I. Call to Order

II. Roll Call of Commissioners

III. Pledge of Allegiance

IV. Changes to the Agenda

V. Public Participation

VI. Consent Agenda: All items in Section VI are included in the Consent Agenda by the Board and will be enacted in one motion. There will be no separate discussion of these items unless a Board Member so requests, in which event the item will be removed from the Agenda.
   A. Finance Report
   B. Voucher List of Bills Totaling $301,123.27
   C. Minutes: September 15, Regular Meeting Minutes and October 6, Workshop Meeting Minutes

VII. Unfinished Business
   A. Lake Ellyn Boathouse East Door Discussion

VIII. New Business
   A. Ordinance 15-04 Sale of Surplus Personal Property
   B. Ackerman Sports and Fitness Advisory Committee meeting summary
   C. Lake Ellyn Park Improvements – Construction Management Payout Request #1
   D. Investment Policy Update
   E. Discussion of Illinois Association of Park District’s Annual Membership

IX. Director’s Report

X. Commissioner’s Reports

XI. Adjourn
MEMO

October 15, 2015

TO:     Park District Board of Commissioners
FROM:   Nicholas Cinquegrani, Superintendent of Finance & Personnel
CC:     Dave Harris, Executive Director
RE:     Monthly Finance Report

Please note only the ‘Investment Report’ has been included in this Board packet. Staff recommends approving the finance report as presented, and the supplemental pages illustrating general ledger activity will be provided to the Board either at the next Board meeting or sent out in the next weekly Director’s Report.
## Glen Ellyn Park District
### Investment Report
#### September 30, 2015

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<td>$1,498.73</td>
<td>$1,508.07</td>
<td>$1,427.24</td>
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| Weighted Average Calculation | | | | | | | | | | | | |
| Illinois Funds | 22.41 | 47.43 | 49.35 | 57.73 | 22.03 | 8.43 | 9.09 | 31.37 | 39.25 | 1,118.61 | 1,195.34 | 1,414.13 | 2,482.46 |
| Illinois Park District Liquid Asset Fund | - | - | - | - | - | - | - | - | - | - | - | - |
| Illinois Metropolitan Investment Fund | 40,650.87 | 39,538.44 | 35,493.36 | 20,025.27 | 15,160.53 | 15,445.33 | 15,808.75 | 14,891.48 | 15,490.59 | 15,490.05 | 13,570.36 |
| III. Met. Inv. Fund - Restricted Account | 1,127.22 | 1,011.90 | - | - | - | - | - | - | - | - | - | - |
| Weighted Average | $40,020.70 | $40,960.53 | $36,802.07 | $20,330.48 | $13,622.12 | $15,416.49 | $15,701.97 | $17,834.04 | $16,095.59 | $16,257.70 | $16,933.56 | $17,155.83 | $16,300.49 |

| GEPO Weighted Average | 0.38% | 0.38% | 0.34% | 0.25% | 0.17% | 0.20% | 0.21% | 0.24% | 0.24% | 0.17% | 0.19% | 0.20% | 0.15% |
| 90 Day T-Bill Average | 0.02% | 0.02% | 0.02% | 0.03% | 0.03% | 0.02% | 0.03% | 0.02% | 0.02% | 0.02% | 0.03% | 0.07% | 0.02% |
| Rate Variance | 0.36% | 0.36% | 0.32% | 0.22% | 0.14% | 0.18% | 0.18% | 0.22% | 0.22% | 0.15% | 0.16% | 0.13% | 0.17% |
| Annual Difference | $38,741.74 | $38,804.39 | $34,625.69 | $17,922.97 | $11,267.36 | $13,906.26 | $13,494.25 | $16,353.97 | $14,748.66 | $14,358.85 | $14,237.93 | $11,043.34 | $14,550.71 |
| (compared to 90 day T-bill) | $3,228.48 | $3,233.70 | $2,885.47 | $1,493.58 | $938.95 | $1,158.86 | $1,124.52 | $1,362.83 | $1,229.06 | $1,196.57 | $1,186.49 | $920.28 | $1,379.23 |

(1) The account value stated reflects the amount of funds yet to be recovered and does not represent the current market value of the asset.
Accounts Payable
Voucher Approval Document

Warrant Request Date: 10/20/2015

Glen Ellyn Park District
Voucher List Presented to the Board of Commissioners

To the Executive Director:
The payment of the attached list of bills has been approved by the Park District Board of Commissioners and as of the date signed below, you are hereby authorized to pay them from the appropriate funds.

Treasurer: ________________________________ Date: ________________

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Report Total: 301,123.27
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AP-Computer Check Proof List by Vendor (10/15/2015 - 11:02 AM)
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# Accounts Payable

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I. Call to Order
President Nephew called the meeting to order at 7:03 p.m.

II. Roll Call of Commissioners
Upon roll call, those answering present were Commissioners Pierce, Mayo, Creech, Wilson and President Nephew. Commissioner Cornell arrived at 7:07 p.m. and Commissioner Kinzler was absent.

Staff members present were Executive Director Harris, Superintendent of Parks and Planning Hopkins, Superintendent of Finance & Personnel Cinquegrani, Superintendent of Recreation Esposito, Marketing and Communications Supervisor O’Kray and Executive Assistant Dikker.

III. Pledge of Allegiance
President Nephew led the Pledge of Allegiance.

IV. Changes to the Agenda
None

V. Public Participation
None

VI. Consent Agenda
Commissioner Mayo moved, seconded by Commissioner Pierce, to approve the Consent Agenda including the Voucher List of Bills totaling $579,308.81, the August 18 Regular Meeting Minutes, the September 1 Workshop Meeting minutes, the Upper Newton Turf Installation Payout Request #1 totaling $320,329.14 and the Glen Ellyn Park District Policy Changes to the following policies: Technology and Cyber Liability, Land Acquisition and Environmental Review, Drug Free Workplace, Alcohol and Drug Abuse, Alcohol and Drug Procedures for CDL Employees, Communicable Disease/Bloodborne Pathogens Program and Hazard Communications.

Roll Call: Aye: Commissioners Mayo, Pierce, Creech, Wilson and President Nephew.

Nay: None.

Motion Carried.

VII. New Business
A. Volunteer Recognition-Glen Ellyn Titans/ Joe Cardona, Scott Daniels and Kim Schwegel
The Glen Ellyn Park District Board of Commissioners recognized Joe Cardona, Scott Daniels and
Kim Schwegel for their volunteer efforts and generous contributions to the Glen Ellyn Park
District. President Nephew stated that as representatives of the Glen Ellyn Titans Youth
Basketball organization, Joe, Scott and Kim initiated and presented the idea of renovating the
outdoor basketball court at the Main Street Recreation Center in spring, 2015. It was said that
their plan not only included ideas to improve the court but also a commitment to fund those
improvements.

The project involved the complete overhaul of the existing outdoor asphalt basketball court and
the surrounding area. The work added a new sport court surfacing, basketball poles with glass
blackboards, park benches, and expansion of the fence and signage all largely funded by the
Titans and their supporters. Engraved bricks were purchased by community members and then
are to be placed within the seating area near the half court line. The engraved pavers will
enhance the aesthetics surrounding the court while providing an opportunity for recognition.
The final product now provides an outstanding basketball court free to the public while also
providing improved opportunities for the patrons of the Main Street Recreation Center and
since completion has been well used by people of all ages.

President Nephew expressed appreciation on behalf of the efforts made by the Glen Ellyn
Titans Youth Basketball organization led by its president, Joe Cardona. Joe’s leadership, vision
and selflessness led to the collaborative effort to renovate the Main Street outdoor basketball
court. Leading the fundraising efforts was Kim Schwegel, a Glen Ellyn resident and
supporter/member of the Titans organization. Kim’s dedication to the project was evident
throughout the process. Also providing a significant component to the renovation was the
addition of the new court surface which was provided by Sport Court Midwest. President
Nephew thanked Scott Daniels, an executive with the company and also a coach in the Titans
program, for his advice, direction and oversight throughout the project. President Nephew
stated that Sport Court provided the surface and basketball equipment at a much reduced cost
along with invaluable support and customer service.

The Glen Ellyn Park District Board of Commissioners then presented a token of appreciation to
Joe, Kim and Scott for their dedication, volunteerism and financial contribution to the
renovation of the Main Street Recreation Center outdoor basketball court and stated they are
truly fortunate for their generosity in the betterment and improvement of the Glen Ellyn
community.

B. Community Gardens at Lenox Road Property
The Glen Ellyn Park District Board of Commissioners had a lengthy discussion on the possible
installation of community gardens at the Glen Ellyn Park District property at Lenox Road and St.
Charles Road. Superintendent of Parks and Planning Hopkins provided preliminary information
of the various costs involved for this project. Hopkins discussed the costs of the project in
detail, ranging from the need to install a water supply, protective fencing due to wildlife in the
surrounding area and the labor involved in order to get the area sustainable for gardening.
Hopkins also discussed the possible challenges of the area and discussed the current usage of the existing community garden plots at Village Green Park. The Board discussed this project in detail and while input varied among Board members the Board directed staff to further research the costs involved in order to have continued discussion at the upcoming Strategic meeting in October.

IX. Director’s Report
Executive Director Harris stated that at last night’s Village of Glen Ellyn trustee meeting the Lake Ellyn Park Improvement project was approved via Consent Agenda. Harris stated that the Park District is awaiting the building and demolition permits and ground breaking may take place as early as Monday. Harris thanked the Village and Village staff for providing direction through this process and shared that the Board of Commissioners should be proud of their collaborative efforts with the community on this project. Harris reminded everyone that Poochapolooza takes place this Saturday from 1-4 p.m at the Spring Avenue Dog Park.

X. Commissioners’ Reports
Commissioner Cornell thanked the Citizens’ Finance Committee for helping in their role to ensure the financials of Park District as the Lake Ellyn Park Project begins. Commissioner Pierce discussed the possibility of adding signage in the construction area to allow the public to see future renderings of the project. Commissioner Mayo agreed that signage would be beneficial. Commissioner Creech was pleased to see archery offered at Maryknoll. President Nephew discussed her walk within Lake Ellyn Park and looks forward to the onset of construction.

XI. Adjourn to Executive Session
At 8:25 p.m. Commissioner Pierce moved, seconded by Commissioner Creech to convene into executive session under Section 2 (c) 1 of the Open Meetings Act for the purpose of discussion of appointment, employment, compensation, discipline, performance, or dismissal of specific employees or legal counsel for the district.

Roll Call: Aye: Commissioners Pierce, Creech, Cornell, Mayo, Wilson and President Nephew.
          Nay: None.

Motion Carried.

XII. Reconvene to Open Session
The Regular Meeting reconvened at 9:15 p.m.

XIII. Adjourn
There being no further business, Commissioner Creech moved, seconded by Commissioner Pierce to adjourn the Regular Meeting at 9:16 p.m.

Motion Carried.

Respectfully submitted,
Glen Ellyn Park District  
Board of Commissioners  
Workshop Meeting  
October 6, 2015  
185 Spring Avenue

I. Call to Order  
President Nephew called the meeting to order at 7:08 p.m.

II. Roll Call of Commissioners  
Upon roll call, those answering present were Commissioners Cornell, Pierce, Mayo, Kinzler, and President Nephew. Commissioners Creech and Wilson were absent.

Staff members present were Executive Director Harris, Superintendent of Parks & Planning Hopkins, Superintendent of Recreation Esposito, Marketing & Communications Supervisor O’Kray, and Executive Assistant Dikker.

III. Pledge of Allegiance  
President Nephew led the Pledge of Allegiance.

IV. Changes to the Agenda  
None.

V. Public Participation  
Genell Scheurell, 454 Hill Avenue of Glen Ellyn, an employee at the National Trust for Historic Preservation, spoke to the Board regarding the Boathouse door located on the east side of the Boathouse. Ms. Scheurell would like to see the door to replicate that of the door in its original state. The Board had a brief discussion and stated that this topic will be forwarded to the next meeting as an agenda item to allow for additional discussion.

VI. Voucher List of Bills Totaling $371,259.10  
Commissioner Mayo moved, seconded by Commissioner Kinzler, to approve the Voucher List of Bills totaling $371,259.10.

Roll Call: Aye: Commissioners Mayo, Kinzler, Cornell, Pierce, and President Nephew.  
Nay: None.  
Motion Carried.

VII. Patron Recognition – Ahalya Lettenberger  
The Glen Ellyn Park District Board of Commissioners recognized Ahalya Lettenberger for her outstanding athletic accomplishments representing the USA at the Parapan American Games this past summer. President Nephew stated that the Parapan American Games offer athletes
with disabilities from North, South and Central America the chance to compete in various sports.

Ahalya, who attends Glenbard West High School, won a gold medal in the 100-meter backstroke, took fourth place in the 400-meter freestyle with a personal best time and achieved personal best times in the 200-meter individual medley and 100-meter breaststroke. Ahalya started her swimming career back in 2008 where she participated in the Park District swim lesson program along with various other sports including softball and soccer. At age 11, Ahalya joined Wheaton Swim Club where she honed her skill and love of competitive swimming.

President Nephew stated that Ahalya was born with Arthrogryposis Amyoplasia, a muscular skeletal disorder that affects her legs and causes chronic hip pain. On the Team USA web page, Ahalya was described as an athlete who has never let her disability affect her tenacity, determination and competitive spirit. At age 12, she competed in her first para-swimming event, the GTAC Disability Open and less than a year later, at age 13, she was named to the US Emerging Team roster and was also a member of the 2014 Pan-Pacific Team USA roster.

President Nephew, the Board of Commissioners and staff of the Glen Ellyn Park District presented a small token of recognition to Ahalya Lettenberger for her outstanding accomplishments and for the pride she has brought to the Glen Ellyn community.

VIII. Glen Ellyn Chamber of Commerce Special Event Presentation
Mike Formento, Director of the Glen Ellyn Chamber of Commerce, presented an overview of a new special event, “Chocolate, Cheese and Wine Tasting” that will be held Friday, November 20th from 4:30 to 8:30 p.m. at the Crowne Plaza Hotel in Glen Ellyn. The event which is co-sponsored with the Glen Ellyn Park District, will offer an evening of wine, chocolate and cheese samples along with appetizers from local restaurants to the public for a nominal fee of which a portion will be directed towards the Park District’s Scholarship program. Formento thanked the Glen Ellyn Park District for their relationship and teamwork on this event and looks forward to its success.

IX. 2016 Budget Assumptions Discussion
Superintendent of Finance & Personnel Cinquegrani discussed that in preparing for the annual operating budget for 2016 a tentative timeline for the tax levy and chart of “Budget Assumptions” has been compiled. The chart of “Budget Assumptions” is meant as a preliminary step for the Board to provide staff with direction on select vital components of the annual operating budget.

The Park Board of Commissioners discussed components of the chart and look forward to discussing the capital projects in greater detail at the Strategic Meeting planned on Saturday, October 24th. Commissioner Kinzler suggested that staff positions within the Park District be reviewed as well.

X. Place 2015 Tax Levy on File
Superintendent of Finance & Personnel stated that consistent with previous years, staff is recommending approving a tax levy ordinance for 2015 that encompasses the amount of tax dollars allowed under the Property Tax Extension Limitation Law (PTELL). Staff recommended levying an increase of 4.9% and after a brief Board discussion Commissioner Mayo moved, seconded by Commissioner Pierce, to approve Resolution 15-01 “Truth in Taxation Law”.

**Roll Call:** Aye: Commissioners Mayo, Pierce, Cornell, Kinzler and President Nephew  
Nay: None  

*Motion Carried*

Commissioner Mayo moved, seconded by Commissioner Pierce, to place the 2015 Tax Levy on file.

**Roll Call:** Aye: Commissioners Mayo, Pierce, Cornell, Kinzler and President Nephew  
Nay: None  

*Motion Carried*

**XI. Upper Newton Field Turf Installation Payout Request #2**
Superintendent of Parks & Planning Hopkins stated that upon completion of the Turf Installation, staff recommends the final payout of the remaining 10% retainer to FieldTurf. Commissioner Pierce then moved, seconded by Commissioner Mayo, to approve the Newton Park Synthetic Turf Payout Request #2 to FieldTurf for the Newton Park Synthetic Turf Product and Installation in the amount of $35,592.13.

**Roll Call:** Aye: Commissioners Pierce, Mayo, Cornell, Kinzler, and President Nephew.  
Nay: None  

*Motion Carried.*

**XII. Upper Newton Field Site Preparation Payout Request #4**
Superintendent of Parks & Planning Hopkins discussed that following the installation of the synthetic turf product a walkthrough of the site was conducted and punch list of outstanding items was created. Having addressed all items on the list, staff recommended approving the final payout request to Hoppy’s Landscaping in the amount of $91,202.60. Commissioner Kinzler then moved, seconded by Commissioner Mayo, to approve the Newton Park Synthetic Turf Field - Field Site Preparation Payout Request #4 to Hoppy’s Landscaping in the amount of $91,202.60.

**Roll Call:** Aye: Commissioners Kinzler, Mayo, Cornell, Pierce and President Nephew.  
Nay: None  

*Motion Carried.*

**XIII. Tennis Courts Resurfacing Bid Results**
Superintendent of Parks and Planning Hopkins stated that staff publically noticed invitations for bids asking contractors to provide pricing for goods and services for the resurfacing of the
Newton Park tennis courts. Hopkins said the project will consist of overlaying asphalt (slip sheeting) on top of the existing tennis court surface, raising the net posts and accompanying sleeves, providing new hardware, and applying the acrylic seal coating with the proper boundary lines.

Four (4) sealed bids were received, opened, and read aloud at the bid opening on September 24 of which all were extremely competitive and came in lower than anticipated. Allstar Asphalt Inc. was the lowest bidder with a lump sum total of $47,215.00.

After further research of the project and discussion with Allstar Asphalt it was discussed that this project would be best served for the construction to occur in the spring of 2016. After discussion with Allstar Asphalt Inc., they have agreed to hold/honor their bid price until next spring.

After meeting and checking references, staff recommended awarding the Newton Park Tennis Court Resurfacing Contract to Allstar Asphalt Inc. as the lowest responsive and responsible bid for an amount not to exceed $47,215.00 as it is within the 2015 budgeted allocation.

After a brief discussion, Commissioner Pierce moved, seconded by Commissioner Mayo to award Allstar Asphalt Inc. as the lowest responsive and responsible bid for an amount not to exceed $47,215.00 and to begin the project in the spring of 2016 when conditions are warranted.

Roll Call: Aye: Commissioners Pierce, Mayo, Cornell, Kinzler and President Nephew. Nay: None

Motion Carried.

XIV. Lake Ellyn Boathouse Windows Discussion
Executive Director Harris stated that after conversation with President Nephew it was determined to advance the decision regarding the window specification for the Boathouse renovation to be presented to the entire Board.

Harris reminded the Board that this component was approved within the Wight contract with a $70,000.00 allowance provided. Harris presented a document provided on behalf of Farr & Associates of their recommendation in the window selection. Farr & Associates based their recommendation off of a matrix of comparisons involving historic preservation, warranty, energy conservation, maintenance, durability, cost and visual appearance.

Four (4) window selections were discussed and compared and after a very lengthy discussion of the components of all selections it was decided by a majority to move ahead with Farr & Associates recommendation of a simulated divided lite window with an extended sill. This window selection is very close to the 1935 historic design, is more energy efficient, requires less maintenance, is a reasonable cost and visually reproduces the feel, scale and texture of the historic window system while satisfying Leed Certification Gold level.
XV. Director’s Report
Executive Director Harris thanked Commissioners Kinzler, Mayo, Pierce and President Nephew for attending the Newton Park Synthetic turf field dedication on Saturday. Harris recognized the Lakers tournament and thanked Recreation Supervisor Henrichs and all of the dedicated volunteers for their efforts and for a very successful event. Harris stated that there have been several Facebook postings of the many events that the Park District has hosted and also stated that information regarding the Lake Ellyn Project has been posted and an information kiosk is now set up at Lake Ellyn for the public.

XVI. Commissioners’ Reports
Commissioner Cornell discussed her enrollment and enjoyment in the Swing and Ballroom dance class that is offered at the Park District. Commissioner Pierce thanked staff for the banners at Lake Ellyn regarding the project and reminded staff to make sure the Construction team is abiding by the Village Ordinances as to start times of work days. Commissioner Mayo thanked Marketing & Communications Supervisor O’Kray for her marketing efforts of Park District events. Commissioner Kinzler discussed the Glen Ellyn Park District’s membership within the Illinois Association of Park Districts (IAPD) in light of recent articles. Kinzler hopes to have further clarification from an IAPD representative at a future Board Meeting and would like additional discussion. Kinzler also commended staff and volunteers for all of their efforts as he visited several Park District events over the past weekend. President Nephew concluded the meeting discussing the IAPD organization and its involvement with the Glen Ellyn Park District. Nephew stated that Board Members are serious about their fiscal responsibility and looks forward to continued discussion of this situation.

XVII. Adjourn
There being no further business, Commissioner Kinzler moved, seconded by Commissioner Pierce to adjourn the Workshop Meeting at 9:40 p.m.

Roll Call: Aye: Commissioners Kinzler, Pierce, Cornell, Mayo and President Nephew
Nay: None.

Motion Carried.

Respectfully submitted,

Kimberly Dikker
Board Secretary
MEMO

October 17, 2015

TO: Park District Board of Commissioners
FROM: Dave Harris, Executive Director
CC: Dan Hopkins, Superintendent of Parks and Planning
RE: Lake Ellyn Boathouse East Door Discussion

Recently, there has been some concern as to the current door specified in the restoration plans of the Boathouse. Discussion for tonight’s meeting will be regarding the current design of the east door and feedback that has been presented requesting that the door be consistent with the original design. Jonathan Boyer, architect with Farr and Associates will be in attendance to provide feedback and answer questions. Pictures of the two designs will be available at the meeting and displayed on the video screen in the boardroom.
MEMO

October 13, 2015

TO: Park District Board of Commissioners
FROM: Dan Hopkins, Superintendent of Parks & Planning
CC: Dave Harris, Executive Director
RE: Ordinance 15-04 Sale of Surplus Property

In an effort to eliminate surplus vehicles and equipment, staff would like to sell a Park District pickup truck that has since been replaced in accordance with the Equipment Replacement Program. Unit #430 is a 2003 Ford F-250 Super Duty pickup truck that has served the District well, but is nearing the end of its life expectancy. Staff would like to go out to bid to ensure we receive the highest price for the sale of this unit.

Staff would like to advertise the sale of the 2003 Ford F-250 Super Duty pickup truck for a period of no less than ten days. The public bid opening will be held on November 5th, 2015, at 10:00 a.m. Unit #430 is in fair condition and the advertised minimum bid will be $4,000.00.

Motion: I make the motion to approve Ordinance 15-04, sale of surplus property of the Glen Ellyn Park District.
GLEN ELLYN PARK DISTRICT

ORDINANCE NUMBER 15-04

AN ORDINANCE AUTHORIZING AND PROVIDING FOR THE SALE OF SURPLUS PERSONAL PROPERTY OF THE GLEN ELLYN PARK DISTRICT, DUPAGE COUNTY, ILLINOIS.

* * * * * * * * * * * * *

WHEREAS, the Glen Ellyn Park District, DuPage County, Illinois ("Park District") owns the following items of personal property described as follows:

One (1) 2003 Ford F-250 Super Duty pickup truck – Vehicle Identification Number 1FTNX21L13ED85162 hereinafter referred to as the “Vehicle”; and

WHEREAS, pursuant to Section 8-22 of the Park District Code (70 ILCS 1205/8-22) ("Code"), every park district is authorized to sell or convey any personal property that in the opinion of three-fifths of the members of the Board of Park Commissioners then holding office is no longer necessary, useful to, or for the best interests of the park district; and

WHEREAS, the Board of Park Commissioners of the Park District ("Board") has reviewed a staff report finding that the Vehicle is no longer necessary, useful to or for the best interests of the Park District and recommending its sale in a manner that Park District staff may designate, with or without advertising, and the Board concurs with that recommendation.

NOW, THEREFORE, IT IS HEREBY ORDAINED by the Board of Park Commissioners of the Glen Ellyn Park District, DuPage County, Illinois, as follows:

Section 1. The Board finds that all of the recitals contained in the preamble to this Ordinance are true and correct and does hereby incorporate them in this Ordinance by this reference.

Section 2. The Board finds that the Vehicle is no longer necessary, useful to or for the best interests of the Park District and declares it to be for the best interests of the Park District and its residents to sell the Vehicle in a manner that Park District staff may designate, with or without advertising.

Section 3. The Board authorizes and directs the Executive Director and staff of the Park District to take such action necessary to sell and convey the Vehicle as herein authorized.
Section 4. This Ordinance shall be in full force and effect after its adoption as provided by law.

Adopted this 20th day of October 2015, by the affirmative vote of three-fifths of the members of the Board of Park Commissioners.

Ayes: ________________________________

Nays: ________________________________

Absent: ______________________________

_______________________________
President, Board of Park Commissioners of the Glen Ellyn Park District

ATTEST:

_______________________________
Secretary, Board of Park Commissioners of the Glen Ellyn Park District
STATE OF ILLINOIS )
  ) SS.
COUNTY OF DU PAGE )

SECRETARY'S CERTIFICATE

I, Kimberly Dikker, do hereby certify that I am Secretary of the Board of Park Commissioners of the Glen Ellyn Park District, DuPage County, Illinois, and as such official, I am keeper of the records, ordinances, files and seal of said Park District; and,

I HEREBY CERTIFY that the foregoing instrument is a true and correct copy of:

AN ORDINANCE AUTHORIZING AND PROVIDING FOR THE SALE OF SURPLUS PERSONAL PROPERTY OF THE GLEN ELLYN PARK DISTRICT, DUPAGE COUNTY, ILLINOIS.

Adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Glen Ellyn Park District, held at Glen Ellyn, Illinois, in said District at 7:00 p.m. on the 20th day October, A.D. 2015.

I FURTHER CERTIFY that the deliberations of the Board on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of the Glen Ellyn Park District at Glen Ellyn, Illinois this 20th day of October, 2015.

Kimberly Dikker, Secretary, Board of Park Commissioners, Glen Ellyn Park District

[SEAL]
MEMO

October 17, 2015

TO: Park District Board of Commissioners
FROM: Kathleen Esposito, Superintendent of Recreation
CC: Dave Harris, Executive Director
RE: Ackerman Sports and Fitness Center Advisory Meeting

The inaugural Ackerman Sports and Fitness Center advisory meeting was held on Wednesday, September 30, 2015. In attendance were Co – Chairmen Nephew and Pierce along with several committee members and staff. The meeting was constructive and productive. Attached are the minutes of the meeting.

Staff and the co- chairmen will provide a brief summary of the meeting and will be available for questions and comments.
Call to Order
The meeting was called to order at 6:05pm

Facility Tour

Roll Call
Members present were Co-chairman Julia Nephew, Co-chairman Vanessa Pierce, Dan Anderson, Mary Carrier, Viktoria Himsel, Beth Lilly, Mike McGee, and Mark Reinke

Staff present were Executive Director Dave Harris, Superintendent of Recreation Kathleen Esposito, Facility Manager Jenny Clark, Assistant Facility Manager Anne Bennett.

Committee and Staff Introductions
Committee members and staff provided brief introduction

Business Plan
Superintendent Esposito presented a brief overview of the 2012 Business plan including yearly updates to 2015. During this topic, comments and questions were raised including:

- Executive Director Harris explained that the District’s goal is to renovate the parking lot converting it to a permeable paved lot utilizing a state grant for ¾ of the total cost. Since being awarded the grant, it has been placed on hold delaying the project. The district is still hopeful that the grant will be released as the parking lot is well passed its useful life.

- Several Committee members mentioned challenges with limited parking during events and inquired if there were plans to expand the parking lot.

- Mike McGee suggested some sort of parking placard be given to members to place on their dashboard to better monitor parking and enforce member only parking particularly during those high demand weekends.

- Other parking related suggestions included publicizing the availability of the nearby church parking lot.

- Dan Anderson inquired about the turf at ASFC and the publicity on the news regarding the safety of synthetic turf. Executive Director Harris explained that we do have
synthetic turf with crumb rubber infill but there is no scientific evidence that the turf is unsafe. If studies revealed the turf was unsafe the district would act upon the findings.

- Dan Anderson inquired if there was a membership capacity for ASFC. Facility Manager Clark explained that there are industry standards however each facility is unique. ASFC memberships are comprised of family memberships and these memberships utilize many areas of the facility not just the fitness center. To date, the facility has not experienced situations where it seems the facility has too many members. Staff will continue to monitor fitness center and facility use on a regular basis and put maximums in place if needed.

**Budget Review**
Staff presented the financial summary of ASFC since 2010 and explained that ASFC continues to meet and exceed its operational expenses. Additionally staff explained how the reserve fund operates within the Park District budget, particularly ASFC.

- Mark Reinke inquired about our debt service payments for ASFC. Executive Director Harris explained the debt obligation incurred to construct ASFC is not included within ASFC operating budget.

**2016 Goals & Considerations**
Staff reviewed several different areas and general discussion ensued regarding the current operation of ASFC and potential 2016 goals.

- Mike McGee reported that the morning staff is excellent and very personable.

- Beth Lilly reported that her children use the climbing wall and facility frequently and is impressed with the staff’s recognition of member’s names including her family.

- Beth Lilly inquired about a family centered fitness incentive program. Vanessa Pierce and Beth Lilly recommended a team challenge for members and possibly including families as part of the challenge.

- Mary Carrier would like to see additional classes on the weekends. While the group fitness schedule is reviewed and evaluated every session, weekends are certainly open to adding more classes should demand warrant it.

- During the tour, Mark Reinke inquired about learning to use pieces of equipment. Orientations are offered and the user manuals are maintained at the fitness desk. Julia Nephew made the suggestion of having quick reference sheets for the pieces of equipment for members to use.

- The request to have the Life Fitness Treadmills Ipod adaptors updated was suggested. Staff inquired with Life Fitness as to what options are available to upgrade. Unfortunately, no upgrades are available at this time and the new Life Fitness equipment comes equipped with an auxiliary outlet to avoid cables becoming outdated.
• Mark Reinke inquired about the balance between rentals, programming and use by members and the public. A new open gym schedule providing consistent but limited open gym hours during the peak months will be provided. Additional times and dates will be added if available.

• Vanessa Pierce, Beth Lilly and Julia Nephew inquired about safety during open turf and gym on school days off. Further discussion amongst management and staff will take place to try to determine additional procedures in order to improve safety and efficiency of the open times particularly on school days off.

• Vanessa Pierce also inquired about the climbing wall opening up on school days off. This can be challenging due to the need to have specifically trained staff monitor the operation. In an attempt to have more qualified staff available on any given day, most ASFC employees are now being cross trained including the climbing area.

• Viktoria Himsel inquired about the possibility of bringing the child care children to the gym. While safety and ratios need to be maintained, staff would look into this as it could be an excellent use of the other amenities at ASFC.

• Beth Lilly inquired about getting the music changed in the fitness center. Staff will monitor and adjust accordingly. The challenge is music is very subjective! Patrons may always request staff to change the music.

• Viktoria Himsel inquired about an option to text members updates on special programs, open gym times, etc. While the District has become more technology innovative over the past few years, it is certainly a good suggestion and staff will see if it is possible to implement.

• Dan Anderson inquired about getting better directional signs on the track identifying what direction walkers and/or runners should be going. He suggested possibly labeling the floor of the track lanes.

• Dan Anderson also stated he would like to see more décor with one suggestion of providing opportunity to display Glen Ellyn history and possible working with the Glen Ellyn Historical Society.

Discussion regarding the direction and purpose of the new ASFC Advisory Committee was held. Executive Director Harris explained ideally the committee will meet approximately three times a year, unless events or issues require additional meetings. However, each member is encouraged to communicate with facility staff regarding suggestions, comments, observations and questions throughout the year. Please feel free to seek out management staff when needed.

Co-Chairman Nephew and Pierce thanked the committee members for their time and input.

Staff will contact the committee with the next meeting date.
The meeting adjourned at 8:00 pm
MEMO

October 13, 2015

TO: Park District Board of Commissioners
FROM: Dan Hopkins, Superintendent of Parks & Planning
CC: Dave Harris, Executive Director
RE: Lake Ellyn Park Improvements – Construction Management Payout Request #1

Attached is payout request #1 for Lake Ellyn Park Improvements - Construction Management Services in the amount of $98,635.62. This is the first payout request from Wight Construction, who is now overseeing construction for Lake Ellyn boathouse and surrounding park improvements. Wight’s services include: bidding services, quality control, project scheduling, purchasing oversight, identifies cost savings (value engineering), provides checks and balances between owner and architect, and acts as an extension Park District staff. To date, both site and building demolition is near completion and the construction of the playground bathrooms are scheduled to begin next week.

Recommendations: The application and certification for payment #1 presented by Wight Construction is complete. Staff recommends Board approval for the payout request.

Motion: Motion to approve Wight Construction Payout Request #1 for the Lake Ellyn Park Improvements - Construction Management Services in the amount of $98,635.62.
APPLICATION FOR PAYMENT NO. 1

WCS Project No. 07-5549-01

Partial billing for work completed on the above referenced project.

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<th>Description</th>
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<tr>
<td>Modifications to Contract</td>
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<tr>
<td>Work Completed to Date</td>
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<tr>
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<tr>
<td>Less: Previously Billed</td>
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<tr>
<td><strong>Total Amount Due This Invoice</strong></td>
<td><strong>$98,635.62</strong></td>
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Gross This Billing  100,345.62
Retention This Billing  1,710.00
APPLICATION AND CERTIFICATE FOR PAYMENT

TO (OWNER): Glen Ellyn Park District
Spring Avenue Recreation Center
185 Spring Avenue
Glen Ellyn, Illinois 60137

PROJECT: Lake Ellyn Boathouse Renovations
Address: 645 Lenox Road
Glen Ellyn, Illinois 60137

ATTN: Mr. Dave Harris, Director

FROM (Contractor): Wight Construction Services, Inc.
2500 North Frontage Road
Darien, Illinois 60561

CONTRACT FOR: Construction Management Services

CONTRACTOR’S APPLICATION FOR PAYMENT

The undersigned CONTRACTOR certifies that to the best of the CONTRACTOR's knowledge, information, and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have

Construction Manager

By: Raymond F. Prokop Vice President, Construction

Date: 10/01/15

State of Illinois: County of Cook:

Subscribed and sworn to before me this

1-Oct 2015

Notary Public:

R. Michelle Karlow
My Commission expires: 05/17/2016

Stamp:

Official Seal
R Michelle Karlow
Notary Public State of Illinois

Application is made for Payment, as shown below, in connection with the Contract.

1. ORIGINAL CONTRACT SUM $2,822,682.50

2. CHANGE ORDERS TO DATE $0.00

3. CONTRACT SUM TO DATE $2,822,682.50

4. TOTAL COMPLETED & STORED TO DATE $100,345.62

5. RETAINAGE
   a. 1.70% of Completed Work $1,710.00

6. TOTAL EARNED LESS RETAINAGE $98,635.62

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT $0.00

8. CURRENT PAYMENT DUE $98,635.62

9. BALANCE TO FINISH, PLUS RETAINAGE $2,724,046.88

CHANGE ORDER SUMMARY

Change Orders approved in previous months by Owner

<table>
<thead>
<tr>
<th>TO</th>
<th>ADDITIONS $0.00</th>
<th>DEDUCTIONS $0.00</th>
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</thead>
</table>
| Approved this month by Owner
| Number Date Approved $0.00 |

Net change by Change Orders $0.00

Amount Certified $98,635.62

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheets that are changed to conform to the correct certified.)

By: Raymond F. Prokop
Date: 10/5/15

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein.

Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.
<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF WORK</th>
<th>ORIGINAL SCHEDULED CONTRACT</th>
<th>CHANGE ORDERS</th>
<th>ADJUSTED CONTRACT</th>
<th>WORK COMPLETED</th>
<th>MATERIALLY PRESENT</th>
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<th>PERCENT COMPLETED</th>
<th>TOTAL COMPLETED &amp; STORED TO DATE</th>
<th>BALANCE TO FINISH</th>
<th>RETAINAGE THIS PERIOD</th>
<th>RETAINED TO DATE</th>
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<td><strong>$1,710.00</strong></td>
<td><strong>$98,635.62</strong></td>
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</tbody>
</table>
WAIVER OF LIEN

STATE OF ILLINOIS
COUNTY OF DUPAGE } SS

Whereas, the undersigned has been employed by Glen Ellyn Park District to provide
Construction Management Services for the premises known as Lake Ellyn Boathouse Renovations
of which Glen Ellyn Park District is the Owner.

The undersigned, for and in consideration of $98,635.62 for good and valuable considerations, the receipt
whereof is hereby acknowledged, do(es) hereby waive and release any and all lien or claim of, or right to, lien, under the
the status of the State of Illinois, relating to mechanics liens, with respect to and on said above described premises,
and the improvements thereon, and on the material, fixtures, apparatus or machinery furnished, and on the moneys, funds
or other considerations due from the owner, on account of labor, services, material, fixtures, apparatus or machinery
furnished to this date by the undersigned for the above described premises.

Given under my hand on this October 1, 2015

Subscribed and sworn before me on 1-Oct-15

Wight Construction

Raymond F. Prokop
Vice President, Construction

NOTARY PUBLIC My Commission expires: 05/17/2016
APPLICATION AND CERTIFICATION FOR PAYMENT

TO OWNER:  Glen Ellyn Park District
            185 Spring Ave.
            Glen Ellyn, IL 60137

FROM CONTRACTOR:  Allied Landscaping Corporation
                    3197 South Chicago Street
                    Joliet, IL 60436

PROJECT:  Lake Ellyn Park Improvements

APPLICATION NO:  1  Distribution to:  

PERIOD TO:  9/30/2015

PROJECT NOS:  

CONTRACT FOR:

CONTRACTOR'S APPLICATION FOR PAYMENT
Application is made for payment, as shown below, in connection with the Contract:
Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM  $ 140,800.00
2. Net change by Change Orders  $ 0.00
3. CONTRACT SUM TO DATE (Line 1 + 2)  $ 140,800.00
4. TOTAL COMPLETED & STORED TO DATE  (Column G on G703)  $ 17,100.00

5. RETAINAGE:
   a. 10% of Completed Work  $ 1,710.00
      (Column D + E on G703)
   b. 10% of Stored Material  $ 0.00
      (Column F on G703)
   Total Retainage (Lines 5a + 5b)  $ 1,710.00

6. TOTAL EARNED LESS RETAINAGE  (Line 4 Less Line 5 Total)  $ 15,390.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)  $ 0.00
8. CURRENT PAYMENT DUE  $ 15,390.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE  (Line 3 less Line 6)  $ 125,410.00

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<thead>
<tr>
<th>CHANGE ORDER SUMMARY</th>
<th>ADDITIONS</th>
<th>DEDUCTIONS</th>
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</thead>
<tbody>
<tr>
<td>Total changes approved in previous months by Owner</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total approved this Month</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTALS</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>NET CHANGES by Change Order</td>
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CONTRACT DATE:  9/8/2015

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By:  
Date:  9/26/15

State of:  Illinois
Subscribed and sworn to before me this  day of  
Notary Public:  

ARCHITECT'S CERTIFICATE FOR PAYMENT
In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED $ 15,390.00
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By:  
Date:  9/26/15

This Certificate is negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVE., N.W., WASHINGTON, DC 20006-5292

Users may obtain validation of this document by requesting a completed AIA Document D401 - Certification of Document's Authenticity from the Licensee.
**CONTINUATION SHEET**

AIA DOCUMENT G703 2 of 2

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF WORK</th>
<th>SCHEDULED VALUE</th>
<th>WORK COMPLETED FROM PREVIOUS APPLICATION (D+E)</th>
<th>FROM PREVIOUS APPLICATI (D+E)</th>
<th>THIS PERIOD</th>
<th>MATERIALS PRESENTLY STORED (NOT IN D OR E)</th>
<th>TOTAL COMPLETED AND STORED TO DATE (D+E+F)</th>
<th>%</th>
<th>BALANCE TO FINISH (C-G)</th>
<th>RETAINAGE (IF VARIABLE RATE)</th>
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| TOTAL    | 140,800.00                | -                | 17,100.00                                     | -                | 17,100.00    | 12%                                          | 123,700.00                                  | 1,710.00 |

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MEMO

October 15, 2015

TO: Park District Board of Commissioners
FROM: Nicholas Cinquegrani, Superintendent of Finance & Personnel
CC: Dave Harris, Executive Director
RE: Investment Policy

Over the past few years, there have been several updates to the Park District’s policy manual. These include updates to the Purchasing Policy, the Fund Balance Policy, and the Outstanding Checks Policy. In order to remain current, staff recommends updating the Investment Policy, which was previously last revised on January 18, 2005.

In collaboration with the Park District’s auditors, Lauterbach & Amen, and the Citizens’ Finance Committee, the attached revised Investment Policy has been recommended for Park District Board approval. Please note there is not a red-line version of the current policy included as the format of the policy has changed significantly from the previous version. As a basis, the recommended policy utilizes a sample policy provided by the Government Finance Officers Association (GFOA) and has been amended pursuant to discussions and recommendations from Lauterbach & Amen, as well as the Citizens’ Finance Committee.

**Motion:**
Motion to approve the update to Chapter II, Section 2.00 – Investment Policy of the Glen Ellyn Park District policy manual.
Glen Ellyn Park District
Policy Manual
Chapter II. Financial Policies

2.00 Investment Policy

2.01 Scope

The Glen Ellyn Park District Investment Policy applies to the investment activities of all funds of the Glen Ellyn Park District. All financial assets will be administered in accordance with the provisions of this policy.

2.02 General Objectives

The purpose of this policy is to establish investment guidelines for Park District officials responsible for the safekeeping of public funds.

A. Management
The Park District's investment portfolio will be managed in a manner that will avoid any transaction that might impair public confidence in the Park District.

B. Safety
The investment portfolio should be designed with the objectives of maximum safety, liquidity, and return, in that order. Safety of principal is the foremost objective. Each transaction shall first ensure that principal losses are avoided, whether through defaults or erosion of value through fluctuations in market prices.

C. Liquidity
The Park District's investment portfolio will remain sufficiently liquid to enable the District to meet present and anticipated cash flow requirements.

D. Yield
The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investment is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed.

E. Local Considerations
Where consistent with the management, safety and liquidity objectives, the Glen Ellyn Park District may invest funds in an eligible local institution which provides for a reduced rate of interest for the betterment of the local economy or that of local entities within the State. The Glen Ellyn Park District will maintain operating and investment accounts in financial institutions within the Park District boundaries and Village of Glen Ellyn whenever consistent with the Standards of Care in Section 2.03.
2.03 Standards of Care

A. Prudence
The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy. The "prudent person" standard states that, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

B. Ethics and Conflicts of Interest
Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose to the Executive Director any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Glen Ellyn Park District.

C. Delegation of Authority
Authority to manage the investment program is granted to the Executive Director, Park District Treasurer, and the Superintendent of Finance & Personnel. Responsibility for the operation of the investment program is hereby delegated to the Superintendent of Finance & Personnel, hereinafter referred to as the Investment Officer, who shall act in accordance with established written procedures and internal controls referenced within this policy for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the investment officer. The Investment Officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

2.04 Safekeeping and Custody

A. Suitable and Authorized Investments - Investment Types
The Board of Commissioners has selected the following as approved investments as outlined in the State of Illinois Compiled Statutes, Section 30 ILCS 235/ "Public Funds Investment Act."

1. U.S. Treasury obligations which carry the full faith and credit guarantee of the United States government and are considered to be the most secure instruments available;
2. U.S. government agency and instrumentality obligations that have a liquid market with a readily determinable market value;
3. Canadian government obligations (payable in local currency);
4. Certificates of deposit and other evidences of deposit at financial institutions;
5. Bankers' acceptances;
6. Commercial paper, rated in the highest tier (e.g., A-1, P-1, F-1, or D-1 or higher) by a nationally recognized rating agency;
7. Investment-grade obligations of state, provincial and local governments and public authorities;
8. Repurchase agreements whose underlying purchased securities consist of the aforementioned instruments;
9. Money market mutual funds regulated by the Securities and Exchange Commission and whose portfolios consist only of dollar-denominated securities; and
10. Local government investment pools either state-administered or developed through joint powers statutes and other intergovernmental agreement legislation.

B. **Collateral**
Where allowed by state law, full collateralization will be required on all demand deposit accounts, including checking accounts and non-negotiable certificates of deposit.

C. **Delivery vs. Payment**
All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds.

D. **Diversification**
The investments shall be diversified by:
1. Limiting investments to avoid overconcentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities);
2. Limiting investment in securities that have higher credit risks;
3. Investing in securities with varying maturities; and
4. Continuously investing a portion of the portfolio in readily available funds such as local government investment pools (LGIPs), money market funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

2.05 **Internal Controls**

The Superintendent of Finance & Personnel is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the Park District are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of the control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits require estimates and judgments by management. Accordingly, the Superintendent of Finance & Personnel shall establish a process for annual independent review by an external auditor to assure compliance with policies and procedures.

The internal controls shall address the following points:

- Control of collusion
- Separation of transaction authority, in accordance with purchasing policy guidelines, from accounting and record keeping
- Custodial safekeeping
- Avoidance of physical delivery securities
- Clear delegation of authority to subordinate staff members
- Written confirmation of telephone transactions for investments and wire transfers
2.06 Reporting

It will be the responsibility of the Investment Officer to maintain current financial reports on all financial institutions in which the Park District maintains an account. The Superintendent of Finance & Personnel must maintain adequate records such as current statements of condition and statements of income that are deemed necessary to maintain an accurate view of the financial stability of the institution.

2.07 Separation Provisions of Policy and Conflicts with Illinois Law

The above policies shall remain in full force and effect until revoked by the Board of Commissioners. If, after adoption of this policy, there is any conflict with the Illinois Investment Statutes, current law shall dictate.

2.08 Adoption

The investment policy shall be formally approved and adopted by the Board of Commissioners of the Glen Ellyn Park District. Changes may be recommended by the Investment Officer and any other appropriate authority, as well as the individuals charged with maintaining internal controls. Any changes must be formally approved and adopted by the Board of Commissioners.

2.09 Exceptions

Exceptions to any of the criteria outlined in this Investment Policy for Suitable and Authorized Investments - Investment Types in Section 2.04A may be made only upon the specific prior approval of the Board of Commissioners upon a roll call vote at a regular or special meeting of the Board.
At the direction of Glen Ellyn Park District Board President Nephew, discussion regarding the Park District’s continuing participation with the Illinois Association of Park Districts (I.A.P.D.) will take place at the Board meeting on Tuesday, October 20. Over the past several months, two articles in the Daily Herald have been written regarding the compensation of I.A.P.D. employees including the current executive director of the association. The Glen Ellyn Park District is one of over 300 members of I.A.P.D. and has paid in dues and program fees $8,000 (approximately) per the last two years. The association has served park districts the past 87 years advocating on behalf of their members to help enable and improve the recreational services that are provided and available for their constituents.

Included in the information provided are the Daily Herald articles, letters to the editor, letter to Peter Murphy from the West Dundee Township Park District, I.M.R.F. information, I.A.P.D. by-laws and procedures, response letter to the Daily Herald articles by the I.A.P.D. Board and a proposed state bill to remove I.A.P.D. employees from being eligible for I.M.R.F.

Further discussion will take place during the meeting.
Illinois Association of Park Districts
Annual Membership
Discussion

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III. Daily Herald Articles ................................................................. 3
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VII. IAPD By-Laws
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IX. IAPD Procedural Policies
    (significant areas denoted) ..................................................... 38
X. IMRF Information Provided by IMRF Director .................................. 52
Below is information regarding expenditures that Glen Ellyn Park District incurs with IAPD. The largest portion of the expenses is the District’s dues followed by expenses incurred as a result of staff (and at times Board) attending the annual IAPD/IPRA conference. As you may notice those expenses have decreased. Staff attends during the day going to seminars, classes and trade show. This information was requested by Commissioner Kinzler to provide further analysis of the District’s relationship with IAPD. Additional discussion is anticipated to occur during the budget process and at the strategic planning session. Finally, IAPD representatives will be invited to attend an upcoming Park Board meeting and provide an overview and answer questions. That has not been confirmed as of now.

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**Annual Totals**

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Dear Peter,

The Board of Commissioners of the Glen Ellyn Park District will be discussing IAPD membership at our regular meeting this Tuesday, October 20. We meet at the 185 Spring Avenue Recreation Center at 7 pm. I know you have a busy schedule but I want to let you know about our discussion. You are welcome to come speak with us that evening about IAPD member benefits and services.

Best regards,
Julia
630-346-5988

Sent from my iPad
Daily Herald Article

Griffin: Taxpayers foot six-figure pension for private employee

As Peter Murphy's taxpayer-funded salary nears $400,000, the cost of his eventual public pension grows with it.

Last year, in addition to his $360,000 salary -- more than double what former Gov. Pat Quinn made -- Murphy received $103,000 in contributions toward his future state pension, according to data from the Illinois Municipal Retirement Fund.

That's despite the fact that Murphy's job as head of the Illinois Association of Park Districts isn't actually a government job.

He leads a lobbying group largely funded by payments from more than 300 municipal and county park districts, conservation districts and forest preserves, which raise funds primarily by levying property taxes.

While Murphy's compensation comes mainly from public funds, the details aren't subject to public scrutiny. His pay rose nearly 12 percent from 2012 to 2014, but he declines to say what his current pay is.

IMRF officials say Murphy's pay raises are designed to do one thing: maximize how much he can collect on his state pension, which the 64-year-old is immediately eligible to receive once he retires.

"They are spiking salaries," said Louis Kosiba, IMRF's executive director. "It's really not good pension design and not what we're trying to achieve with public pensions."

Like all IMRF-eligible employees, Murphy contributes 4.5 percent of his paycheck toward his eventual retirement benefit. Meanwhile, employer contribution rates vary each year depending on payroll, investment and actuarial conditions. The average IMRF employer contribution rate last year was 12.6 percent, but the IAPD's was more than double at 28.6 percent because of the steep growth in salaries, IMRF officials said.

Yet Murphy blamed the association's higher than average contribution rate on other factors, including the recession and the retirement of longtime employees, which he said increased the agency's unfunded liability. Murphy said his salary was not to blame.

"While IMRF is a well-funded and managed retirement system, in large part due to Louis Kosiba's leadership, his assertion is a mischaracterization," he said. "I am not planning to retire, and my salary is competitive with other high-performing CEOs."

The parks association has a history of driving up executive pensions, Kosiba said.

At $245,867 this year, former IAPD head Ted Flickinger has the third-highest annual pension in IMRF, according to the retirement fund's financial records. Flickinger went from making $183,000 in 2006 to $341,000 in 2009 just before he retired, an 86 percent raise in three years.

Since IMRF pensions are based on an employee's highest-earning four consecutive years, Flickinger's pension grew as well. The same thing will happen with Murphy's pension when he retires.

Murphy was paid $322,444 in 2012, $336,431 in 2013 and $360,554 last year, IMRF records show.

With nearly 35 years at IAPD, Murphy is eligible for a pension equal to 65 percent of the average of his four consecutive highest-paid years. With five more years of service he will be eligible for the maximum 75 percent of the average of his highest-paid years. Murphy could make a pension of roughly $227,500 next year if he retired today.

During his nearly 35-year career at IAPD, Murphy has contributed $200,553 to his own pension so far, less than he would get back in one year of retirement, IMRF records show.
"We may have to have a hearing about this," said state Rep. Fred Crespo, a Democrat from Hoffman Estates who serves as chairman of the general service appropriations committee. "The point of pension reform was to try and change behavior, but obviously it hasn't changed any kind of behavior."

Along with Murphy, the IAPD has eight other employees in line for eventual IMRF pensions. The association paid another $183,000 toward those pensions last year, which came largely from taxpayers, according to IMRF data.

By the end of this year, contributions to the IAPD's nine employees' eventual pensions will top $1 million since 2012, most of it from taxpayers, according to IMRF data.

Kevin Dolan, a Mundelein park district trustee who also sits on the IAPD board, said the association's higher-than-average employer contribution rate hasn't been an issue at board meetings.

"I don't know of anything we've done differently to any pension benefit," he said. "It wasn't brought up in any of our meetings that I remember."

But taxpayer advocacy groups blamed IAPD board members for creating these additional costs.

"It's unfortunate and unfortunately no longer shocking," said Carol Portman, president of the Taxpayers' Federation of Illinois. "This sort of thing falls right back on the board because they're responsible for managing costs and you don't like hearing about things like this."

IAPD Board Chairwoman Diane Main, a Westmont Park District trustee, did not respond to requests for comment about the association. In all, there are 18 IAPD board members. Kane County Board member John Hoscheit, Bloomingdale Park District Trustee Mike Vogl and Grayslake Community Park District Trustee Gayle Cinke are suburban representatives on the IAPD board.

The pay increases drove up the required pension contribution, Kosiba said.

Kosiba said employer contributions to properly fund pensions are based on an assumed 4 percent salary growth annually. When employees get salary increases larger than that, particularly late in their careers, it requires a major infusion of cash to cover the potential future pension obligation. IMRF requires additional pension obligations to be paid immediately for any annual raises above 6 percent.

Since 2005, Murphy has averaged an annual raise of 9 percent. He's never received less than a 4.2 percent pay hike, according to IMRF records.

"What can give public pensions a bad name is that the concept of prefunding and providing a reasonable pension over an employee's lifetime is being distorted by spiking salaries," Kosiba said. "That puts public pensions in a bad light."
Pay up

Illinois Association of Park Districts President Peter Murphy has averaged 9 percent annual raises over the past decade.

Highest percent increase: 19.4% in 2011

2014 salary: $360,553.56

Source: Illinois Municipal Retirement Fund

Illinois Association of Park Districts President and CEO Peter Murphy

The Daily Herald Editorial Board

The Illinois Association of Park Districts isn’t a government agency. It’s a private trade organization for park and conservation districts.

It isn’t accountable to taxpayers, and doesn’t have to comply with government transparency laws requiring public meetings and open records.

Yet, its top employees get lifetime public pensions after retirement. And, its leaders exploit that perk in a way that costs taxpayers and hurts rank-and-file state retirees by souring attitudes toward public pensions in general, even those that aren’t six figures a year.

Illinois Association of Park Districts CEO Peter Murphy’s pension will be well into six figures, and taxpayers are covering most of it, as Daily Herald Watchdog Editor Jake Griffin wrote Wednesday. If Murphy retired today, the 64-year-old could collect $227,500 next year.

Murphy made $360,000 last year, a salary that rose 12 percent over the last three years. He wouldn't disclose his current pay and, as a nongovernment employee, he doesn't have to.

Murphy's pay and the IAPD's operating expenses largely come from member park districts, which get the money from taxpayers. Murphy's raises boost his pension, which is calculated on the four highest-paid consecutive years.

"They are spiking salaries," said Louis Kosiba, head of the Illinois Municipal Retirement Fund. And they've been doing it for years. Former IAPD head Ted Flickinger gets a pension that will total $245,867 this year, the third-highest in IMRF. His pay rose 86 percent in the three years before he retired, from $183,000 in 2006 to $341,000 in 2009.

Meanwhile, the IAPD contributed 28.6 percent of salaries last year toward the pensions. That money also comes from taxpayers, paid by park districts in IAPD member fees. Employees like Murphy pay 4.5 percent of their salaries. In his case, that's $200,553 contributed over 35 years at the IAPD, less than what he'd get back in one year of pension income.

Public pension excesses in recent years frequently have been brought to light by government watchdogs or curtailed by state law, and many have been scaled back. Against prolonged public pressure to rein in abuses that make millionaires out of state retirees, the IAPD kept on with business as usual.

We lay that in the laps of the 18 IAPD board members, including several from the suburbs: IAPD Board Chairwoman Diane Main, a Westmont Park District trustee; Grayslake Community Park District Trustee Gayle Cinke; Mundelein Park District Trustee Kevin Dolan; Kane County Board member John Hoscheit; and Bloomingdale Park District Trustee Mike Vogl.

Why should nongovernment lobbying organizations have public pensions? Why should taxpayers pay for them? The IAPD should ask those hard questions, and so should lawmakers, with an eye toward swiftly making changes.

http://www.dailyherald.com/article/20150701/discuss/150709846/
Dear Illinois Association of Park Districts board members, based on recent news articles the salary amount and salary increases for IAPD administrators is outrageous. This contributes to out of control costs of local government entities and increased property taxes.

What is the IAPD board doing to decrease the salaries of IAPD administrators? Who appoints or elects this board to oversee this organization?

Jay Kinzler

Glen Ellyn Park District commissioner
Daily Herald Article
Why some park districts want to dump lobby group

When Glen Ellyn Park District commissioner Jay Kinzler learned the head of the state parks association was making $360,000 to lead the private lobbying group largely funded with tax dollars, he wanted to know why.

"And I still don't understand," he said of Illinois Association of Park Districts President and CEO Peter Murphy's salary in 2014. "We're going to bring it up and look at all the money we've spent that we've paid them in dues and have a full board discussion, but to me personally, I don't believe it's worth it."

Glen Ellyn is one of several suburban park districts considering dropping out of the state association, which received more than half its $2.17 million revenue from dues and spent nearly $1 million of that on its nine-member staff, according to its annual report. Those dues largely come from tax money collected by the park districts.

Along with that, some taxpayers pay more to have local park district commissioners serving on the board of the association, an analysis of park district expense reports shows. That's because at conferences for parks commissioners, association board members often stay a day or two longer for meetings and preparations.

Ten suburban park districts have commissioners serving on the association's board.

At close to $7,000 a year, the Glen Ellyn Park District's dues to the IAPD are on the high end of the more than 300 park, conservation and forest preserve districts that belong to the statewide lobbying group. Dues are based on the amount of a district's overall budget and were capped a few years ago, parks officials said.

Several suburban park districts are paying the maximum amount and elected officials in some of those park districts are also questioning the expense.

Association officials said none of their members have dropped out within the past six months.

"I do believe there's a benefit to the organization, but I don't know how we can justify financial support of an organization we don't believe is being fiscally responsible," said Frank Scarpelli, Dundee Township Park District board president and a former two-term IAPD board trustee. "There will be some type of vote as to whether we continue on."

Park district officials were alarmed by the growth of Murphy's salary and pension costs since he took over the organization in 2010, Scarpelli said.

Since 2005, Murphy has averaged an annual raise of 9 percent. He never received less than a 4.2 percent pay hike during that time, according to Illinois Municipal Retirement Fund records.

Meanwhile, lawmakers are attempting to remove the association from eligibility for public pension programs in the future. State Rep. Marty Moylan, a Des Plaines Democrat, is sponsoring a bill that would ban future IAPD employees from participating in the municipal retirement fund.

"I've got a lot of bipartisan support, but the bill is jammed behind the budget battle," Moylan said.

Wheaton Park District commissioners also discussed ending the relationship with the lobbying group, according to meeting minutes from the past two months.
"We wanted to put the IAPD board on notice that they should be a little more careful about spending and do a little more due diligence," commissioner Roy Morrill said.

Scarpelli said trustees don't have much say in the day-to-day operations of the lobbying group. The executive committee made up of a handful of officers votes on most expenditures. Because the group is not subject to the state's transparency laws, its meetings are not open to the public and minutes from those meetings aren't public, either.

"Peter's salary came up at my very first meeting," he said. "I remember saying it was a bit excessive for someone who's essentially in charge of just nine people and was told that the board was just here to rubber-stamp it and that didn't sit well with me. I wasn't asked to join the executive committee."

He suggested the association board just enter into a contract with a lobbyist rather than keep the post that Murphy holds.

Bobbie Jo Hill, a spokeswoman for the IAPD, said the board of up to 19 members is "elected by the membership of the Illinois Association of Park Districts" and members can serve two consecutive 2-year terms.

Suburban board members on the association are from Bloomingdale, Buffalo Grove, Forest Park, Mundelein, New Lenox, Kane County Forest Preserve, Oak Lawn, Schaumburg, Westmont and Winnetka, and another is a former Grayslake park board member, Hill said.

Taxpayers in the Bloomingdale Park District, routinely spent more for IAPD trustee and park district commissioner Mike Vogl than for other park district commissioners when they attended the same conferences. During the past two years, Vogl's IAPD service cost taxpayers in Bloomingdale at least $417 more in additional lodging costs alone, according to the district's financial records.

Vogl acknowledged he wouldn't have incurred those additional costs if he wasn't participating on the association's board, but he argued there was value to his constituents.

"Because my education is greatly enhanced by my involvement, there are benefits to my district," he said.

Vogl also added there were occasions when his lodging costs at association events were not paid by the park district.

Hill said the association doesn't cover additional costs incurred by trustees for their association work.

"The reason they participate in continuing education and networking opportunities is to acquire cost-saving ideas and measures that positively impact their local agencies and communities they serve," she said. "IAPD board member involvement is secondary to that greater mission."

Scarpelli said he's surprised more park districts aren't questioning the relationship with the association.

"If what they were doing were to only reflect on the IAPD that would be one thing," he said, "but this seems to reverberate on any park agency throughout the entire state."
Bill would ban lobbying groups from public pensions

Spurred by a Daily Herald investigation about taxpayer-funded pensions for lobbying associations, legislation was introduced Wednesday that would bar those organizations from participating in public pension programs in the future.

A report about Illinois Association of Park Districts Executive Director Peter Murphy's growing salary and simultaneous skyrocketing pension obligations sparked the bill, legislators said.

"These pension systems are being looted, and it's a total ripping off of the taxpayer," said state Rep. Marty Moylan, a Des Plaines Democrat who sponsored the bill. "Because of the Daily Herald's dogging this issue is why I proposed the bill."

Murphy -- a 30-year employee of the association -- averaged 9 percent raises between 2005 and 2014. His salary in 2014 cost taxpayers close to $360,000 and came with a $103,000 taxpayer-assisted pension contribution on his behalf.

Bill would ban lobbying groups from public pensions to the Illinois Municipal Retirement Fund, according to IMRF data. Murphy would be eligible for a $227,500 pension if he retired today, based on an analysis of his salaries.

IAPD officials said they have no opposition to the bill.

In the wake of the report on Murphy, leaders from a number of suburban park districts said they planned to vote on severing ties with the IAPD as well.

The bill, which has bipartisan co-sponsors from across the suburbs, also targets nongovernment agencies that are allowed to participate in other state pension programs, including the State University Retirement System and the Teachers' Retirement System. But it does not eliminate all nongovernment agencies. Insurance pools, such as the Intergovernmental Risk Management Agency and the Park District Risk Management Agency, were not named in the bill.

"The state's pension system is in dire straits, and ensuring political insiders aren't taking advantage of taxpayer-funded pensions is a common-sense reform that everyone should be able to support," said state Rep. Fred Crespo, a Hoffman Estates Democrat who co-sponsored Moylan's bill.

The bill, if passed, would prevent future employees of some 11 taxpayer-funded lobbying groups from participating in public pension programs in the future. It would not affect current employees.

Moylan suggested amendments to the bill might also require these types of agencies to comply with the state's open records law, something that is not currently mandated.

"If people are being taxed to pay for these types of salaries, the agencies should be subject to the scrutiny of the public," Moylan said.
Bill Status of HB4259  99th General Assembly

Full Text  Votes  View All Actions  Printer-Friendly Version

Short Description:  PEN CD-ELIGIBILITY

House Sponsors
Rep. Martin J. Moylan  -  Elaine Nekritz  -  Fred Crespo  -  Grant Wehrli  -  David McSweeney, Michelle Mussman, Natalia A. Manley, Kathleen Willis, Stephanie A. Kiolwii, Deborah Conroy, Anna Moeller, John D. Anthony, Steven Andersson, Jeanne M Ives, Christine Winger, Peter Breen, Silvana Tabares and Will Guzzardi

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Synopsis As Introduced

Amends the Illinois Pension Code. In the Illinois Municipal Retirement Fund (IMRF) Article, provides that the definition of "employee" does not include a person who on or after the effective date becomes an employee of the following participating instrumentalities: the Illinois Municipal League; the Illinois Association of Park Districts; the Illinois Supervisors, County Commissioners and Superintendents of Highways Association; the United Counties Council; the Will County Governmental League; or certain other associations and not-for-profit corporations. In the State Universities Article, provides that a person who, on or after the effective date of the amendatory Act, becomes an employee of any association of community college boards organized under a certain provision of the Public Community College Act, the Association of Illinois Middle-Grade Schools, the Illinois Association of School Administrators, the Illinois Association for Supervision and Curriculum Development, the Illinois Principals Association, the Illinois Association of School Business Officials, or the Illinois Special Olympics shall not be deemed an employee under the Article. Provides that an individual that begins employment after the effective date of the amendatory Act with an entity not defined as an employer in the Article shall not be deemed an employee for the purposes of the Article. Provides that in the case of doubt as to whether any person is an employee, as defined in the Article, the decision of the Board of Trustees shall be final. In the Downstate Teacher Article, provides that an employee of a school board association who becomes an employee after the effective date of the amendatory Act is not a teacher for the purposes of the Article.

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September 4, 2015

Peter Murphy
President/CEO
Illinois Association of Park Districts
211 E. Monroe St.
Springfield, IL 62701

Peter,

I am writing on behalf of the Board of Commissioners of the Dundee Township Park District. The Board is considering withdrawing its membership from IAPD based on a concern that IAPD is acting in a manner which is counter-productive to its mission.

We feel that the salary escalation for the CEO, in light of the current political, financial and pension situation in Illinois was ill advised. This also magnifies the controversy which has occurred with Ted Flickinger, previous CEO of IAPD, regarding his level of compensation and retirement benefits.

We are concerned that instead of advancing the field of parks and recreation in Illinois, IAPD’s actions have fueled the public’s skepticism toward government and specifically park districts in Illinois.

In light of IAPD’s actions, we would like more information regarding the following:

- What is the selection process for the IAPD Board of Trustees? They are the decision makers relative to organizational policy and compensation for the CEO, we want to know what the formal process is for these positions. Does the Dundee Township Park District, as an IAPD member, have a vote regarding the election of IAPD Board of Trustees?

- What are the comparable benchmarks that were used in determining the CEO’s salary? Do these benchmarks include the number of employees that the CEO is responsible for in these organizations? Are they non-profit organizations? Are they located in Illinois?
• What are the current policies regarding the banking of vacation days and the compensation for accumulated sick time? Is the IAPD Board of Trustees considering changing policies regarding limits on vacation time accumulation and compensation for sick days?

• Are there plans to include educational programs for park district board members about their control over executive director compensation, salary spiking, IMRF impact and public relations perspective regarding these matters? Since this became a prominent public concern beginning with the 2010 Park District of Highland Park situation and continuing with the Flickinger situation; has IAPD, the main educational resource for park district elected officials, offered any education to its membership about this issue?

Peter, we respect and appreciate the skills you bring to IAPD and the accomplishments that you have made for all park districts in Illinois. We are, however, deeply concerned about this issue and need to know if IAPD is working to avoid this in the future.

We look forward to IAPD’s response.

Sincerely,

Tom Mammoseř
Executive Director

cc: Diane Main, IAPD Chairman
    Ken Collin, IAPD Chairman Elect
    Joe Petry, IAPD Past-Chairman
    DTPD Board of Commissioners
July 21, 2015

Dear IAPD Member Board Presidents and Directors,

As you may be aware, the Illinois Association of Park Districts’ participation in the Illinois Municipal Retirement Fund (IMRF) has been the subject of recent newspaper articles. These stories have centered around IAPD President/CEO Peter Murphy, and have suggested that his pension has been ‘spiked’ in preparation for his impending retirement.

The Illinois Association of Park Districts has responded openly to questions from the news media, however, we cannot control what appears in print, and we cannot predict the context in which our statements are relayed. We want to take this opportunity to communicate the facts to the IAPD membership.

One of the articles indicated that the IAPD Board of Trustees ‘spiked’ Peter’s salary by giving him huge increases at the end of his employment in order to award him a larger pension prior to retirement. This is simply not true. It is important for you to know that Peter is not retiring. In fact, the IAPD Board and Peter entered into a 5-year continuation of his contract last year – through 2020.

The articles also question Peter’s salary increases throughout the past several years. These increases are a result of Peter’s promotion to and great success as President/CEO. The Illinois Association of Park Districts determines on an ongoing basis how to compensate its employees in terms of salary and benefits, and how to attract and retain employees in the competitive marketplace in which it operates. Peter’s salary is reviewed and benchmarked against national compensation studies of Association Chief Executives, as well as against the compensation of CEOs leading high-performing associations in the state of Illinois.

In addition, Peter’s recent increases also included the payout of accrued sick and vacation time. The reason his accrued benefit time was paid out over a period of years, and in its entirety well ahead of retirement, was to do the exact opposite of pension spiking, which is when an employee uses their highest and final rate of earnings to compute benefits. This plan completely extinguished the Association’s liability for that accrued time so that it would not be part of his salary when he retires at least five years from now. This plan also allows the Association to address any costs associated with that accrued time while Peter is still President/CEO, so that it will not be an issue for the Association when he retires.

Our financial strategy in this situation was, and is, designed to avoid the issues that occur when longtime employees retire with substantial amounts of accrued benefit time. By paying Peter’s accrued benefit time early, rather than waiting until retirement, the Association avoided those issues. It made the most financial sense for the Association, and was not done to ‘spike’ his salary, but to avoid that from happening.

Headlines have also indicated that taxpayers are funding Peter’s pension. Taxpayers do not directly pay anything toward IAPD’s IMRF pension benefits. In addition to employee contributions, each employer participating in IMRF is responsible for contributing the full amount to fund their account. In other words, employers do not share
the liability of their group with other employers or the State of Illinois. However, all participating employers benefit by sharing the expenses to administer the fund. This pooling of expenses provides each employer an intrinsic cost savings not attainable if they were to create their own comparable pension fund. IAPD pays the employer portion of those costs from its own budget, and is solely responsible for funding the benefits paid. In order to avoid the perception that taxpayers are responsible for IAPD’s pension benefits, the board will be reviewing its options to pay all annual pension contributions solely from non-dues revenue.

IAPD has participated in the IMRF since 1968. IAPD’s funded ratio as of December 31, 2014 was 90.82% on a market basis. IAPD’s employer account is positioned to be fully funded in the near future.

The Illinois Association of Park Districts is an independent association with 50% of its operating budget coming from member dues. IAPD dues were capped in 1998, and since that time, have been adjusted based on the Consumer Price Index (CPI). The bottom line is that IAPD has lived by the CPI in terms of dues revenue, as have the member park agencies that are governed by the tax cap, and member dues have not increased due to staff salaries or pension costs, nor will they. It is also important to note that the IAPD Board has frozen member dues throughout the past two years, at the recommendation of the IAPD staff.

We understand that the topic of pensions is highly debated. The IAPD Board of Trustees stands by our actions, and we have followed the proper procedures in a way that best serves the interests of the Association and its membership. We want to emphasize that Peter is not retiring. He is committed to work for the IAPD for an additional five-year period until 2020, and he intends to honor this commitment. If Peter intended to spike his salary, and if we intended to permit that, the payment of his accrued sick and vacation time would not yet have taken place. Peter’s salary and the longevity of his service with IAPD do increase his pension, but for some to suggest that we are attempting to ‘spike’ his pension is simply incorrect.

We value your membership. The Illinois Association of Park Districts has stood by and defended many of its member agencies in times of ‘bad press,’ so we are sensitive to the fact that the truth be told to avoid any misunderstandings that current, or future, news stories may cause.

The Illinois Association of Park Districts has worked diligently to provide its membership with great services in order to advance park districts, forest preserves and recreation agencies for more than 87 years; and with the support of our collective membership, we have made the Illinois park district system the absolute best in the nation. We have the utmost confidence in Peter’s leadership to continue this tradition of excellence.

We appreciate your continued support, and we strongly encourage you to contact Peter Murphy at (217) 523-4554 if you have any questions.

Sincerely,

The 2015 IAPD Board of Trustees
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Illinois Association of Park Districts
CONSTITUTIONAL BYLAWS

Constitution and Bylaws adopted September 28, 1967
Amended November 20, 1976
Constitutional Bylaws with Amendments
As adopted November 18, 1978

Amended: November 21, 1987; January 12, 1991; January 15, 1994;
January 26, 2003; January 24, 2004

ARTICLE I
NAME AND DEFINITIONS

Section 1 This corporation shall be known as the "Illinois Association of Park Districts," a not-for-profit corporation organized in 1928 and incorporated September 8, 1967 under the laws of the State of Illinois, with its principal place of business in the City of Springfield, County of Sangamon, State of Illinois.

Section 2 The Association shall maintain in the State of Illinois a registered office, which may be identical with the principal office and may have other offices within or without the State.

Section 3 The phrase "member district" as used herein shall mean any park district, forest preserve district, conservation district or other municipal corporation or governmental subdivision duly organized and existing under the laws of the State of Illinois that has been admitted to membership in the Association. The term "governing board" shall mean the governing board or commission of the member districts composed of individual commissioners, trustees or other designation of board or commission members that comprise their membership.
ARTICLE II
PURPOSES AND OBJECTIVES

Section 1  This Association is organized for the following purposes: To promulgate, foster, promote and effectuate a continuing educational program for the improvement and extension of park, recreation and conservation programs and facilities and the efficient municipal administration thereof; to acquire, sell and exchange personal property and real estate, to hold title thereto, and to control, manage and operate the same; but no part of the net earnings of the Association shall inure to the benefit of any member or individual.

Section 2  For the purpose of accomplishment of the foregoing purposes the Association shall, among other things:

(a) Research and study park, recreation and conservation problems.
(b) Inform its members of the results of its research and studies, and advise the administrative bodies of member districts and other administrative bodies with respect to sound park, recreation and conservation policies and practices and encourage their adoption.
(c) Furnish the General Assembly and the public of the State of Illinois with information pertaining to park, recreation and conservation legislation.
(d) Cooperate with public officers, administrators, educators, and with interested organizations in promoting the improvement and extension of park and recreation programs and facilities within the State of Illinois.
(e) Furnish information to its member districts on matters of state and national importance pertaining to parks, recreation and conservation.
(f) Represent, where appropriate, the collective interests of its member districts on the state and national level.

Section 3  The Association shall not engage in any activity which impairs its status as a tax-exempt organization under the Internal Revenue Laws of the Federal Government.
ARTICLE III
MEMBERSHIP AND DUES

Section 1 Membership in the Association shall be available to any park district, forest preserve district, conservation district, park and/or recreation department or division of a unit of local government; any department, division, or agency of the State of Illinois; or any county, township or other subdivision of the State that is involved with park and recreation programs and facilities.

Section 2 Membership shall be available upon written application to the President/CEO of the Association, accompanied by a resolution approved by the governing corporate body of the district or municipality authorizing membership and payment of the first annual dues. Applications for membership from municipal corporations or subdivisions other than park districts, forest preserve districts and conservation districts are subject to approval by the Board of Trustees.

Section 3 The basis upon which the dues will be determined and a schedule of dues shall be determined by the Board of Trustees, subject to the approval for any increase in dues by the membership at the Annual Meeting of the Association. Membership dues shall be due on January 1 of each year and payable within the first quarter of the year for a member district to remain in good standing in the Association. Member districts joining during the fiscal year of the Association shall pay a pro-rata share of the annual dues beginning with the first of the month following the date of their application.

Section 4 Membership as an Associate Member in the Association shall be available to commercial organizations and educational institutions, or units thereof, and to other groups and individuals, upon application in writing to the President/CEO and subject to approval by the Board of Trustees. Associate members shall have no voting rights in the Association, but may be accorded limited privileges and shall pay a schedule of dues as established by the Board of Trustees.
ARTICLE IV
BOARD OF TRUSTEES AND OFFICERS

Section 1 The general supervision of the entire work of the Association and the custody of its properties and funds shall be vested in a Board of Trustees, hereinafter referred to as the Board or Board of Trustees.

Section 2 The Board of Trustees shall hold an annual meeting (hereinafter referred to as the Annual Board Meeting) at the same place and immediately following adjournment of the annual meeting of the membership of the Association (hereinafter referred to as the Annual Meeting of the Association.)

January 30, 2016

Section 3 The Officers of the Association shall consist of a Chairman, a Chairman-elect, the Immediate Past-chairman, three (3) Vice-chairmen, a Treasurer, and a Sergeant-at-Arms, all of whom shall serve as officers for one (1) year terms as hereinafter specified.

(a) The Chairman-elect shall be elected by the Board of Trustees from among one of their duly elected members of the board at the Annual Board Meeting. A board member, upon election as such Chairman-elect, shall immediately have his or her term of office as a member of the board extended to a three (3) year period sufficient so as to enable such Chairman-elect to serve successive one (1) year terms as Chairman-elect, Chairman, and as the Immediate Past-chairman of the Association, in that order. The term as Chairman-elect shall expire at the conclusion of the next succeeding Annual Meeting of the Association, when the Chairman-elect shall succeed to and be sworn in as the new Chairman of the Association by the retiring Chairman, or in the absence of the retiring Chairman, by such designated representative of the board as the board may appoint.

(b) The Chairman shall serve in such capacity for a term commencing from the time of being sworn in as Chairman and expiring as of the time of the swearing in of the succeeding Chairman at the next ensuing Annual Meeting of the Association, at which time such retiring Chairman shall automatically succeed to and assume the office of Immediate Past-chairman of the Association.

(c) The Immediate Past-chairman shall serve in such capacity for a term commencing from the said time of expiration of his or her term as Chairman until the time of the swearing in of the succeeding Chairman at the next ensuing Annual Meeting of the Association, at which time the term of the Immediate Past-chairman and, concurrently, the said extended term as a member of the Board of Trustees, shall terminate.

(d) The three (3) Vice-chairmen of the Association shall be elected by the Board of Trustees from among their duly elected members of the board at the Annual Board Meeting to hold office for a one (1) year term or until their successors are duly elected.
(e) The Treasurer shall be appointed by the Chairman with the consent of the Board of Trustees and the Sergeant-at-Arms by the Chairman without need of consent by the board, with both to serve as members of the board for a maximum one (1) year term commencing at the date and time of such appointments and expiring as of the date and time of the appointment of their respective successors in office after the next ensuing Annual Meeting of the Association. The Treasurer and Sergeant-at-Arms may be appointed, but need not be, at the Annual Board Meeting immediately following the Annual Meeting of the Association. Persons serving as a board member are ineligible to be appointed as Treasurer or Sergeant-at-Arms hereunder. The same person shall not serve simultaneously as Treasurer and Sergeant-at-Arms hereunder.

Section 4 The Board of Trustees of the Association shall consist of nineteen (19) persons, eight (8) of whom are officers and all of whom (with the exception of the Treasurer and Sergeant-at-Arms) shall be elected by vote of the membership as Trustees at the Annual Meeting of the Association for two (2) year terms commencing as of the date of election and continuing until their successors in office are duly elected. A Trustee elected by the board as Chairman-elect shall receive an extended term as specified in Sec. 3(a), Art. IV.

(a) No person shall be eligible to be elected or appointed to the Board of Trustees of the Association unless that person is a member of the governing board of a member district that is in good standing in the Association at the time of election or appointment.

(b) No Trustee shall be eligible to become an officer of the Association (with the exception of the Treasurer and the Sergeant-at-Arms) unless that Trustee was elected by the membership at an Annual Meeting of the Association.

(c) A person shall not be eligible for election at an Annual Meeting of the Association to a third (3rd) term on the Board of Trustees unless elected as a Vice-chairman by the board a minimum of one (1) year of the second (2nd) term. A Trustee shall not be eligible for a fourth (4th) term on the Board of Trustees unless elected as a Vice-chairman by the board a minimum of one (1) year of the third (3rd) term on the board.

(d) A Trustee shall not be eligible for a fourth (4th) term as a Vice-chairman.

(e) A Trustee to be eligible for election by the board to the office of Chairman-elect must have not less than fourteen (14) months remaining in term of office as a member of the governing board of a member district.

(f) The Chairman, Chairman-elect and Immediate Past-chairman shall not be eligible for a second full term in each such office.
Section 5  If an officer or other Trustee shall cease to be a member of the governing board of a member district by virtue of resignation, the term of that person as an officer (if any) and as a Trustee shall terminate immediately and such position shall be deemed vacated.

Section 6  If an officer or other Trustee shall cease to be a member of the governing board of a member district by virtue of no longer being a legal voter in such member district, the term of that person as an officer, if Chairman-elect or a Vice-chairman, shall terminate immediately, but the term of that person as a Trustee and for the other officer positions shall hold over until the time of the next Annual Meeting of the Association and a successor is duly elected, accedes to the office or is appointed as appropriate for the position and office as specified under other sections of these Constitutional Bylaws.

Section 7  If an officer or other Trustee shall cease to be a member of the governing board of a member district by virtue of expiration of term of office without being re-elected to said governing board, the term of that person as an officer (if any) and as a Trustee shall hold over until the time of the next Annual Meeting of the Association and a successor is duly elected, accedes to the office, or is appointed as appropriate for the position and office as specified under other sections of these Constitutional Bylaws.

Section 8  If an officer or other Trustee shall cease to be a member of the governing board of a member district by virtue of (a) moving out of the State of Illinois, or (b) becoming insane, or (c) being convicted of any infamous crime, or (d) neglecting to perform the duties of office and being absent from three (3) consecutive duly-called meetings of the board, the term of such person as an officer (if any) and as a Trustee may be terminated by resolution of the remaining members of the board and any such position terminated shall be deemed vacated.

Section 9  Vacancies created on the Board of Trustees and vacancies of officers' positions shall be filled by the remaining members of the board (except as to vacancies pertaining to the two appointed board members, which vacancies shall be filled by appointment of the Chairman with that for the Treasurer requiring consent of the board) and the board shall make appointments to fill the unexpired terms when vacancies occur, except that the Chairman-elect shall automatically succeed to the Chairmanship for any unexpired term of the Chairman. This section shall not apply to the Trustee who is the Immediate Past-chairman. When a vacancy occurs in this office and board position, it shall remain unfilled until succession to that office and board position by the retiring Chairman at the next Annual Meeting of the Association. If the term of the retiring Chairman as a Trustee is being terminated at the next Annual Meeting of the Association as specified under conditions of Sections 6, 7 or 8 of this Art. IV, the office and board position of the Immediate Past-chairman shall remain unfilled.

(a)  In the event the office of Chairman-elect or Chairman shall become vacant, the said extended term as a member of the Board of Trustees held by the person so vacating any such office shall also be deemed vacated except as otherwise stated in Sec. 6 of this Art. IV. Any person filling such vacancy shall be appointed jointly to the vacated member's remaining board term as well as to the vacated officer's position in order to fill out the remaining portion of any such extended term as board member as well as such officer's position.
**Section 10** The duties of the officers of the Association shall be such as are usually performed by officers holding similar titles. Additional duties of the major officers important to this Association shall be specified in the procedural policies of the board.

**Section 11** All questions decided by the Board of Trustees shall be decided by the majority vote of the members present at a duly convened meeting. Ten (10) members shall constitute a quorum.

**Section 12** The Treasurer and Sergeant-at-Arms shall have a vote in all matters decided by the board, except in the election of the Chairman-elect and the three (3) Vice-chairmen.

**Section 13** No officer, board member, employee or committee of the Association shall be authorized to issue a policy statement or to create any financial liability for the Association unless such shall have been approved under policies established by the board.

**Section 14** Regular meetings of the Board of Trustees shall be held at least three (3) times each year or more often as the board may determine, with notification specifying the time and place of the meeting being provided to each Trustee at least thirty (30) days prior to the meeting. Special meetings may be called by the Chairman or by the President/CEO upon petition of six (6) members of the board, with notification specifying the time and place of the meeting being provided to each Trustee at least fourteen (14) days prior to the meeting. The notification time for a regular or special board meeting may be shortened by consent of two-thirds (2/3rds) of the Trustees.

**Section 15** The Chairman, Chairman-elect and Immediate Past-chairman shall constitute the Executive Committee of the Board of Trustees with authority to take emergency action between regular meetings of the board. If the office of the Immediate Past-chairman is vacant, or the Immediate Past-chairman is unable to serve on the Executive Committee, the board shall designate one of the Vice-chairmen as a third member of the Executive Committee. All action taken by the Executive Committee shall be reported to the board for ratification at its next meeting. A majority of the Executive Committee shall constitute a quorum, with decisions being reached by majority vote which shall not be less than two (2) votes on any decision.

(a) The Executive Committee shall serve as the Nominating Committee for the officer positions on the Board of Trustees and shall submit their nominations for such positions at the Annual Board Meeting immediately following the Annual Meeting of the Association as well as for any vacancies which may occur during the year.
**Article V
ELECTIONS**

Section 1  Members of the Board of Trustees shall be elected at the Annual Meeting of the Association held during the Annual Conference.

Section 2  Nominations for membership on the Board of Trustees shall be made by a Nominating Committee consisting of the Chairman, Chairman-elect, and five (5) additional members with each of said five (5) additional members being an elected member of the governing board of a member district representing each five (5) geographical areas of the State of Illinois with each containing approximately the same number of member districts as shall be designated by the Board of Trustees.

(a) The five (5) members of the governing boards of member districts shall be appointed by the Chairman to the nominating committee with the concurrence of the Board of Trustees not less than one hundred twenty (120) days prior to the Annual Meeting of the Association. The Chairman shall designate a chairperson of the Nominating Committee who shall call the meeting of the committee not less than ninety (90) days prior to the Annual Meeting of the Association. The Nominating Committee shall submit its nominations in number equal to the number of Trustees to be elected to the President/CEO in writing signed by a majority of the members of the committee not less than sixty (60) days prior to the Annual Meeting of the Association.

(b) Additional nominations may be made by any regional group which is organized and composed of at least fifteen (15) member districts of the Association and holds meetings not less than three (3) times each year. If such a regional group submits a nomination or nominations, the leadership of the regional group shall provide certification to the President/CEO not less than sixty (60) days prior to the Annual Meeting of the Association that the regional group is qualified to submit nominations, and that any person nominated is a member of the governing board of a member district in the regional group, is otherwise qualified under this Constitution to become a Trustee of the Association, and is willing to serve if elected.

(c) The President/CEO shall present by mail with suitable biographical sketches the nominations made by the Nominating Committee, and those qualified nominations received from any regional group, to all member districts of the Association not less than forty-five (45) days prior to the Annual Meeting of the Association. Additional nominations may be made from the floor at the Annual Meeting of the Association.
Section 3  Each member district shall be entitled to be represented at all Association meetings and conferences by a delegate or delegates. Delegates to Association meetings or conferences may include members of the governing boards of member districts, the Secretary, Attorney, Treasurer, Director or any paid employee of the member district. Each delegate shall present proper credentials consisting of a certificate by the Secretary of the member district said delegate or delegates represent, with seal of office affixed, showing that the governing board at a special or regular meeting authorized said delegate or delegates to represent said member district. On all questions each member district represented shall have one vote which shall be the majority expression of the delegation from that member district.

Section 4  No member district shall be entitled to vote by proxy and only delegates of a member district shall cast a ballot for that member district.

Section 5  The number of Trustees to be elected to two (2) year terms on the Board of Trustees at an Annual Meeting of the Association shall be in sufficient number of not more than nine (9) so that the number of Trustees on the newly constituted board, including the Chairman, Immediate Past-chairman, holdover Trustees elected to two (2) year terms on the board at the previous Annual Meeting of the Association, and the two appointed Trustees (Treasurer and Sergeant-at-Arms) shall total nineteen (19) unless the position of the Immediate Past-chairman is vacant, in which case the number of Trustees shall total eighteen (18). If the election of nine (9) new Trustees is insufficient to provide the aforesaid number of total Trustees, then the remaining positions to make up such deficit shall be considered as vacancies on the Board of Trustees to be filled by appointments by the other members of the newly constituted Board of Trustees; such appointments shall be for one (1) year terms on the board expiring with the election of new Trustees at the next Annual Meeting of the Association.
ARTICLE VI
EMPLOYEES

Section 1  The Board of Trustees shall employ an President/CEO and authorize such other employees as may be needed to carry out the purposes of the Association.

Section 2  The President/CEO shall be the Chief Executive Officer of the Association and perform such duties as are usual for the principal executive and administrator in such associations. They shall include the administrative responsibility and authority to develop, direct, and carry into execution a program which will achieve the stated objectives of the Association in accordance with the policies developed and approved by the Board of Trustees. With the exception of the Executive Committee of the Board of Trustees, the President/CEO shall be a member ex-officio of all committee, but without vote, and shall be responsible for the hiring and complete supervision of all employees. The President/CEO shall serve as the Secretary to the Board of Trustees and shall perform any and all other services and duties as shall be prescribed by the officers and Board of Trustees of the Association.
ARTICLE VII
COMMITTEES

Section 1  The Chairman with the consent of the board shall appoint the members to the standing committees and other committees as may be necessary for the operation of the Association. A minimum of one-third (1/3) of the persons nominated by the Chairman for a standing committee shall have been members of the standing committee during the previous year.

Section 2  Standing committees of the Association shall include the following: Annual Conference, Legislation, Honors and Resolutions, Constitutional Bylaws, and Publications. Duties of these committees shall be specified in the procedural policies established by the board.

Section 3  Membership on the committees may be composed of Trustees, board members of member districts and other persons. For certain committees including the Annual Conference, Legislation, Publications and possibly others, the total committee membership may include persons appointed by other organizations.

Section 4  The Board of Trustees may join in cooperative agreements with other organizations with compatible interest and purpose to this Association in matters that may arise from joint committee deliberations and recommendations. The nature and text of all such agreements shall be made available to all member districts.
ARTICLE VIII
MEETINGS

Section 1  The Annual Conference of the Association shall be held each year in the period between mid-November and mid-February at such time and place and with a program as shall be determined by the Board of Trustees in cooperation with a governing board of any other organization with which the Annual Conference may be held.

Section 2  The Annual Meeting of the Association will be held at some time during the period of the Annual Conference.

Section 3  Seminars and regional meetings in various parts of the state may be held from time to time as shall be approved by the Board of Trustees.

Section 4  Roberts Rules of Order in its latest revision shall govern at all meetings of the Association when not inconsistent with these Constitutional Bylaws.

Constitutional Bylaws
ARTICLE IX
INFORMATION SERVICE AND PUBLICATIONS

Section 1  The Association shall collect and maintain information relative to policy and administration of member districts for the mutual benefit of the member districts. It shall be the duty of each member district to furnish to the Association such information as may be requested for the mutual benefit of other member districts. It shall be the privilege of each member district to request special information relative to park policy and administration from the Association.

Section 2  The official publications of this Association shall be known as Illinois Parks and Recreation and Beyond the Boardroom, both of which shall be published at least six times a year.
Section 1  Resolutions for presentation at the Annual Meeting of the Association may be proposed by any member district, the Honors and Resolutions Committee and by the Board of Trustees.

(a)  Resolutions must be submitted to the President/CEO not later than sixty (60) days prior to the Annual Meeting of the Association. All resolutions submitted shall be mailed to the membership not less than forty-five (45) days prior to the Annual Meeting.

(b)  The Honors and Resolutions Committee shall have the prerogative to determine which resolutions submitted by member districts shall be presented at the Annual Meeting of the Association; however, all resolutions received must be submitted to the membership. Any governing board of a member district shall have the right to appeal the committee's decision to the delegates at the Annual Meeting of the Association.

(c)  Notice of appeal by a member district for a resolution must be served by mail on the members of the Honors and Resolutions Committee so as to be received not less than forty-eight (48) hours in advance of the start of the Annual Conference. A majority of the official delegates present and voting at the Annual Meeting of the Association during the Annual Conference is required for consideration of appeals. Approval by a two-thirds (2/3rds) majority vote of the official delegates present and voting is required at the Annual Meeting of the Association for the introduction of additional resolutions. A member district seeking authority at the Annual Meeting of the Association to present an additional resolution must provide duplicated copies in number sufficient for all delegates present.
ARTICLE XI
HONORS

Section 1   Honorary Life Memberships in the Association may be awarded to persons who have given outstanding service to the Association. The Board of Trustees may recommend no more than four (4) persons each year to receive this honor, subject to ratification by majority vote of the delegates present and voting at the Annual Meeting of the Association.

Section 2   Honor Citations for Service may be awarded to persons, and organizations, who have made substantial contributions to the Association and/or to the field of parks and recreation in Illinois. These citations may be awarded, without limitation as to number, by the Board of Trustees.

Section 3   Merit Citations for Service may be awarded to persons and organizations who have made substantial contributions to the field of parks and recreation in Illinois, and/or to an individual member district. Recommendations by a member district of its own present and past board members and employees shall be limited in number to no more than one (1) person and no more than one (1) organization in each year.
ARTICLE XII
PROCEDURAL POLICIES

Section 1 The Board of Trustees shall establish operational procedures and policies that are compatible with the Constitutional Bylaws. The major Procedural Policies established by the board shall be maintained in written form available upon request to the member districts.
ARTICLE XIII
AMENDMENTS TO CONSTITUTIONAL BY-LAWS

Section 1 These Constitutional Bylaws may be amended at the Annual Meeting of the Association by a majority vote of the official delegates of the member districts present and voting subject to compliance with the following procedure:

(a) Any member district, or the Board of Trustees, desiring to suggest an amendment to the Constitutional Bylaws, shall submit the proposed amendment to the President/CEO in writing not less than sixty (60) days prior to the Annual Meeting of the Association.

(b) The President/CEO shall thereupon cause a copy of the proposed amendment to be mailed to each member district of the Association not less than forty-five (45) days prior to the Annual Meeting of the Association.
ARTICLE XIV
DISSOLUTION

Section 1  In the event of the dissolution of the Association as a corporation, its assets shall be transferred or conveyed to its member districts in shares determined to be in proportion to their respective annual dues at the time of such dissolution.
ILLINOIS ASSOCIATION OF PARK DISTRICTS' BOARD OF TRUSTEES
REGIONAL REPRESENTATIVES
2013

REGION I REPRESENTATIVES
Ian Larkin (home: 847-441-5004)
Winnetka Park District
Mike Vogl (home: 847-278-7616)
Bloomingdale Park District

REGION II REPRESENTATIVES
Don Andersen (home: 708-636-8201)
Oak Lawn Park District
Linda Johnson (home: 708-672-8467)
Crete Park District
Diane Main (home: 630-964-4285)
Westmont Park District
Dale Larson (cell: 815-482-8322)
New Lenox Community Park District
Tom Barz (home: 815-469-1931)
Frankfort Park District
Eric Entler (home: 708-771-9299)
Park District of Forest Park
Ron Lehman (home: 815-467-5900)
Channahon Park District

REGION III REPRESENTATIVES
Ken Collin (home: 815-235-4081)
Freeport Park District
Nate Martin (home: 815-394-0529)
Rockford Park District
Gayle Onke (home: 847-223-9087)
Grayslake Community Park District
Kevin Dolan (home: 847-566-6733)
Mundelein Park and Recreation District
John Hoschiett (home: 630-377-6249)
Forest Preserve District of Kane County

REGION IV REPRESENTATIVES
Joe Petry (work: 217-367-5107)
Champaign Park District
Gray Noll (cell: 217-553-4729)
Springfield Park District
Kelly Cummings (home: 309-648-8164)
Peoria Park District

REGION V REPRESENTATIVES
Ashley Gott (home: 618-751-4560)
Marion Park District
Dave McDevitt (home: 217-342-2656)
Effingham Park District
PROCEDURAL POLICIES
OF THE BOARD OF TRUSTEES

As Adopted November 18, 1978
As Amended by the Board in accordance herewith

PART I.  AUTHORIZATION AND CHANGES

The Board of Trustees is responsible for the general supervision of the entire work of the Association and the custody of its properties and funds (Constitutional Bylaws, Art. IV, Sec. 1). The board shall establish operational procedures and policies that are compatible with the Constitutional Bylaws (Art. XII, Sec. 1). These Procedural Policies may be added to, deleted or altered by majority vote of the Board of Trustees at any duly called meeting of the board.

PART II.  SCHEDULE OF MEMBERSHIP DUES

Section 1  The schedule of annual dues for each member district shall be established by the Board of Trustees; however, any increase in annual dues over the previous year must be approved by the membership at the Annual Meeting of the Association.

Section 2  The following schedule of annual dues for each member district shall be effective on January 1, 2004: An annual percentage increase for membership dues will be at the Consumer Price Index (CPI) rate, but not less than two percent (2%).

Section 3  The Assessed Valuation or Total Tax extended used to determine the annual dues in each member district shall be that as legally established by the County Assessor in the county in which each member district is located for the year immediately preceding January 1, at which time dues for the next year become due and payable.

Section 4  If dues are not paid by a member district during the first quarter of the new year (before April 1), that member district shall be considered delinquent and no longer eligible to participate in the full benefits of membership in the Association until said dues have been paid in full.

Section 5  The annual dues for Associate Members open only to specified groups and individuals as defined in the Constitutional By-Laws Art. III, Sect. 4 shall be:

Commercial Organizations .... $650.00
Individuals ..................... $150.00
An Associate Member has no voting rights or other privileges in the Association except to receive and buy certain publications of the Association as specified in Part III, to receive one copy of the membership list of the association, and to be listed as an Associate Member in such publications of the association as determined by the IAPD board.

PART III. PUBLICATION AND INFORMATION DISTRIBUTION

Section 1 Each board member, board secretary and board attorney of each member district shall receive one copy of each issue of the official publication of the Association, the Illinois Parks & Recreation magazine, Beyond the Board Room newsletter and Membership Directory. Specific additional publications and reports are made available at a cost determined by the IAPD President/CEO.

Section 2 Each Associate Member of the Association shall receive one copy of each issue of the Illinois Parks & Recreation magazine, Beyond the Board Room newsletter, Membership Directory and be able to buy other publications available from the Association at the same rate charged to member districts.

PART IV. FISCAL YEAR AND ANNUAL BUDGET

Section 1 The fiscal year of the Association shall begin October 1 and end September 30 of each year.

Section 2 The President/CEO in consultation with the Executive Committee shall prepare each year and submit to the Board of Trustees before August 10 a proposed budget. The Board of Trustees shall consider and adopt the budget for the Association at the last board meeting proceeding the new fiscal year.

PART V. DUTIES OF OFFICERS

Duties of officers in the Association fall into three categories:

- Duties normally associated with officers carrying such titles, as specified in Robert's Rules of Order.
- Duties for certain officers as specified in the Constitutional Bylaws of the Association.
- Additional duties which are attached to certain offices as procedural policies of the Board of Trustees.

The following is a listing of some of the additional duties specified as procedural policies that the various elected members of the Board of Trustees shall assume upon election of office. The list is not all inclusive, and other duties not specified may be assigned to certain officers by the board from time-to-time.
(a) **Chairman:** The Chairman shall:

1. Be responsible for preliminary planning and orderly conducting of meetings of the Executive Committee, Board of Trustees, and general meetings of the Association.
2. Represent the Association on all official occasions and/or appoint an appropriate representative.
3. Act as chairperson of the Executive Committee.
4. Appoint a Nominating Committee composed of five (5) regional representatives and the Chairman-elect to serve with the Chairman.
5. Appoint the chairpersons and the members of all standing and special committees.
6. Act on behalf of the Association in all matters of urgency affecting it and its member districts.
7. See that the Associations adequately represented in all interagency activities and relationships.
8. Make recommendations for approval by the board for the appointment of special representatives as appropriate to represent the Association's viewpoints on selected local, regional, state and national boards and committees. At the time of appointment, a written letter of instruction shall be provided each such representative. Written reports shall be given to the board by such appointee as the board deems necessary.

(b) **Chairman-elect:** The Chairman-elect shall:

1. Act in the absence of the Chairman.
2. Be a member of the Executive Committee.
3. Be a member of the Nominating Committee.
4. Be a member of the Board of Trustees.
5. Evaluate all committees during term of office and inform President/CEO and Chairman of committees' progress. Selects proposed chairs and personnel for such committees for the coming year to be presented in tentative form at the Annual Meeting of the Association.
6. Arrange with IAPD President/CEO for a proper token of appreciation to be presented to outgoing Chairman.

(c) **Immediate Past-chairman:** The Immediate Past-chairman shall:

1. Act as parliamentarian at meetings of the Board of Trustees.
2. Be a member of the Executive Committee.
3. Chair Board Development committees.
4. Chair the Coordinating Council.
(d) **Vice-chairmen:** Each Vice-chairman shall:

1. Act in the absence of the Chairman and Chairman-elect.
2. Serve on the Executive Committee in the absence of one of its regular members.
3. Be a member of the Board of Trustees
4. Work with other trustees in their communications with all regions and member districts.
5. Serve as the chairperson of a standing committee.
6. Supervise various committees as requested by Chairman-elect.

(e) **Treasurer:** The Treasurer shall:

1. Be appointed by the Chairman with the consent of the Board of Trustees for a maximum one-year term.
2. Be the fiscal agent of the Association.
3. Examine the financial records of the Association and report to the Board of Trustees at each meeting.
4. Be a member of the Board of Trustees.
5. Be a voting member of the Board of Trustees in all matters except election of the Chairman-elect and the three (3) Vice-chairmen.

(f) **Sergeant-at-Arms:** The Sergeant-at-Arms shall:

1. Be appointed by the Chairman without the need of consent by the Board of Trustees for a maximum one-year term.
2. Be a voting member of the Board of Trustees in all matters except election of the Chairman-elect and the three (3) Vice-chairmen.
3. Act as parliamentarian in absence of Immediate Past-chairman; assist Immediate Past-chairman as parliamentarian.

(g) **Trustees:** The Trustees shall:

1. Attend all meetings of the Board of Trustees. Each Trustee should inform the IAPD offices in writing, in advance of a board meeting if it is impossible for him/her to attend.
2. Actively participate in Association committee work, and the services of the Association.
3. Be the contact between the members of his/her region and the Board of Trustees of the Association.
4. Be responsible to the members of his/her region for the following:
   - An accurate and unbiased report as to the thoughts and decisions of the board.
   - An accurate and unbiased presentation of their thinking and their recommendations to the board.
   - A vote on motions concerning the Association as a whole, which is in accord with their expressed majority opinion.
5. Attend all regional meetings; report to the membership actions and activities of the state board.
6. Discuss pertinent matters with the membership relative to past board action and/or new business, so he/she can represent the membership feelings on matters pending before the state board.
7. Appoint or be sure regional members are appointed to state committees when requested to do so.
8. Recommend to the Chairman qualified people from his region to service on state committees.
9. Assist the President/CEO and staff on individual projects or meetings.
10. Contribute articles to publications.
11. Keep the President/CEO informed of problems, issues and positive news regarding districts in his/her region or across the state.

PART VI. STANDING COMMITTEES

Section 1 Recommendations for membership on the standing committees and other proposed committees of the Association shall be formulated by the Chairman-elect before the Annual Meeting and presented in tentative form to the membership at the time of the Annual Meeting. The final recommendations for committee appointments shall be submitted by the new Chairman to the Board of Trustees for approval at the next meeting of the board following the Annual Business Meeting.

Section 2 Cooperative agreements entered into by the Board of Trustees with other state and national organizations, with compatible purposes to this Association which arise from joint deliberations and recommendations of committees composed of representatives of this Association and the other societies, may include the Joint Cooperation Agreement, formal contracts and other types of agreements that may be appropriate. Such cooperative agreements may provide for, but are not limited to, the creation of the Coordinating Council composed of members of this Association and the other organization(s) to coordinate the various areas of joint cooperative efforts: the arranging and handling of the Annual Conference, the publication of Illinois Parks & Recreation, Beyond the Board Room, IAPD/IPRA Membership Directory and Buyers’ Guide and other materials, and the formulation and implementation of the legislative program. In the event such cooperative agreements have been entered into with other societies, the duties of the various committees affected shall be taken in the context of a joint committee effort for the common endeavor, and such cooperative agreements shall be incorporated into the Procedural Policies of the board for the stated time term of the agreements.
Section 3  Duties of the standing committees and committee chairs of the Association shall be the following:

Committee Chairs

Committee chairs are expected to review their particular Committee Guidelines, and develop any necessary additions and/or revisions. Committee chairs should coordinate closely with the President/CEO on all committee matters. The CEO, in turn, will provide the committee assistance as necessary. Copies of all communications should be distributed in accordance with the Communication Guidelines.

As chair, you have the very important responsibility of organizing your committee, planning the work schedule, and providing the continuous leadership and coordination necessary to achieve the desired results. You should begin your committees work program as soon as possible so that you can fulfill the following committee requirements:

1. Development of a midyear Committee Written Progress Report with specific recommendations for consideration and action by the Board of Trustees -- due for presentation at an Association Board meeting.

2. Development of a Final Committee Written Report with specific recommendations for consideration and action by the Board of Trustees -- due for presentation at the Annual Board of Trustees and Annual Business Meeting at the Annual Conference. (Mailed to the IAPD office before the Annual Conference.)

Committee Guidelines

1. To investigate - provide the facts which demonstrate the need for committee action.

2. To analyze the facts - determine their weight and the directions in which they indicate the need for action.

3. To plan a course of action - based on the facts and the analysis of those facts.

4. To implement the plan - put it into action and follow through to make sure the effort is carried forward to a final conclusion at a specified time (target date).

5. To make final recommendation for further action - by policy making group (Executive Committee and/or Board of Trustees).
Section 4

Committees

A. Joint Conference: This committee shall be charged with providing the program and other activities of the Annual Conference of the membership which may be held with other cooperating groups. As soon as possible after the Annual Conference, a report shall be made to the membership outlining the results of the activities of this committee. (See Joint Cooperation Agreement.)

B. Joint Legislative: This committee will be charged with presenting to state and federal officials and legislative bodies the position of the membership in its concerns about parks and recreation. Each year the committee shall provide a listing of the legislative priorities recommended for support of the membership. included in this report shall be a review of previous recommendations and the accomplishments of the past year, and such related legal or legislative events that affect the membership. (See Joint Cooperation Agreement.)

C. Joint Editorial: This committee shall see that adequate communication through publications is made to the membership concerning Association activities. In addition with other approved organizations and agencies, joint magazines, newsletters, directories and other necessary publications may be produced and distributed. Members shall also represent the interests of the IAPD on the Joint Publications Committee. (See Joint Cooperation Agreement.)

D. Board Development: This committee shall take appropriate actions to maximize the efficiency of the IAPD Board of Trustees.

Duties and Responsibilities:

1. Provide an orientation for new board members.
2. Sponsor an annual planning retreat for staff and board members.
3. Coordinate the composition of board committees.
4. Write job descriptions for the board, including expectations of board members.
5. Analyze composition of the board to provide ongoing balance and the broadest possible representation.
6. Develop advisory/honorary boards or other supportive groups.

E. Constitutional Bylaws: It shall be the duty of this committee to ensure that the letter and the spirit of the Constitutional Bylaws of the Association are upheld by those administering the activities of the Association. This committee shall provide a parliamentarian for the Annual Meeting. The committee shall review the Constitutional Bylaws and the Procedural Policies of the board each year and make recommendations to the board and the membership as appropriate for changes as may be needed in the legal and operating structure of the Association.
F. A) Executive: The Immediate Past-chairman, Chairman and Chairman-elect comprise the Executive Committee. This committee shall provide emergency authority and action between Board of Trustees meetings, and represent the board with regard to important matters and issues as appropriate. All such action taken by the Executive Committee shall be reported to the Board of Trustees for ratification.

Duties and Responsibilities:

1. Act officially on behalf of the Board of Trustees between meetings.
2. Provide continuous leadership, coordination and assistance to implement association goals, objectives, work programs and services.
3. Assist in the development and/or revisions of Association goals, objectives, work programs and services, subject to the approval of the Board of Trustees.
4. Provide liaison services for other related and/or appropriate organizations.
5. Review and update committee functions as appropriate.
6. Evaluate the CEO and approve his contract. The IAPD board shall receive an oral and/or written report from the Executive Committee regarding the CEO’s evaluation.
7. Serve as the Nominating Committee for officer positions on the Board of Trustees.

B) Executive: This committee shall set goals, objectives and programs for the Association within the financial capability of the membership (as its top priority). At each Annual Meeting of the Association, a listing of goals, a tentative budget to carry out these goals, a listing of proposed programs, and a list of membership meetings shall be presented for discussion and approval. Included in the report shall be review of previous recommendations and their current status.

Duties and Responsibilities:

1. Develop annual goals and objectives for the Association with recommended programs, services and priorities for their accomplishment.
2. Prepare a one-year Association program complete with budget requirements, priorities, work programs and services.
3. Provide ongoing budget review and analysis, to ensure a cost-effective operation in accordance with the available financial resources of the Association.
4. Provide an ongoing review of the membership dues structure and develop a Membership Inflator System for gradual dues increases in accordance with continuing inflationary cost increases.
5. Review and update committee functions as appropriate.
G. **Honors and Resolutions:** The committee shall plan, organize, and arrange for presentation of the annual honors and resolutions program for the Association to recognize outstanding local, state and national contributions and accomplishments for parks, recreation and conservation.

**Duties and Responsibilities:**

1. Conduct such statewide recognition programs as Arbor Day and see that appropriate honor is given to those member districts that do an outstanding job in promoting parks and recreation.

2. Develop and promote to all members a comprehensive awards and recognition program including an official Association brochure containing all pertinent information, criteria and application form.

3. Review all current honors, resolutions and award categories for necessary improvement and expansion of all categories and their descriptions.

4. Review and improve all honors, resolutions and award plaques, certificates and presentations as appropriate.

5. Seek nominees for all Association honors and resolutions through promotion in all Association publications and other appropriate related sources.

6. Review suggestions from member districts for IAPD Honorary Life Memberships.

7. Select winners for all awards and recognitions, including the necessary communications and correspondence to carry out the program effectively.

8. Plan and conduct the annual honors and resolutions program at the Annual Conference to present all awards and recognitions.

9. Develop "localized" presentation programs when and wherever appropriate to recognize all award winners in their "home district" area.

10. Develop and distribute news releases on all award recipients.

11. Implement resolutions and other legal notices necessary as shall be specified in the Constitutional Bylaws.

12. Review and update committee functions as appropriate.

H. **Membership:** This committee shall encourage the membership of all park, forest preserve and conservation districts; city, township, village parks and recreation boards; departments of the State of Illinois, commercial establishments, and all others interested in and concerned with parks, recreation and conservation. This committee will conduct a continuing program of communications, information and promotion with member districts, non-member districts, agencies and other potential members.

**Duties and Responsibilities - Work with staff to:**

1. Provide a continuous program of information and promotion of membership in the Association throughout the State of Illinois.

2. Develop membership promotion brochures and materials as necessary.

3. Give personal committee attention, including presentations to solve dues problems and issues with members, non-members and potential members of the Association.
4. Conduct ongoing review and analysis of membership dues, services and problems to ensure effective membership services and member satisfaction.
5. Plan and conduct membership campaigns and promotion programs complete with promotional materials for both prospects and retention of current members.
6. Give special attention to development of membership service packages for the small districts and agencies of the Association.
7. Develop a program of information and materials to attract associate members from business and commercial outlets, and other related organizations.
8. Develop and provide membership visibility benefits to all members through certificates and other image-producing recognition type services.
9. Develop and conduct a broad, comprehensive membership program to provide for as much active participation of as many members as possible in the programs and the activities of the Association.
10. Review and update committee functions as appropriate.

I. **Nominations**: This committee shall develop and conduct an effective nominations and election system for the Association, including the solicitation of nominations, and conducting the annual election of officers and directors at the Annual Meeting in accordance with the Constitutional Bylaws.

**Duties and Responsibilities:**

1. Develop an effective nominations form which includes Trustee qualifications and requirements.
2. Solicit the membership for qualified nominees at least 90-days before the Annual Meeting, and establish deadlines and requirements for submission of all nominations.
3. Secure written consent and biographical data for all nominees, and check membership and other Constitutional requirements to ensure validity of all nominations.
4. Submit all nominations in accordance with the Constitutional Bylaws requirements and other requirements as necessary.
5. Review and update committee functions as appropriate.

**Guidelines for Selection of Trustees:**

1. Seek recognized leaders who command the respect of their colleagues and the public.
2. Seek leaders who can devote the time necessary to govern the affairs of the Association.
3. Look for people who are willing and able to assume and carry out important duties if called upon to do so.
4. Seek people who have demonstrated their ability by their work on committees or on special projects.
In addition, try to maintain a fair balance on the board. Make sure geographic locations and all recognizable segments of the Association are adequately represented.

The Nominating Committee should consult with Association staff for facts about representation and participation on Association committees and special projects. Specific qualifications of nominees is a matter for the committee to decide.

J. **Program:** This committee is responsible for educating the membership via workshops and educational sessions throughout the year and at each state conference. Committee members assist the IAPD staff liaison in planning, organizing, chairing, staffing and promoting these educational sessions and workshops.

**Duties and Responsibilities:**

1. Determine the annual conference topics. The Program Committee will brainstorm topics and speakers/presenters for workshops. Sources to be used by the committee should include:
   A. Resources within the membership itself.
   B. Resources from experts outside the field and from exhibiting companies.
   C. Suggestions from the membership and past evaluations.
2. Develop title, program description and content of the assigned educational session.
3. After approval of topics, IAPD staff liaison will place sessions in days, times and meeting rooms.
4. Assist in obtaining speakers and coordinate the efforts of multiple speakers in addressing the assigned topic.
5. Volunteer to chair sessions and/or assist with recruitment and recommendation of chairs.
6. Communicate session time/day and miscellaneous information to individual session chairpersons by September.
7. Supervise the carry-through of all assigned sessions during the conference.
8. At the conference, the session chairperson is responsible for:
   A. Checking room setup, including audio/visual setup.
   B. Picking up session packet, evaluation forms, scripts, etc. in conference headquarters prior to the start of the session.
   C. Recruit a room host to assist with all of our duties.
   D. Award and process CEUs
   E. Facilitate the session and introduce speaker.
   F. Pass out handouts for the session.
   G. Facilitate the session evaluations.
   H. The return of evaluation forms and sign materials to conference headquarters upon the completion of the session.
9. Assist in the selection/recruitment of a host for the session. Host is responsible for:
   A. Reporting to the session chairperson and in assisting the chair with duties required ensuring a successful conference educational session.
   B. Reporting to the room assigned to the educational session no later than one-half hour prior to the start of the session.
   C. The host shall act as a facilitator in seating session participants, the distribution of evaluation forms and the post-session collection of evaluation forms.
   D. The host shall also be responsible for monitoring the attendance in the room. If more chairs are needed, or any other meeting room needs, host shall contact conference headquarters to convey the request.

10. Review past IAPD session evaluation forms by April.

11. Coordinate various topics and monitor the educational needs of the Association through meeting evaluations and networking with the membership throughout the year.

12. For the following annual events, committee members assist with registration:
   A. Legislative Conference
   B. New Commissioner Seminar (IAPD Boot Camp) - Scheduled in odd years
   C. Legal Symposium
   D. Other workshops/seminars throughout the year
   E. Host a roundtable

Time Line for Educational Program Committee

**February:** Conduct first Joint Conference Program Committee meeting to set time lines for task accomplishment, suggest conference format, go over suggestions of topics, review evaluations and to establish a camaraderie among members.

**February:** Conduct first IAPD Program Committee meeting to go over the above with committee members. Get committee members suggestions of program topics.

**April:** Submit session topics and chairs to IAPD. If topics are to be used for other workshops throughout the year, time date, time and location should be determined for the remainder of the calendar year.

**April:** All forms and deadlines are given to Joint Conference Educational Committee members for the remaining of the year.

**April:** Go over the above with committee members.

**May:** Chairs of all IAPD sessions fulfilled.

**June:** All CEU workshop description forms due to IAPD for pre-conference brochures.

**July:** All educational session description forms due to IAPD for final conference brochure.

**August:** all speaker contracts due to IAPD.

**October:** Submit audio/visual requests.
Program Chair Responsibilities:

1. Attend all program meetings.
2. Work with IAPD liaison to ensure all deadlines are met.
3. Report to the IAPD Board of Trustees at scheduled board meetings on progress of the committee.
4. Attend all Joint Conference Committee meetings and report progress to committee members.
5. Solicit the educational needs of membership through networking, suggestions and exhibitors.
6. Ensure all sessions/workshops have the necessary requirements to execute a successful program.

Staff Liaison Responsibilities:

1. Attend all meetings.
2. Ensure all deadlines are met.
3. All pertinent correspondence and additional meeting information and other communication to committee members is taken care of in a timely manner.
4. Design and distribute all promotional brochures for all educational offerings.
5. Review committee meetings, minutes, correspondence and actions with the IAPD President/CEO.
6. Final approval of all topics for educational offerings.
7. Approves all speaker contracts.
8. Coordinates all onsite details.
9. Prepares meeting materials for attendees.
10. Handles all facility arrangements and negotiations.
11. Design and tabulates evaluation forms for all educational offerings.

K. Special Committees: The Chairman shall recommend, with the affirmation of the Board of Trustees, such special committees as might be necessary for the conduct of the activities of the Association. Each special committee created shall be given a written charge of its duties and limitations.
GEOGRAPHICAL NOMINATION AREAS

Each of the five (5) members of the Nominating Committee appointed by the Chairman with the consent of the Board of Trustees, as specified in the Constitutional Bylaws (Article V, Sec. 2), shall be a member of the governing board of a member district located in each of five (5) geographical areas of the state. Each geographical area shall contain approximately the same number of member districts and shall conform generally to those geographical areas as recommended by the University of Illinois report prepared for the association in 1973.

ORDER OF BUSINESS AT MEETING

Call to Order
Roll Call (Board Meetings)
Presentation of Minutes of Previous Meeting(s)
Reading of Communications and Petitions
Reports of Officers and Committees
Unfinished Business
New Business
Election of Board Members (Annual Meeting)
Installation of New Chairman (Annual Meeting)
Designation of Next Meeting
Adjournment
Dear Mr. Kosiba,

The Board of Commissioners of the Glen Ellyn Park District will soon be discussing the IAPD (Illinois Association of Park Districts) pension situation that has been reported on in the Daily Herald and considering withdrawing our membership from the IAPD. I have a few questions that I hope you can answer to help our board members understand the questions raised:

1. Why are employees of the IAPD eligible for IMRF pensions? If you know what state law gave them this benefit, please let me know its name so I can see its wording and which senators and representatives voted for it. The Illinois General Assembly added IAPD as an entity permitted to join IMRF in 1967. Online records do not exist prior to 1971. Currently the reference to IAPD is found at 40 ILCS 5/7-132 (B)(b)x. Attached is a copy of the resolution passed by the IAPD which allowed for participation in IMRF. Also attached is a copy of the above referenced statute.

2. How many IAPD employees are receiving pensions right now (including Ted Flickenger), what are the annual payment amounts, and what is projected for the future twenty years? Attached is a list of retirees. Those pensions have been fully funded and a projection of the payouts does not affect current or future IAPD costs.

<table>
<thead>
<tr>
<th>Member Name</th>
<th>Annual Benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bodine Billy G</td>
<td>$103,259.16</td>
</tr>
<tr>
<td>Comerio John W</td>
<td>$20,970.00</td>
</tr>
<tr>
<td>Devon Dorothy L</td>
<td>$14,582.88</td>
</tr>
<tr>
<td>Flickinger Theodore B</td>
<td>$245,867.64</td>
</tr>
<tr>
<td>Slottag Ruth A</td>
<td>$3,006.48</td>
</tr>
</tbody>
</table>

2. What other non-governmental organizations have employees who received IMRF pensions? I believe PDRMA does. We would like a complete list. Illinois Municipal League; Illinois Supervisors, County Commissioners and Superintendents of Highways Association; Illinois Association of Township Officials; United Counties Council; The Will County Government League; PDRMA.

3. How are the IAPD pensions funded and how will they be funded if the IAPD no longer exists? Pensions are funded through a combination of contributions from employees; employers and investment returns. If IAPD ceases to exist, any unfunded liability would be paid by all IMRF employers. Attached is a copy of its GASB 50 Statement indicating funding levels over the past three years.

Thank you for your time and attention.

Julia Nephew

52
A RESOLUTION FOR APPLICATION TO PARTICIPATE IN THE ILLINOIS MUNICIPAL RETIREMENT FUND BY A NON-PROFIT ORGANIZATION

WHEREAS, Section 7-132 of the Illinois Pension Code provides that the ILLINOIS ASSOCIATION OF PARK DISTRICTS may become a participating instrumentality in the Illinois Municipal Retirement Fund by the adoption by its governing body of a resolution (by a two-thirds vote) to apply for participation in said Fund, and

WHEREAS, participation will commence on January 1, following acceptance of the application by the Board of Trustees of the Illinois Municipal Retirement Fund,

NOW THEREFORE, BE IT RESOLVED, that the BOARD OF DIRECTORS, (Governing Body)

of ILLINOIS ASSOCIATION OF PARK DISTRICTS, a non-profit organization which is incorporated under the laws of the State of Illinois, membership in which is limited to municipalities, and which is authorized by Illinois statute, hereby makes application to be included within and subject to the Illinois Municipal Retirement Fund Act (Article 7 of the Illinois Pension Code).

BE IT FURTHER RESOLVED, that the EXECUTIVE VICE PRESIDENT is hereby (Secretary)

instructed to file a certified copy of this resolution with the Board of Trustees of the Illinois Municipal Retirement Fund, and to furnish such information as requested by the Board of Trustees of said Fund, including the data necessary for the preparation of an actuarial survey to determine the cost of participation, for which this organization agrees to reimburse the Fund for the charges incidental thereto.

Ayes 11
Nays None

CERTIFICATION:

I, ARTHUR L. SCHULTZ (Name)

ILLINOIS ASSOCIATION OF PARK DISTRICTS (Organization)

keeper of the books and records of the aforesaid organization and that the foregoing is a true and correct copy of a resolution duly adopted by the directors of said organization a meeting duly convened and held on the Fifteenth day of SEPTEMBER 1967.

(Stamp)

(Secretary)
PLEASE

KEEP THIS GASB FOOTNOTE DISCLOSURE STATEMENT FOR THE AUDITORS

THIS STATEMENT CAN ALSO BE VIEWED AT IMRF.ORG
EMPLOYER DOCUMENT ARCHIVE

This information is intended to provide your governmental unit with pension information required in the Notes to Financial Statements for your next annual financial report. The following information is patterned after illustration 6 shown on pages 32 and 33 of the Governmental Accounting Standards Board Statement No. 50 for an employer contributing to an agent-multiple-employer defined benefit pension plan.

Employers who have a fiscal year ending other than December 31 will have to adjust the information shown in the three-year trend information to reflect their fiscal year. IMRF has provided a template at www.IMRF.org for employers who have a fiscal year ending after December 31, 2014 or later, and who opted to use the optional phase-in rates to assist in calculating their net pension obligation.

This information should be shared with your auditors. Questions can be directed to Corey Lockwood at (630) 706-4226 or coreylockwood@imrf.org.

Ill Assoc of Park Districts
Alan J. Howard
211 E Monroe St
Springfield IL 62701-1186
GASB 50 Disclosures

Note X. Pension Plan

**Plan Description.** The employer’s defined benefit pension plan for Regular employees provides retirement and disability benefits, post retirement increases, and death benefits to plan members and beneficiaries. The employer plan is affiliated with the Illinois Municipal Retirement Fund (IMRF), an agent multiple-employer plan. Benefit provisions are established by statute and may only be changed by the General Assembly of the State of Illinois. IMRF issues a publicly available financial report that includes financial statements and required supplementary information (RSI). That report may be obtained on-line at www.imrf.org.

**Funding Policy.** As set by statute, your employer Regular plan members are required to contribute 4.50 percent of their annual covered salary. The statute requires employers to contribute the amount necessary, in addition to member contributions, to finance the retirement coverage of its own employees. The employer annual required contribution rate for calendar year 2014 was 28.61 percent. The employer also contributes for disability benefits, death benefits and supplemental retirement benefits, all of which are pooled at the IMRF level. Contribution rates for disability and death benefits are set by the IMRF Board of Trustees, while the supplemental retirement benefits rate is set by statute.

**Annual Pension Cost.** The required contribution for calendar year 2014 was $285,574. (If you made an additional payment toward your unfunded amount, add this payment to your monthly contributions, based on payroll and recalculate the percentage of APC contributed.)

<table>
<thead>
<tr>
<th>Calendar Year Ending</th>
<th>Annual Pension Cost (APC)</th>
<th>Percentage of APC Contributed</th>
<th>Net Pension Obligation</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/31/14</td>
<td>285,574</td>
<td>100%</td>
<td>$ 0*</td>
</tr>
<tr>
<td>12/31/13</td>
<td>283,055</td>
<td>100%</td>
<td>0*</td>
</tr>
<tr>
<td>12/31/12</td>
<td>278,369</td>
<td>93%</td>
<td>0*</td>
</tr>
</tbody>
</table>

*If you utilized the phase-in contribution rate, the net pension obligation will have to be calculated.

The required contribution for 2014 was determined as part of the December 31, 2012, actuarial valuation using the entry age normal actuarial cost method. The actuarial assumptions at December 31, 2012, included (a) 7.5 percent investment rate of return (net of administrative and direct investment expenses), (b) projected salary increases of 4.00% a year, attributable to inflation, (c) additional projected salary increases ranging from 0.4% to 10% per year depending on age and service, attributable to seniority/merit, and (d) post retirement benefit increases of 3% annually. The actuarial value of your employer Regular plan assets was determined using techniques that spread the effects of short-term volatility in the market value of investments over a five-year period with a 20% corridor between the actuarial and market value of assets. The employer Regular plan’s unfunded actuarial accrued liability at December 31, 2012 is being amortized as a level percentage of projected payroll on an open 10 year basis.

**Funded Status and Funding Progress.** As of December 31, 2014, the most recent actuarial valuation date, the Regular plan was 73.45 percent funded. The actuarial accrued liability for benefits was $3,952,626 and the actuarial value of assets was $2,903,255, resulting in an underfunded actuarial accrued liability (UAAL) of 1,049,371. The covered payroll for calendar year 2014 (annual payroll of active employees covered by the plan) was $998,161 and the ratio of the UAAL to the covered payroll was 105 percent.

The schedule of funding progress, presented as required supplemental information (RSI) following the notes to the financial statements, presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liability for benefits.
GASB 50 RSI Information for Employers

Ill Assoc of Park Districts
EMPLOYER NUMBER: 04594R
REQUIRED SUPPLEMENTARY INFORMATION
Schedule of Funding Progress

<table>
<thead>
<tr>
<th>Actuarial Valuation Date</th>
<th>Actuarial Value of Assets (a)</th>
<th>Actuarial Liability (AAL) -Entry Age (b)</th>
<th>Unfunded AAL (UAAL) (b-a)</th>
<th>Funded Ratio (a/b)</th>
<th>Covered Payroll (c)</th>
<th>UAAL as a Percentage of Covered Payroll ((b-a) /c)</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/31/14</td>
<td>2,903,255</td>
<td>3,952,626</td>
<td>1,049,371</td>
<td>73.45</td>
<td>998,161</td>
<td>105.13</td>
</tr>
<tr>
<td>12/31/13</td>
<td>2,198,925</td>
<td>3,480,183</td>
<td>1,281,258</td>
<td>63.18</td>
<td>939,757</td>
<td>136.34</td>
</tr>
<tr>
<td>12/31/12</td>
<td>1,536,284</td>
<td>3,261,816</td>
<td>1,725,532</td>
<td>47.10</td>
<td>915,990</td>
<td>188.38</td>
</tr>
</tbody>
</table>

On a market value basis, the actuarial value of assets as of December 31, 2014 is $3,589,972. On a market basis, the funded ratio would be 90.82%.

The actuarial value of assets and accrued liability cover active and inactive members who have service credit with Ill Assoc of Park Districts. They do not include amounts for retirees. The actuarial accrued liability for retirees is 100% funded.
Sec. 7-132. Municipalities, instrumentalities and participating instrumentalities included and effective dates.

(A) Municipalities and their Instrumentalities.

(a) The following described municipalities, but not including any with more than 1,000,000 inhabitants, and the instrumentalities thereof, shall be included within and be subject to this Article beginning upon the effective dates specified by the Board:

(1) Except as to the municipalities and instrumentalities thereof specifically excluded under this Article, every county shall be subject to this Article, and all cities, villages and incorporated towns having a population in excess of 5,000 inhabitants as determined by the last preceding decennial or subsequent federal census, shall be subject to this Article following publication of the census by the Bureau of the Census. Within 90 days after publication of the census, the Board shall notify any municipality that has become subject to this Article as a result of that census, and shall provide information to the corporate authorities of the municipality explaining the duties and consequences of participation. The notification shall also include a proposed date upon which participation by the municipality will commence.

However, for any city, village or incorporated town that attains a population over 5,000 inhabitants after having provided social security coverage for its employees under the Social Security Enabling Act, participation under this Article shall not be mandatory but may be elected in accordance with subparagraph (3) or (4) of this paragraph (a), whichever is applicable.

(2) School districts, other than those specifically excluded under this Article, shall be subject to this Article, without election, with respect to all employees thereof.

(3) Towns and all other bodies politic and corporate which are formed by vote of, or are subject to control by, the electors in towns and are located in towns which are not participating municipalities on the effective date of this Act, may become subject to this Article by election pursuant to Section 7-132.1.

(4) Any other municipality (together with its instrumentalities), other than those specifically excluded from participation and those described in paragraph (3) above, may elect to be included either by referendum under Section 7-134 or by the adoption of a resolution or ordinance by its governing body. A copy of such resolution or ordinance duly authenticated and certified by the clerk of the municipality or other appropriate official of its governing body shall constitute the required notice to the board of such action.

(b) A municipality that is about to begin participation shall submit to the Board an application to participate, in a form acceptable to the Board, not later than 90 days prior to the proposed effective date of participation. The Board shall act upon the application within 90 days, and if it finds that the application is in conformity with its requirements and the requirements of this Article, participation by the applicant shall commence on a date acceptable to the municipality and specified by the Board, but in no event more than one year from the date of application.

(c) A participating municipality which succeeds to the functions of a participating municipality which is dissolved or terminates its existence shall assume and be transferred the net accumulation balance in the municipality reserve and the municipality account receivable balance of the terminated municipality.
(d) In the case of a Veterans Assistance Commission whose employees were being treated by the Fund on January 1, 1990 as employees of the county served by the Commission, the Fund may continue to treat the employees of the Veterans Assistance Commission as county employees for the purposes of this Article, unless the Commission becomes a participating instrumentality in accordance with subsection (B) of this Section.

(B) Participating instrumentalities.

(a) The participating instrumentalities designated in paragraph (b) of this subsection shall be included within and be subject to this Article if:

(1) an application to participate, in a form acceptable to the Board and adopted by a two-thirds vote of the governing body, is presented to the Board not later than 90 days prior to the proposed effective date; and

(2) the Board finds that the application is in conformity with its requirements, that the applicant has reasonable expectation to continue as a political entity for a period of at least 10 years and has the prospective financial capacity to meet its current and future obligations to the Fund, and that the actuarial soundness of the Fund may be reasonably expected to be unimpaired by approval of participation by the applicant.

The Board shall notify the applicant of its findings within 90 days after receiving the application, and if the Board approves the application, participation by the applicant shall commence on the effective date specified by the Board.

(b) The following participating instrumentalities, so long as they meet the requirements of Section 7-108 and the area served by them or within their jurisdiction is not located entirely within a municipality having more than one million inhabitants, may be included hereunder:

i. Township School District Trustees.

ii. Multiple County and Consolidated Health Departments created under Division 5-25 of the Counties Code or its predecessor law.

iii. Public Building Commissions created under the Public Building Commission Act, and located in counties of less than 1,000,000 inhabitants.

iv. A multitype, consolidated or cooperative library system created under the Illinois Library System Act. Any library system created under the Illinois Library System Act that has one or more predecessors that participated in the Fund may participate in the Fund upon application. The Board shall establish procedures for implementing the transfer of rights and obligations from the predecessor system to the successor system.

v. Regional Planning Commissions created under Division 5-14 of the Counties Code or its predecessor law.

vi. Local Public Housing Authorities created under the Housing Authorities Act, located in counties of less than 1,000,000 inhabitants.


x. Illinois Association of Park Districts.
xi. Illinois Supervisors, County Commissioners and Superintendents of Highways Association.

xii. Tri-City Regional Port District.

xiii. An association, or not-for-profit corporation, membership in which is authorized under Section 85-15 of the Township Code.

xiv. Drainage Districts operating under the Illinois Drainage Code.

xv. Local mass transit districts created under the Local Mass Transit District Act.

xvi. Soil and water conservation districts created under the Soil and Water Conservation Districts Law.

xvii. Commissions created to provide water supply or sewer services or both under Division 135 or Division 136 of Article 11 of the Illinois Municipal Code.

xviii. Public water districts created under the Public Water District Act.

xix. Veterans Assistance Commissions established under Section 9 of the Military Veterans Assistance Act that serve counties with a population of less than 1,000,000.

xx. The governing body of an entity, other than a vocational education cooperative, created under an intergovernmental cooperative agreement established between participating municipalities under the Intergovernmental Cooperation Act, which by the terms of the agreement is the employer of the persons performing services under the agreement under the usual common law rules determining the employer-employee relationship. The governing body of such an intergovernmental cooperative entity established prior to July 1, 1988 may make participation retroactive to the effective date of the agreement and, if so, the effective date of participation shall be the date the required application is filed with the fund. If any such entity is unable to pay the required employer contributions to the fund, then the participating municipalities shall make payment of the required contributions and the payments shall be allocated as provided in the agreement or, if not so provided, equally among them.

xxi. The Illinois Municipal Electric Agency.

xxii. The Waukegan Port District.

xxiii. The Fox Waterway Agency created under the Fox Waterway Agency Act.

xxiv. The Illinois Municipal Gas Agency.

xxv. The Kaskaskia Regional Port District.

xxvi. The Southwestern Illinois Development Authority.

xxvii. The Cairo Public Utility Company.

xxviii. Except with respect to employees who elect to participate in the State Employees’ Retirement System of Illinois under Section 14-104.13 of this Code, the Chicago Metropolitan Agency for Planning created under the Regional Planning Act, provided that, with respect to the benefits payable pursuant to Sections 7-146, 7-150, and 7-164 and the requirement that eligibility for such benefits is conditional upon satisfying a minimum period of service or a minimum contribution, any employee of the Chicago Metropolitan Agency for Planning that was immediately prior to such employment an
employee of the Chicago Area Transportation Study or the Northeastern Illinois Planning Commission, such employee’s service at the Chicago Area Transportation Study or the Northeastern Illinois Planning Commission and contributions to the State Employees’ Retirement System of Illinois established under Article 14 and the Illinois Municipal Retirement Fund shall count towards the satisfaction of such requirements.

xxx. United Counties Council (formerly the Urban Counties Council), but only if the Council has a ruling from the United States Internal Revenue Service that it is a governmental entity.

xxx. The Will County Governmental League, but only if the League has a ruling from the United States Internal Revenue Service that it is a governmental entity.

(c) The governing boards of special education joint agreements created under Section 10-22.31 of the School Code without designation of an administrative district shall be included within and be subject to this Article as participating instrumentalities when the joint agreement becomes effective. However, the governing board of any such special education joint agreement in effect before September 5, 1975 shall not be subject to this Article unless the joint agreement is modified by the school districts to provide that the governing board is subject to this Article, except as otherwise provided by this Section.

The governing board of the Special Education District of Lake County shall become subject to this Article as a participating instrumentality on July 1, 1997. Notwithstanding subdivision (a)1 of Section 7-139, on the effective date of participation, employees of the governing board of the Special Education District of Lake County shall receive creditable service for their prior service with that employer, up to a maximum of 5 years, without any employee contribution. Employees may establish creditable service for the remainder of their prior service with that employer, if any, by applying in writing and paying an employee contribution in an amount determined by the Fund, based on the employee contribution rates in effect at the time of application for the creditable service and the employee’s salary rate on the effective date of participation for that employer, plus interest at the effective rate from the date of the prior service to the date of payment. Application for this creditable service must be made before July 1, 1998; the payment may be made at any time while the employee is still in service. The employer may elect to make the required contribution on behalf of the employee.

The governing board of a special education joint agreement created under Section 10-22.31 of the School Code for which an administrative district has been designated, if there are employees of the cooperative educational entity who are not employees of the administrative district, may elect to participate in the Fund and be included within this Article as a participating instrumentality, subject to such application procedures and rules as the Board may prescribe.

The Boards of Control of cooperative or joint educational programs or projects created and administered under Section 3-15.14 of the School Code, whether or not the Boards act as their own administrative district, shall be included within and be subject to this Article as participating instrumentalities when the agreement establishing the cooperative or joint educational program or project becomes effective.

The governing board of a special education joint agreement entered into after June 30, 1984 and prior to September 17, 1985 which provides for representation on the governing board by less than all the participating districts shall be included within and subject to this Article as a participating instrumentality. Such participation shall be effective as of the date the joint agreement becomes effective.
The governing boards of educational service centers established under Section 2-3.62 of the School Code shall be included within and subject to this Article as participatinginstrumentalities. The governing boards of vocational education cooperative agreements created under the Intergovernmental Cooperation Act and approved by the State Board of Education shall be included within and be subject to this Article as participating instrumentalities. If any such governing boards or boards of control are unable to pay the required employer contributions to the fund, then the school districts served by such boards shall make payment of required contributions as provided in Section 7-172. The payments shall be allocated among the several school districts in proportion to the number of students in average daily attendance for the last full school year for each district in relation to the total number of students in average attendance for such period for all districts served. If such educational service centers, vocational education cooperatives or cooperative or joint educational programs or projects created and administered under Section 3-15.14 of the School Code are dissolved, the assets and obligations shall be distributed among the districts in the same proportions unless otherwise provided.

The governing board of Paris Cooperative High School shall be included within and be subject to this Article as a participating instrumentality on the effective date of this amendatory Act of the 96th General Assembly. If the governing board of Paris Cooperative High School is unable to pay the required employer contributions to the fund, then the school districts served shall make payment of required contributions as provided in Section 7-172. The payments shall be allocated among the several school districts in proportion to the number of students in average daily attendance for the last full school year for each district in relation to the total number of students in average attendance for such period for all districts served. If Paris Cooperative High School is dissolved, then the assets and obligations shall be distributed among the districts in the same proportions unless otherwise provided.

The Philip J. Rock Center and School shall be included within and be subject to this Article as a participating instrumentality on the effective date of this amendatory Act of the 97th General Assembly. The Philip J. Rock Center and School shall certify to the Fund the dates of service of all employees within 90 days of the effective date of this amendatory Act of the 97th General Assembly. The Fund shall transfer to the IMRF account of the Philip J. Rock Center and School all creditable service and all employer contributions made on behalf of the employees for service at the Philip J. Rock Center and School that were reported and paid to IMRF by another employer prior to this date. If the Philip J. Rock Center and School is unable to pay the required employer contributions to the Fund, then the amount due will be paid by all employers as defined in item (2) of paragraph (a) of subsection (A) of this Section. The payments shall be allocated among these employers in proportion to the number of students in average daily attendance for the last full school year for each district in relation to the total number of students in average attendance for such period for all districts. If the Philip J. Rock Center and School is dissolved, then its IMRF assets and obligations shall be distributed in the same proportions unless otherwise provided.

Financial Oversight Panels established under Article 1H of the School Code shall be included within and be subject to this Article as a participating instrumentality on the effective date of this amendatory Act of the 97th General Assembly. If the Financial Oversight Panel is unable to pay the required employer contributions to the fund, then the school districts served shall make payment of required contributions as provided in Section 7-172. If the Financial Oversight Panel is dissolved, then the assets and obligations shall be distributed to the district served.
(d) The governing boards of special recreation joint agreements created under Section 8-10b of the Park District Code, operating without designation of an administrative district or an administrative municipality appointed to administer the program operating under the authority of such joint agreement shall be included within and be subject to this Article as participating instrumentalties when the joint agreement becomes effective. However, the governing board of any such special recreation joint agreement in effect before January 1, 1980 shall not be subject to this Article unless the joint agreement is modified, by the districts and municipalities which are parties to the agreement, to provide that the governing board is subject to this Article.

If the Board returns any employer and employee contributions to any employer which erroneously submitted such contributions on behalf of a special recreation joint agreement, the Board shall include interest computed from the end of each year to the date of payment, not compounded, at the rate of 7% per annum.

(e) Each multi-township assessment district, the board of trustees of which has adopted this Article by ordinance prior to April 1, 1982, shall be a participating instrumentality included within and subject to this Article effective December 1, 1981. The contributions required under Section 7-172 shall be included in the budget prepared under and allocated in accordance with Section 2-30 of the Property Tax Code.

(f) The Illinois Medical District Commission created under the Illinois Medical District Act may be included within and subject to this Article as a participating instrumentality, notwithstanding that the location of the District is entirely within the City of Chicago. To become a participating instrumentality, the Commission must apply to the Board in the manner set forth in paragraph (a) of this subsection (B). If the Board approves the application, under the criteria and procedures set forth in paragraph (a) and any other applicable rules, criteria, and procedures of the Board, participation by the Commission shall commence on the effective date specified by the Board.

(C) Prospective participants.

Beginning January 1, 1992, each prospective participating municipality or participating instrumentality shall pay to the Fund the cost, as determined by the Board, of a study prepared by the Fund or its actuary, detailing the prospective costs of participation in the Fund to be expected by the municipality or instrumentality.

(Source: P.A. 96-211, eff. 8-10-09; 96-551, eff. 8-17-09; 96-1000, eff. 7-2-10; 96-1046, eff. 7-14-10; 97-429, eff. 8-16-11; 97-854, eff. 7-26-12.)