
- Serve on in-house committees and attend seminars and training workshops.
- Understand and use basic current computer operating systems and job-related software applications.
- Operate office equipment including calculator, computer, copier and miscellaneous small office equipment.
- Maintain and control access to confidential files.
- Communicate effectively both verbally and in writing.
- Provide good customer service internally to fellow staff and externally to customers and associates.
- Develop knowledge regarding compliance and best practices with Association of Fundraising Professionals and the Better Business Bureau Standards for Charity Accountability.
- Develop knowledge of tax strategies for not for profits and philanthropic gifts.

Psychological Considerations

Effectively under stress of deadlines and complaints.

Independent.

Under supervision and direction of supervisor(s).

Cooperatively with fellow staff, general public, contractors, community groups, and media in a proper manner.

Employee should be able to maintain a positive working relationship with other employees.

Employee must work effectively under deadlines in a variety of environments and elements.

Employee must demonstrate leadership qualities to perform required work.

Employee must demonstrate ability to make difficult personnel decisions without emotion and based on fact.

Employee must be able to function in a sometimes fast and ambiguous environment.

Employee must be able to work with other members of senior management and a publicly elected Board of Park Commissioners.

Physiological Considerations

May frequently be required to walk, sit, talk and hear.

May frequently be required to use hands and/or fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms.

May occasionally be required to climb or balance, stoop, kneel, crouch or crawl.

May occasionally be required to lift and/or move up to 25 pounds.

May be in awkward or difficult positions resulting in physical fatigue.

Must have specific vision abilities required for this job: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Environmental Considerations

Occasionally in and out of controlled temperatures throughout the day.

Occasionally exposed to elevated noise levels produced from landscape maintenance equipment and/or power tools.

Occasionally at job sites where dust, pollens, molds, etc may be present.

Involved in repetitive work (i.e. computer keyboard, writing, hand).

Cognitive Considerations

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

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

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

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

Employee must use good safety awareness and judgment in all aspect of the Train and/or pass on other prudent safety and other work-related practices to co-workers.

Use basic math, reading and writing skills.

Follow step-by-step procedures and obtain appropriate end results.

Exhibit good problem-solving abilities.

Analyze data to create reports, make recommendations, and strategize appropriate follow-up.

Communicate effectively and respond appropriately to the needs of internal and external contacts.

Project a positive image and neat appearance to visitors of the park district.

Safety Considerations

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

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

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

Conditions of Continued Employment

Provide verification of education.

Submit to a pre-placement reference check.

Submit to a pre-placement state criminal background check.

Submit proof of date of birth.

Provide a copy of driver's license.

Provide driver's abstract.

Submit Proof of eligibility to work in the U.S.

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

- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 10-19-20, 10-21-20



**MUNDELEIN PARK &
RECREATION DISTRICT**

STEEPLE CHASE GOLF CLUB – GOLF OPERATIONS

To: Board of Commissioners
From: Bill Brolley, Golf Operations Manager
Subject: Board Report – October 2020

	2020	Budget	2019
Golf Revenue (Sept. Totals)	\$170,877	\$164,065	\$137,599
Merchandise (Sept. Totals)	\$ 17,018	\$12,359	\$ 10,816
Food & Bev. (Sept. Totals)	\$ 23,481	\$28,289	\$ 26,573
Miscellaneous (Sept. Totals)	\$ < 40>		\$ 201
Gift Card (Sept. Totals)	\$ 1,536		\$ 1,912
Total Rev. for the month of Sept	\$ 212,872	\$204,713	\$177,101
Golf Revenue (10/1-10/19)	\$ 82,828		\$ 58,966
Merchandise (10/1-10/19)	\$ 5,724		\$ 5,438
Food & Bev. (10/1-10/19)	\$ 11,698		\$ 9,512
Miscellaneous (10/1-10/19)	\$ 70		\$ <38>
Gift Card (10/1-10/19)	\$ 2,025		\$ 1,136
Total Rev. Oct. 1-19	\$102,345		\$ 75,014
Golf Revenue (y.t.d.)	\$ 976,835		\$ 976,830
Merchandise (y.t.d.)	\$ 78,529		\$ 83,670
Food & Bev. (y.t.d.)	\$ 132,998		\$ 172,229
Miscellaneous (y.t.d.)	\$ 6,739		\$ 11,175
Gift Card (y.t.d.)	\$ 20,690		\$ 19,098
Total Rev. (Y.T.D. 9/23)	\$1,215,791		\$1,263,000

	2020	2019
Paid rounds (Sept.)	3,535	2,942
Paid rounds (Oct 1-19)	1,892	1,341
Paid rounds year to date (ytd 10/19)	20,835	20,531

September Comparison for the past 5 years

	2016	2017	2018	2019	2020
Total Revenue	191,596	222,315	190,503	177,101	212,872
Rounds	3,231	3,616	3,324	2,942	3,535

September 2020 was the second highest September revenue since 2011. Total revenue for September was up close to \$36,000 compared to September of 2019 and up about \$8,000 compared to budgeted expectations. The Golf Club experienced a week of bad weather in September which probably decreased revenues by around \$22,000. Rounds were up by 593 compared to September 2019. **The overall bottom line for September was down \$14,399 over budgeted expectations mainly due to taxes for the month being down \$15,876 to budgeted expectations.**

In October, the Golf Club is up rounds by 551 and up in revenue by a little over \$27,000 compared to 2019. Year to date food and beverage revenue is down \$53,257 compared to budget but expenses for food and beverage including wages and cost of inventory are down \$35,521 so bottom-line food and beverage is down \$17,736 year to date compared to budget. **At the end of September, the year to date bottom line is (\$7,442) behind budgeted projections again due to taxes being below budgeted expectations by (\$23,135).**

On October 17, the Golf Club held its Fall Scramble and had a record turnout with 18 teams. There were regular tee times before and after the scramble times.

In September, the Golf Club set an all time high in merchandise sales, \$17,018, for a single month beating July of this year (\$16,751) the previous high before these two months was \$14,800.



**MUNDELEIN PARK &
RECREATION DISTRICT**

STEEPLE CHASE GOLF CLUB – GOLF MAINTENANCE

To: Board of Commissioners
From: Ron Doruff, Golf Course Superintendent
Subject: Board Report – October 2020

Even with all our 263 Ash trees losing most of their leaves seemingly at the same time, the golf course is in playable condition. Currently, there is a lull between the Ash trees and the Maple and Locust trees to lose theirs, which should be falling next. These will be cleaned up as needed.

The sand trap project is proceeding. The sand has been removed from traps on #11, the right side of #17, the two traps on #18, and the trap in front of #5 green. New drains have been installed in these traps and new sand added. Superintendent Doruff wants to complete the large trap in front of #4 green once play slows down and weather permitting. If completed, the work on this trap would include a new drain line and more sand. The other traps will be inspected to see which traps need additional sand.

The 15 tree stumps on the golf course were ground down, cleaned up, soil added, and the areas seeded and strawed. Fourteen of the 15 trees that were removed were Austrian Pines. As time permits, other trees that show disease will be removed.

The Capital purchase for the fiscal year 2020 was a Toro 3500 bank mower. This piece of equipment arrived the week of October 12. This completes our capital purchases for this year.

Starting November 1, the Golf Course Maintenance Crew will be down to the winter crew of four members. This winter more work will be completed outside. This will consist of cutting down trees and trimming the lower branches in the out of bounds areas that are overhanging the golf course.

Since the hot summer weather is behind us, there has been little use for the irrigation system. It will be blown out the week of October 26. To complete this process, the Park District's compressor will be used. It has been used for at least 23 years.



**MUNDELEIN PARK &
RECREATION DISTRICT**

BUILDINGS AND GROUNDS

To: Board of Commissioners

From: Derek Solberg, Superintendent of Buildings and Grounds

Subject: Buildings and Grounds Department Report – October 2020

Phase 2 of the Community Center parking lot paving project was completed on October 8. The Wortham Park tennis court reconstruction project is complete as well. At Wortham, ADA funds were used to repave a deteriorating section of the adjacent park path while the contractors were on site. The Wortham court surface is striped for pickleball in addition to tennis. Pickleball stripes were added to the tennis court at Scott Brown Park. Adding these stripes was the suggestion of a resident. The Scott Brown courts have seen a lot of pickleball activity compared to other courts in the District.

As contractors finished the parking lot paving at the Community Center, staff began restoration of the island landscape beds in the area. Much of the landscaping was in poor shape and the new plant material give the area a fresh look. Two dedication trees were planted at Community Park. The area of the ice rink has been filled with recycled soil material and seeded. Routine mowing, infield prep, trash service, park inspections continue and leaf cleanup is a priority this time of year.

Custodial work continues to be a priority. There has been a full time Park and Facility Maintenance staffer assisting the Custodian since March. Some building drinking fountains have been reopened in recent weeks. Signage is posted at each one to encourage users to use the bottle fill option on the unit. The shelter at North Shore – Bob Lewandowski Park has been refinished.

Preparations are underway for the 2021 Aquatics season. Staff continue to paint as much as possible at Barefoot Bay. In the past month, the fascia, dormers and pillars of the Barefoot Bay building have been painted as has the shade structure frames and tot pool. The railing of the ADA ramp is underway and there are many tables that can be brought inside to paint in the winter as well. Exterior painting will continue as long as the weather allows.

Upcoming projects include installing new doors at the Regent Center and new windows along the track at NovaCare Fitness Center.

1401 N. Midlothian Road
Mundelein, IL 60060
847.566.0650
mundeleinparks.org

Barefoot Bay Family Aquatic Center
Big & Little Child Development Center
Diamond Lake Recreation Center
Dunbar Recreation Center
Kracklauer Dance Studio
Mundelein Community Center

Mundelein Heritage Museum
NovaCare Fitness Center
Regent Center
Spray Park
Steeple Chase Golf Club





**MUNDELEIN PARK &
RECREATION DISTRICT**

RECREATION

To: Board of Commissioners

From: Matt LaPorte, Superintendent of Recreation

Subject: Recreation Report – October 2020

The Winter/Spring Brochure was developed by staff and sent to the printer. The brochure will be sent to homes during the week of November 2, with registration beginning November 11.

Several Recreation staff has signed up for recent training opportunities. Supervisors April Lee, Kelsey Fuller and Melinda Agosto will be attending an upcoming IAPD sponsored webinar on De-escalating Irate Patrons. Superintendent LaPorte attended a Mundelein United Leadership Meeting on diversity, and attended an IPRA Diversity Section seminar on equality and inclusion.

Once again the Regent Center and Dunbar Recreation Center will be used for the upcoming election on November 3. Staff will supervise the facilities throughout the day and support the election officials as necessary.

Programs

Athletics

This year, Athletics Coordinator Matt Wells began the process of developing an in-house recreational youth basketball program with the goal of having all of the youth basketball recreational leagues and instructional classes be run by Park District staff. Coordinator Wells is starting to see success with the basketball programs. The Basketball Fundamentals program attracted 22 participants in the latest session, and 48 participants when including the previous two sessions. In November, the house basketball league will begin and registration numbers look strong with 95 participants registered. The goal is 100 kids for the first year of this re-designed program. Numbers for each league are:

- 1st & 2nd Grade – 38
- 3rd & 4th Grade Boys – 24
- 3rd & 4th Grade Girls – 14
- 4th & 5th Grade Boys – 12
- 5th & 6th Grade Girls - 7

Superintendent LaPorte and Athletics Coordinator Wells have recently met with representatives from MBSA, AYSO and Mundelein Soccer Club; receiving updates on their respective programs and discussing field usage for this year and the future. Representatives from MBSA and AYSO have been invited to the November 9 board meeting to give updates to the Board of Commissioners.

Rec Connection & E-Learning

Recreation Supervisor Cheri Rehor has successfully kept the E-Learning program running through the first seven weeks of the school year. The program currently has 74 children enrolled. This includes 66 children from District 75, four children from District 76 and four from District 79. Enrollment has stayed consistent throughout the length of the program. Now that the program is running efficiently and the children have adjusted to the format, staffing has been reduced to save on payroll expenses and maximize revenue recovery. Staff prepared a modification to the program to allow for a future transition to a hybrid model of learning.

Preschool & Child Care

Learning Center Preschool has 36 of 45 spaces filled for the school year. The program has been running smoothly under the COVID-19 guidelines, students are getting temperature checks prior to entering the facility and wearing masks while inside. The decision was made to run only one classroom, instead of the normal two, per day. This has allowed us to open the dividing wall and create one large classroom for increased spacing and a productive learning environment with numerous stations for the children. The students are preparing for a Halloween celebration on October 29 complete with crafts, festive games and a costume contest.

At Big & Little Child Care there are 36 children enrolled. In the past month, one new child was enrolled for full-time care and looking ahead, four children will be enrolled for partial weeks (attending two or more days) starting in November. Last, three new staff were hired. The Department welcomes Jennifer Echeverria, Lorena Vasquez and Cathy Hansen to the Big & Little team.

Dance

The Fall Dance Program is only running 28 long-term dance classes, down 10 classes from last year. Staff continues to promote programs and enroll dancers. There are currently 210 dancers enrolled in the program, down from 337 last year. Dance Company has 51 dancers enrolled, 4 less than last year. There will be no Winter Showcase this year due to restrictions on social gatherings. A virtual log in will be provided for each class so family of the dancers can see what the students have been working on in class. The Dance Company is working on competition dances that would occur either in person or virtually in the spring of 2021. The Advanced Dance Company team is also working on a special dance to perform at the Indoor North Pole Express event in December.

Cultural Arts

Staff continues to have success with the cooking and baking classes and various STEM and art classes. Cupcake Wars routinely sells out with 12 children competing for the title of best cake and a free registration for the next class. Additionally, two cupcake decorating classes ran, attracting 18 kids between the two classes. Staff has also had success with RoboThink STEM classes with 10 children enrolled. Conversely, preschool programs continue to struggle possibly the result of the increased demand on parents to provide assistance with e-learning for older siblings.

Events & Parties

The Doggy Trick or Treat special event, held on October 10 attracted 118 dogs and 425 pet lovers to Barefoot Bay parking lot. This was the District's first special since March. Activities included trick or treating at 10 local vendors, doggy games, an obstacle course, costume contest and storybook walk created by Marketing Director Christa Lawrence. Boo Bash will take place on October 24. The event format has changed for this year due to the COVID-19 pandemic. No longer being held inside the community center, instead the event will consist of a drive-through trunk or treat, or grab and go, format. Cars will parade through the parking lots of the softball fields and Barefoot Bay where the vendors will be spaced throughout. Staff will be decorating trunks as well representing the areas of fitness, athletics, camp/e-learning, preschool/big and little and aquatics. Last, for the past three years, the District has sponsored a pumpkin recycling event with SWALCO in the sled hill parking lot. Staff have secured November 7 from 9 am to noon as a tentative date with SWALCO for this event.

Rentals

Gymnasium space continues to be in high demand with most time slots filled at the Dunbar and Carl Sandburg facilities. Athletics Coordinator Matt Wells is filling as much of the available space with rentals. Additionally, Tennis will be moved into the Dunbar gymnasium now that the weather is turning colder. Staff has started to explore renting the Community Center Gym during late evening or after hour periods. These rentals would have to be outside our program and peak fitness member usage times; and would ideally occur after the Fitness Center closes. Demand for gym space is expected to continue through April.

Facilities

Active Adults

The Regent Center reopened for in-person activities on October 12. Activities at the Center are limited to exercise classes. Participation at the Center in September was low with only 347 check-ins, all of which were for virtual activities. Staff is focused on rebuilding the confidence, slowly for the members.

Aquatics

StarFish Aquatics conducted their final Risk Management audit for the year at the indoor pool on October 20. The team earned another 5-Star audit. Under the direction of Aquatics Manager Erica De Luca and Aquatics Supervisor Gwen Fuesz, the Department has received 5-Star reviews for all four of the audits this year. The District will receive a full reimbursement from PDRMA for the District's successful participation in the audit program.

Statistics for the summer Aquatics season were compiled by staff and analyzed for future operational changes. The hot summer, combined with the closure of Barefoot Bay resulted in 7,237 visits to Diamond Lake Beach. Surprisingly of the 7,237 visits the majority or 4,011 visits were from non-residents. Sunday was the day the beach was visited the most often, followed predictably by Saturdays and Fridays. Changes to the pricing structure at the Beach, coupled with Barefoot Bay and other water parks in the area being closed; resulted in a significant increase in admission revenue at Diamond Lake Beach. In total \$43,924 was received, up from \$10,071 from 2019. The beach was only closed for two days for bad weather. The Spray Park also saw a significant increase in usage this year. In total there were 1,369 visits, with about half of the visits occurring in July. The Spray Park was only closed for three days for weather and was used mainly by residents. Admission revenue was \$9,800, an increase from the \$5,736 collected in 2019.

Staff is seeing growth in swim lesson participation for the second month in a row. There are currently 68 participants out of a possible 108 available spaces, for a 63% capacity. These signs are encouraging for the future. Overall, the pool is being used heavily with lessons, lap swim, a number of water aerobics classes and family swim times. Staff has added a few after hour rentals for area swim teams to bring in additional revenue and make up some of the lost program revenue from the closure.

Fitness

NovaCare Fitness Center membership dropped to 1,471 members. Membership was at 2,456 in February. Encouragingly membership visits and group exercise class participation has increased each week. Staff studied previous year's visitation history to identify the annual spike in membership sales and facility visits during the fall. The last week of October through the first two weeks of November is when these numbers typically increase. The next two weeks will help form a clearer picture of what staff can expect for the fitness center going into the winter.

Open gym basketball was re-started on October 7. This mainly attracts the young adults and helps drive daily visit revenue. All players need to wear a mask and times are available in 60 minute blocks during Friday-Sunday. Additional times are available to members during Monday-Thursday. Overall the gym is busy during the evening hours with activities and member use.

Fitness Center patrons and staff noted there was very little interruption to operations throughout the parking lot repaving project. Staff also noted their appreciation for the recent improvements to the landscaping around the entrance to the Community Center. Recreation staff appreciates the efforts made by Buildings and Grounds Superintendent Derek Solberg, and his team, towards the completion of these projects.

Mundelein Parks Foundation

The Foundation balance is \$30,235. The foundation received a deposit of \$7,200 in donations for the E-Learning program, along with \$405.88 from Amazon from the sale of My Mask books.



**MUNDELEIN PARK &
RECREATION DISTRICT**

BUSINESS SERVICES & TECHNOLOGY

To: Board of Commissioners
From: Debbie McInerney, Superintendent of Business Services and Technology
Subject: Board Report - October 2020

Finance

Staff submitted the request for the CARES Act funding through Lake County. Accounting Clerk, Lety Ellsworth, and Accounts Payable Clerk, Nina Bye, did a fantastic job compiling the required information and documentation. The total amount requested was just over the maximum of \$120,000. Lake County will now analyze the request, request clarification as needed, and determine the actual amount the District will receive based on eligible expenses.

Additionally, a second grant has been made available. This grant is also through Lake County and is restricted to expenses directly related to childcare and E-Learning. The maximum amount available for this grant is \$90,000. Accounting Clerk, Lety Ellsworth, gathered the documentation and submitted the pre-application. Lake County has not yet communicated a decision on this grant.

Work continues on the 2021 budget. The Board will receive the first draft of the budget for the November 23 Board Meeting.

Human Resources

HR Manager, Sarah Bannon, completed the payrolls for the periods of 09/13/20 – 09/26/20 for 177 employees, and 09/27/20 – 10/10/20 for 176 employees.

Staff training has been completed for the new timekeeping system, and the testing phase is underway.

Various job descriptions have been updated, new hire orientations have been performed, and salary surveys have been submitted.

Recruiting continues for Athletics, Child Development, Dance, Fitness, Customer Service, and E-Learning staff.

IT

The servers have been connected to the backup generator in order to prevent downtime during power outages.

IT has responded to general user tickets, and has installed timeclocks for the new system, and assisted with some of the configuration.

Risk Management

Continued COVID-19 training. This month's emphasis was an update on COVID airborne transmission information from the CDC.

Risk Manager, Nerissa Brueckbauer, create emergency action plans for the two special events held this month: Doggie Trick or Treat, and Boo Bash.

Particular drinking fountains were opened in accordance with Illinois Department of Public Health directives around COVID and state laws. Signage was created to encourage the public to continue to bring water bottles from home to use as a best practice.

As the colder weather arrives, and more people move activities inside, an additional focus and check on the HVAC systems in all District buildings was made to ensure proper working order and exchanging as much air with the outside as systems permit. This was in accordance with COVID best practices.

Property Loss Report

Oct 9	Plate glass window broken on fitness floor by rock thrown by landscaping equipment	Cost to be determined
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Accident/Incident Summary

None.

Employee Injury/Illness

None.



**MUNDELEIN PARK &
RECREATION DISTRICT**

MARKETING

To: Board of Commissioners
From: Christa Lawrence
Subject: Board Report- October 2020

Winter/Spring Brochure: The Winter/Spring brochure will be in homes around November 4. Marketing will be going out for bid for the printing of the brochure in December.

My New Mask book: To date, the publication of *My New Mask* raised over \$1,800 for the Foundation. Most sales came from Amazon.com, but the District has also sold 34 copies directly. August remains the strongest month for sales, netting \$484.

Videos: Executive Director, Ron Salski and Marketing Coordinator, Deb Engdahl continue to create Director update videos for the public. Deb has also created a NovaCare Fitness Center video geo-targeted to Mundelein, Libertyville and Grayslake, one for youth basketball leagues, and a video for the Regent Center reopening,

Website Redesign: The Website Committee selected Weblinx, Inc. as our new web developer because they have worked with many other park districts, they are a larger company with more resources than Invex, who the District currently uses, and for their strong design sense.

Outdoor Electronic Marquee: Executive Director, Ron Salski and Marketing Manager, Christa Lawrence, are working with Jeff Braun, Cody/Braun & Associates, LLC on the design specs for the new marquee. Ron shared the drawings with NovaCare Rehabilitation.

NovaCare Fitness Center: With the closing of the fitness center at Libertyville Sports Complex, Fitness and Marketing determined decided to launch a geo-targeted digital campaign to residents in the Mundelein, Grayslake and Libertyville area. Marketing is using Spectrum Reach for the digital campaign.

Adobe Max online conference: Because of the Covid-19 pandemic Adobe offered its annual conference, (usually held in L.A.) online and for free. Marketing took advantage of this three-day conference to learn about Creative Cloud software updates, offerings and processes which will advance both the quality and efficiency of District print, social and video marketing pieces.

MARKETING CHANNEL HIGHLIGHTS: QUARTER 2

Facebook:

Month	2020 Likes	2019 Likes	2020 Follows	2019 Follows
July	4,932	4,333	5,048	4,373
August	4,970	4,384	5,090	4,430
September	4,989	4,422	5,365	4,469

Twitter: Twitter continues grow slowly. It does not garner the same interest/interaction for the Park District as Facebook and Instagram.

Month	2020 Followers	2019 Followers	2020 Top Tweet
July	885	835	Swimming Lessons
August	888	848	E-Learning Hub
September	892	848	RainoutLine: It's' a go ...Diamond Lake Beach Open

Instagram:

Month	2020 Followers	2019 Followers
July	1,630	1,278
August	1,690	1,321
September	1,697	1,333

Online Brochure:

Month	2020 Views	2019 Views	2020 Subscribers	2019 Subscribers
Summer	2,622/1,324*	7,866	1,141	996
Fall	3,060	4,022	1,180	1,035

*2020 Summer Brochure was not sent due to Covid-19. It was replaced with two online only programming brochures.

Website: Marketing theorizes that the shutdown of the District due to Covid-19 and closing Barefoot Bay for the season resulted in less activity on the website.

Website	July 2020	July 2019
Number of Sessions	19,025	31,410
Number of Users	12,294	20,440
Page Views	42,210	70,660
Most Visited Page	Home	Barefoot Bay
2nd Most Visited Page	Diamond Lake Beach	Barefoot Bay Hours
3rd Most Visited Page	Spray Park	Home
Mobile/Desktop/Tablet	M: 67% D: 31% T: 2%	M: 73% D: 32% T: 4%

Website	August 2020	August 2019
Number of Sessions	14,776	17,693
Number of Users	9,681	11,894
Page Views	31,337	38,291
Most Visited Page	Home	Barefoot Bay
2nd Most Visited Page	Diamond Lake Beach	Home
3rd Most Visited Page	Spray Park	Barefoot Bay Rates
Mobile/Desktop/Tablet	M: 66% D: 32% T: %2	M: 68% D: 27% T: 5%

Website	September 2020	September 2019
Number of Sessions	7,773	8,256
Number of Users	5,491	5,568
Page Views	16,059	19,146
Most Visited Page	Home	Home
2nd Most Visited Page	Fitness	Fitness
3rd Most Visited Page	Beach	Group Ex schedule
Mobile/Desktop/Tablet	M: 53% D: 44% T: 3%	M: 54% D: 39% T: 6%

Constant Contact: This section has been redesigned and condensed to give an overview of how effective the email campaigns are. It measures open and click rates as well as active subscribers, new subscribes and unsubscribes.

Constant Contact e-newsletters	
2020-Quarter 3	
ACTIVE Subscribers	99
New Subscribes	25
Unsubscribes	26

Constant Contact: Quarter 3**				
Month	Sends	Number of opens and open rate %	Number of clicks and click rate %	Industry Standard Comparison Amount above or below industry average
July	10,265	3,838/36%	678/16%	Opens: +22%/Clicks: +9%
August	14,482	4,863/35%	852/12%	Opens: +21%/Clicks: +5%
September	8,364	1,657/38%	275/16%	Opens: +24%/Clicks: +9%

Regent Center member e-mail communications are not included in these numbers