

**MUNDELEIN PARK AND RECREATION DISTRICT BOARD OF
PARK COMMISSIONERS, MUNDELEIN, LAKE COUNTY, ILLINOIS
HELD MONDAY, SEPTEMBER 28, 2015 AT 7:30 P.M. AT THE
MUNDELEIN COMMUNITY CENTER ADMINISTRATION OFFICES,
1401 NORTH MIDLOTHIAN ROAD, MUNDELEIN, ILLINOIS**

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

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

Commissioner ORTEGA moved to approve the minutes of the Committee Meeting and Regular Meeting minutes from August 24, 2015 and the Special Meeting and Executive Session from August 31, 2015, second by Commissioner McGRATH. President KNUDSON repeated the motion and asked if there were any corrections or additions and none were made. A voice vote was taken with all voting yes.

Commissioner FRASIER moved to approve Warrants 082815, 090415, 090915, 091115, 091415, 091815, 092315, 092515 and 092815 in the amount of \$789,575.42, second by Commissioner ORTEGA. President KNUDSON repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners FRASIER, ORTEGA, McGRATH and KNUDSON voting yes.

Commissioner FRASIER moved to approve Warrant 091515 in the amount of \$158.00, second by Commissioner ORTEGA. President KNUDSON repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners FRASIER, ORTEGA and KNUDSON voting yes. Commissioner McGRATH recused himself.

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

Under Old Business, Commissioner McGRATH asked about the possibility of adding the installation of a sidewalk along Recreation Way as part of the traffic signal project. Executive Director RESNICK said it couldn't be added to the project but had been discussed with the Village in the past as part of the Safe Communities grants. She would look into it again and report back to the Board.

The Board reviewed the updated Alcohol & Drug Policy for CDL Employees. Commissioner ORTEGA stated he had several questions he would like answered prior to the Board voting on the policy. Commissioner McGRATH moved to table approval of the policy until the October 12, 2015 meeting, second by Commissioner ORTEGA. President KNUDSON repeated the motion and asked if there were any questions and none were raised. A voice vote was taken with all voting yes.

The Board reviewed the proposed Ergonomics Policy as recommended by PDRMA. Commissioner ORTEGA moved to approve the Ergonomics Policy, second by Commissioner McGRATH. President KNUDSON repeated the motion and asked if there were any questions and none were raised. A voice vote was taken with all voting yes.

Service anniversaries were announced: Amy Eiserman, 19 years; Dawn Fedrigon, 3 years; Tim Graves, 24 years; Natalie Hetzel-Barlow, 7 years and Candice Levine, 18 years.

Staff Reports

Golf

Commissioner FRASIER commented about the excellent condition of the course. President KNUDSON asked if there was a known reason why attendance at the SRACLC Outing was down. Commissioner FRASIER said SRACLC Director Buckner told him they lost 8-10 players to the Mundelein High School Outing which was held the same day. Golf Operations Manager BROLLEY said part of it was because SRACLC is not attracting new participants and some of the past players have stopped signing up. Commissioner FRASIER complimented the look of the new bunker on the eighth hole. President KNUDSON asked if the bunker would be playable this year. Golf Course Superintendent DORUFF said he thought it would be available. President KNUDSON said he has seen many golf courses that have lost so many ash trees and said it was amazing Steeple Chase had not lost trees. Golf Course Superintendent DORUFF said as long as we keep treating the trees, they should be fine.

Parks

Commissioner McGRATH asked if staff knew how many dedication trees were planted in the parks. Superintendent of Parks SOLBERG said there is an inventory of dedication trees. President KNUDSON asked if Brian Jeske was the first employee to attain the Prescribed Burn Manager Certification. Superintendent of Parks SOLBERG said he is and that this was needed for the District to conduct burns on our own. The current permit to conduct burns is valid until August 2016 and includes 43 acres.

Recreation

Commissioner McGRATH mentioned that he was approached by a veteran who is a member of the Healthy Minds/Healthy Bodies program. He told him how much he enjoyed and appreciated the program. Commissioner ORTEGA asked for a list of new programs that were being offered at the Regent Center.

Business Services

There were no questions.

Commissioner FRASIER moved to enter Executive Session pursuant to 5 ILCS 120/2(c)(1) (the appointment, employment, compensation, discipline, performance, or dismissal of specific employees), 5 ILCS 120/2(c)(5) (discussion of whether a particular parcel should be acquired) and 5 ILCS 120/2(c)(11) (pending litigation), second by Commissioner McGRATH. A roll call vote was taken at 7:51 p.m. with Commissioners FRASIER, McGRATH, ORTEGA and KNUDSON voting yes.

The regular meeting reconvened at 8:28 p.m.

There being no further business, Commissioner McGRATH moved to adjourn at 8:29 p.m. second by Commissioner ORTEGA. The motion was unanimously approved.

Secretary

Mundelein Park & Recreation District
Committee of the Whole
September 28, 2015

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

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

Executive Director RESNICK explained there were updates needed in the District's current Alcohol & Drug Policy for CDL Employees. Commissioner ORTEGA said he felt it was not a good idea to include in the policy that the Executive Director could make exceptions to the policy. He asked if this violated Department of Transportation rulings.

Executive Director RESNICK stated she felt spelling out the exception of offsite trainings was specific enough to not open the District up for liability. Commissioner ORTEGA requested his specific questions be addressed by the District's attorney before the Board vote on this policy.

The Board reviewed the Ergonomics Policy that PDRMA has requested be included in the District's Personnel Policy Manual. Executive Director RESNICK said the District would be assessing duties that required repetitive motions.

The Board was informed there were no bids received for the sealcoat project. Commissioner McGRATH asked if local companies were solicited. Superintendent of Parks SOLBERG said an ad was placed in the newspaper and local companies were sent notices. Commissioner McGRATH asked if staff knew why no bids were received. Executive Director RESNICK said it could be a combination of companies having enough work at this time and the fact that performing work for a unit of local government requires companies to pay prevailing wage and provide certified payrolls. The District is a member of National IPA, a national purchasing program that competitively bids out work and awards contracts to low bidders. The District is able to work with KBR through this program and have the sealcoat work completed for \$26,000, which is \$8,000 under the budgeted amount. Because of staff error, this item was left off the agenda and no action could be taken. In order to get this work done prior to cold weather setting in, the Board will be polled electronically and if they approve the contract, this will be ratified at the October 12th meeting.

The District is also able to purchase dasher boards for the outdoor ice rink at Community Park through the National IPA. The lowest quote staff received from a vendor was \$34,000, which is \$4,000 over budget. The Board requested staff provide more details prior to Board action.

Executive Director RESNICK updated the Board on the health care coverage options that would be made available to staff for the 2016 fiscal year. The District will offer employees an HMO and a PPO with a \$1,500 deductible. Of this deductible, there will be a \$1,000 HRA (health reimbursement account) that the District will be responsible for.

*Committee Minutes
September 28, 2015
Page 2*

This will have the "feel" of a \$500 deductible for employees. Employees will be responsible for 7.5% of the HMO premium or 10% of the PPO premium.

The Board was updated on the latest proposal from University of St. Francis for a community wide survey. Notice will be sent to a random selection of 25% of all Mundelein residents asking them to fill out the survey electronically. It will also be available to anyone via the District's website.

The first draft of the District's sponsorship program was shared with the Board.

This year's free summer lunch program statistics were reviewed. The addition of Hickory Park increased meals served from approximately 2,600 last year to over 4,100 this year.

Executive Director RESNICK shared wording used by another Park District Board on their emails that informed senders emails would be shared with the entire Board and were public record. The Board had no objections to this auto reply being used on their email accounts.

The Board was asked to let the Executive Director know if they would be attending the IAPD/IPRA Conference in January.

The Committee meeting adjourned at 7:30 p.m.

Secretary