

MUNDELEIN PARK & RECREATION DISTRICT
REGULAR BOARD MEETING
Monday, March 14, 2016
7:30 p.m.

AGENDA

Call To Order:

Pledge of Allegiance:

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

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

Approval of Disbursements:

Warrants	=	022616, 030316, 030916	
		031116, 031416	\$ 423,337.45
Warrants	=	031516	\$ 1,592.73

Correspondence: Letter to Congressman Dold;
Thank You Note from Congressman Dold's Office

Old Business:

New Business:

1. Salary Ranges
2. Landscape Contract Bid Award

Board Business:

Service Anniversaries: Ted Costa 1998 (18); Christa Lawrence 2015 (1);
Derek Solberg 2009 (7); Myra Tatarowicz 1999 (17);
Matt Wells 2009 (7)

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

Visitors:

Adjournment:

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

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

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

Executive Director RESNICK reviewed the bid results for the Steeple Chase fertilizer and pesticide purchase.

For the past few years, during the Bags Tournament at Mundelein Community Days, the Park District has allowed the sale of beer. The Commission was asking for this variance once again and would like to add a small area outside the tennis court where people waiting to participate could consume their beer.

Staff has developed a special event for Barefoot Bay that would be geared to adults. It would be Margarita Night and consist of tropic themed games geared toward adults. The Police Department would be made aware of the event and the Park District would follow any rules they require. Commissioner FRASIER said we may need a special permit from the Village.

Executive Director RESNICK informed the Board she had been called by Jim Hartman of Smith, LaLuzerne and Hartman letting her know that he was leaving the firm when Chuck Smith leaves to become a judge. With the firm's knowledge, he was approaching clients to see if they would like to continue using his services at his new firm Magee Hartman. He will remain in the same office as LaLuzerne and Smith and his fees will remain the same. Commissioner FRASIER asked if we worked with Larry LaLuzerne, what the fees would be. RESNICK will check and report back to the Board.

With the hiring of the new Sponsorship Coordinator, staff had questions regarding the District's philosophy on accepting ads and sponsorships. Staff believes that the maximum amount of ad space in the seasonal brochure should be four pages, with quarter pages the smallest ad accepted. The Board reviewed the proposed ad costs and agreed with this approach. The second question was whether or not to accept ads or sponsorships from religious organizations. Commissioner ORTEGA said he feels if it is an organization that serves the community, we also serve the community and this would not be a conflict. The Board members concurred.

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

Secretary

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

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

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

Commissioner ORTEGA moved to approve the minutes of the Committee Meeting and Regular Meeting from February 8, 2016, second by Commissioner FRASIER. 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 020916, 021216, 021716 and 022216 in the amount of \$182,688.24, 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, ORTEGA, McGRATH and KNUDSON voting yes.

Commissioner McGRATH moved to place the January financials on file, 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 McGRATH, ORTEGA, FRASIER and KNUDSON voting yes.

President KNUDSON said staff had prepared and advertised bid specifications for the purchase of fertilizers and pesticides at Steeple Chase Golf Club. The results of the bid were reviewed by the Board. Commissioner FRASIER moved to accept the following bids: Reinders Inc., \$5,281.00; Pendelton Turf Supply Inc., \$19,054.70; Winfield Solutions, \$666.90; BTSI, \$1,974.24; Prime Turf, \$5,250.00; GPM, \$8,040.00; Arthur Clesen Inc., \$7,259.50; Site One, \$2,498.40; and ConServ FS, \$15,792.60 second by McGRATH. President KNUDSON repeated the motion and asked if there were any questions, none were raised. A roll call vote was taken with Commissioners FRASIER, McGRATH, ORTEGA and KNUSON voting yes.

A request was presented from the Mundelein Community Days Commission to allow the sale and consumption of beer at and around the Kracklauer Park tennis court during the Bags Tournament on Saturday, July 2, 2016. Commissioner ORTEGA moved to approve this variance to the Park District ordinance, second by Commissioner McGRATH. President KNUDSON repeated the motion and asked if there were any questions, none were raised. A voice vote was taken with all Board members voting yes.

Staff proposed a new special event at Barefoot Bay that would include the sale of alcohol at this adult only event. Commissioner McGRATH moved to approve this variance to the Park District ordinance during the special event, second by Commissioner FRASIER. President KNUDSON repeated the motion and asked if there were any questions, none were raised. A voice vote was taken with all Board members voting yes.

Staff Reports

Golf

President KNUDSON asked if the weir project was complete. Golf Operations Manager BROLLEY said it appeared that it was functioning properly. Commissioner FRASIER asked if the lake could be treated for weeds. Golf Course Superintendent DORUFF said it was too late this year but that a treatment would be completed in the summer at a time when the irrigation could be shut down for three days. President KNUDSON asked for details on the new hitting cages being constructed this year. Golf Operations Manager BROLLEY said they would be larger and more visible and useable after rain, unlike the current area. The cost is approximately \$7,000 and the funds are coming from the Friends of Steeple Chase Outing. Commissioner FRASIER asked how the search for cooks was going. Golf Operations Manager BROLLEY said he has seven applications and has interviewed three candidates so far. President KNUDSON asked if we were still having a hard time getting applications for the maintenance crew. Golf Course Superintendent DORUFF said he advertised in three areas and has about 12 applications now. Commissioner FRASIER asked if this was an issue through the area or just Steeple Chase. Golf Course Superintendent DORUFF said he has spoken to other Superintendents and it seems to be throughout the area.

Parks

President KNUDSON asked about the educational program that Grounds Maintenance Supervisor Paul Rogus attended. Superintendent of Parks SOLBERG said it was a week long program, held once a year. After both years are completed, an exam is given. Paul completed the course and successfully passed the exam. Commissioner McGRATH asked why the trailer was no longer in compliance. Superintendent of Parks SOLBERG said the laws on weight limits requiring breaks had changed. Commissioner FRASIER asked if staff thought there would be issues now that we are clearing snow from Cambridge Country path.

Superintendent of Parks SOLBERG said due to requests, we clear three sites and they are chosen because they are spread throughout the community. Path clearing is conducted after necessary snow removal is complete and salt is not applied. President KNUDSON asked about the sign at the back entrance to Community Park that was renovated. Superintendent of Parks SOLBERG said Tim Graves completed the work.

Recreation

Commissioner McGRATH asked if staff thought there would be any effect on next year's league registration due to the behavior deposit. Superintendent of Recreation KIPP said she did not think so since teams were not fined for smaller infractions. President KNUDSON asked about the summer events at Barefoot Bay. Superintendent of Recreation KIPP said one was to celebrate the facilities 10th anniversary and one was to highlight "Where's Leroy Wednesday". This is a social media campaign going on over the winter showing Leroy at various Park District facilities and classes. Commissioner FRASIER suggested that Mike Gerton submit his program idea for the World Waterpark Association Show to IPRA for next year's conference. Commissioner ORTEGA asked if the geocaching program would continue. Superintendent of Recreation KIPP said it would as we now have materials for those interested, the Eagle Scout's father was going to continue the program for the scouts, and the Scout himself, Jack Readdy, would keep the geocache website updated.

Business Services

President KNUDSON asked about the chili cook off. Business Manager MILLER explained each department had their own competition and the winner of each department would face off this Friday.

There being no further business, Commissioner ORTEGA moved to adjourn at 7:59 p.m. second by Commissioner McGRATH. The motion was unanimously approved.

Secretary



MUNDELEIN PARK & RECREATION DISTRICT

1401 N. Midlothian Road • Mundelein, IL. 60060 • (847) 566-0650 • Fax (847) 566-8557

**MUNDELEIN
COMMUNITY CENTER**
1401 North Midlothian Road
(847) 566-0650

**BAREFOOT BAY
FAMILY AQUATIC CENTER**
1461 North Midlothian Road
(847) 566-8661

**BIG & LITTLE CHILD
DEVELOPMENT CENTER**
1401 North Midlothian Road
(847) 388-5440

**DIAMOND LAKE
RECREATION CENTER**
1016 Diamond Lake Road
(847) 566-5650

THE REGENT CENTER
1200 Regent Drive
(847) 566-4790

**PARK VIEW HEALTH
& FITNESS CENTER**
1401 North Midlothian Road
(847) 388-5430

**STEEPLE CHASE
GOLF CLUB**
200 North La Vista Drive
(847) 949-8900

February 25, 2016

The Honorable Robert Dold
U.S. House of Representatives
300 Village Green, #235
Lincolnshire, IL 60069

Dear Congressman Dold:

This morning I had the pleasure of meeting two of your District Representatives, Victoria Williams and Alma Herrera. They were very generous with their time and shared with me some of the wonderful programs you have brought to our area.

It is so refreshing to have a Representative who shows an interest in the people and communities he serves. I'm looking forward to working with your office to continue offering the best services we can. In particular, Alma mentioned some outreach programs in Round Lake for Hispanic residents and offered to share contact information. All it takes sometimes is one name, one meeting, or one contact to open up new opportunities.

Thank you also for the copy of Congressional Record. I am honored that you took the time to recognize me in such a special way.

Please feel free to contact the Mundelein Park & Recreation District if there is anything we can do to help.

Sincerely,

Margaret Resnick
Executive Director



ROBERT J. DOLD
10TH DISTRICT, ILLINOIS



HOUSE OF REPRESENTATIVES
WASHINGTON, DC 20515

02/25/16

Ms. Resnick,

Thank you so much for meeting with me and Alma. Thank you for showing us around the Park District and for introducing us to your staff.

We look forward to working with you more in the future, but in the meantime, please feel free to reach out to me for any help. And if you ever find yourself in D.C., please let us know so we can organize a capital tour for you!

Best, Victoria

**MEETING REMINDER
MONDAY, MARCH 14, 2016**

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

Action Items

Old Business

New Business

1. Salary Ranges
2. Landscape Contract Bid Award

Updates

1. Grant Extension
2. Attorney Selection
3. Hot Tub Update
4. SRACLC Presentation
5. Binder of Documentation
6. Executive Session

New Business

Annually we review salary ranges in the first quarter of the year. This year, for the Executive Director and Department Heads comparables are; Arlington Heights, Bolingbrook, Buffalo Grove, Glenview, Gurnee, Highland Park, Hoffman Estates, Lake Forest, Naperville, Northbrook, Schaumburg, Vernon Hills, Waukegan, Wheeling, Winnetka and Woodridge. For Golf positions, the comparables are; Arlington Heights, Des Plaines, Glenview, Highland Park, Hoffman Estates, Lake Forest, Lockport Township, Naperville, Northbrook, Wilmette, Winnetka, Woodridge and either the PGA or GCSAA. For the rest of the positions, comparable are; Addison, Bartlett, Bloomingdale, Buffalo Grove, Cary, Grayslake, Gurnee, Homewood-Flossmoor, Lockport Township, Lombard, Vernon Hills and Woodridge. Any position with a recommended range change has the recommendation in bold on the attached spreadsheet. *Staff recommends approving the Wage Ranges as presented.*

Derek Solberg prepared bid specifications for the landscaping that we outsource at Asbury, Barefoot Bay, Leo Leathers retention area, Longmeadow, Maurice Noll, Spray Park and Woodlands. We outsource specific areas of these parks, not the entire park. Six companies submitted bids for the three year contract. References for the low bidder have been checked and are favorable. The budget for this work is \$25,000.

Staff recommends awarding a three year contract for landscaping to Apex of Hawthorn Woods in the amount of \$14,811 for 2016, \$14,811 for 2017 and \$15,255 for 2018.

Updates

I received an email from our grant writer John Vann letting me know the Illinois Department of Natural Resources is requesting letters from grantees requesting a one year extension if they do not feel their project will be complete by June 30, 2016. I will be submitting this extension request.

I spoke with Larry LaLuzerne about utilizing his new firm and he said his firm will mainly be keeping the prosecution clients and Jim Hartman's new firm will be handling the municipal clients. He said they would obviously be happy to work with us, but when working with Smith, LaLuzerne and Hartman, I worked 95% of the time with Jim Hartman and 5% with Chuck Smith. Also, with Larry's firm still doing work with the Village, we may at times have a conflict.

The Village of Mundelein helped locate what we hope is the only break in the hot tub drain. Staff dug down 4 plus feet on the hot tub deck to make the repair. We have been waiting over a week for delivery of the part. Once it arrives, we will make the repair and hope there are no breaks further down the line. Pressure testing indicated there were not.

SRACLC Executive Director John Buckner will give an annual report to the Board.

*Meeting Reminder
March 14, 2016
Page 3*

The Binder of Documentation is enclosed. Staff have received these benchmark documents and will be reviewing to look for trends, concerns, and opportunities.

I am requesting an Executive Session to discuss real estate.

Position	Comp Min	Comp Max	MPRD Min	MPRD Max	Recommended Min	Recommended Max
Executive Director	\$ 126,578	\$ 181,809	\$ 115,000	\$ 155,000	\$ 125,000	\$ 180,000
Business Manager	\$ 89,588	\$ 133,394	\$ 70,000	\$ 100,000	\$ 75,000	\$ 105,000
Superintendent of Rec	\$ 80,776	\$ 111,177	\$ 70,000	\$ 100,000	\$ 75,000	\$ 105,000
Superintendent of Parks	\$ 81,421	\$ 115,049	\$ 70,000	\$ 100,000	\$ 75,000	\$ 105,000
Marketing Specialist	\$ 49,086	\$ 73,646	\$ 45,000	\$ 75,000	\$ 45,000	\$ 75,000
Human Resources Manager	\$ 35,919	\$ 52,006	\$ 40,000	\$ 70,000	\$ 40,000	\$ 70,000
Administrative Assistant	\$ 40,105	\$ 61,914	\$ 35,000	\$ 60,000	\$ 35,000	\$ 60,000
Golf Operations Manager	\$ 65,004	\$ 107,065	\$ 70,000	\$ 100,000	\$ 75,000	\$ 105,000
Assistant Golf Manager	\$ 42,571	\$ 69,507	\$ 45,000	\$ 75,000	\$ 45,000	\$ 75,000
Superintendent of Golf	\$ 67,369	\$ 105,888	\$ 60,000	\$ 90,000	\$ 65,000	\$ 95,000
Asst. Superintendent of Golf	\$ 46,296	\$ 71,170	\$ 45,000	\$ 75,000	\$ 45,000	\$ 75,000
Building Maint. Supervisor	\$ 45,830	\$ 70,043	\$ 45,000	\$ 75,000	\$ 50,000	\$ 80,000
Grounds Maint. Supervisor	\$ 48,345	\$ 75,072	\$ 45,000	\$ 75,000	\$ 50,000	\$ 80,000
Building Technician			\$ 40,000	\$ 70,000	\$ 40,000	\$ 70,000
Aquatic Technician	\$ 42,328	\$ 64,330	\$ 40,000	\$ 70,000	\$ 40,000	\$ 70,000
Assistant Supt. of Recreation	\$ 40,407	\$ 62,763	\$ 50,000	\$ 80,000	\$ 55,000	\$ 85,000
Daycare Director			\$ 50,000	\$ 80,000	\$ 55,000	\$ 85,000
Community Center Mgr.	\$ 45,893	\$ 71,724	\$ 45,000	\$ 75,000	\$ 50,000	\$ 80,000
Aquatic Supervisor	\$ 43,102	\$ 65,816	\$ 35,000	\$ 65,000	\$ 40,000	\$ 70,000
Early Childhood Rec Supv.	\$ 39,956	\$ 60,398	\$ 35,000	\$ 60,000	\$ 40,000	\$ 65,000
Adult Rec Supervisor	\$ 39,956	\$ 60,398	\$ 35,000	\$ 60,000	\$ 40,000	\$ 65,000
Registration Manager	\$ 34,244	\$ 51,330	\$ 38,000	\$ 48,000	\$ 38,000	\$ 48,000
Daycare Teacher II	\$ 22,402	\$ 36,650	\$ 30,000	\$ 45,000	\$ 30,000	\$ 45,000
Daycare Teacher I			\$ 25,000	\$ 35,000	\$ 25,000	\$ 35,000
Assistant Daycare Teacher	\$ 19,302	\$ 27,269	\$ 20,000	\$ 30,000	\$ 20,000	\$ 30,000

2016 Mundelein Park & Recreation District Turf & Landscape Contract Bid Results

Summary of Bid

Company	Apex	Buhrman	Jameson	Rosborough	Sundance	TGF
Asbury Park	\$3,098.00	\$2,065.00	\$3,300.00	\$3,112.00	\$11,200.00	\$3,800.00
Barefoot Bay	\$2,268.00	\$4,865.00	\$1,700.00	\$4,352.00	\$22,400.00	\$4,840.00
Leo Leathers						
Retention	\$1,676.00	\$2,431.00	\$2,000.00	\$4,760.00	\$8,400.00	\$3,700.00
Leo Leathers Trail	\$1,092.00	\$2,431.00	\$3,200.00	\$9,376.00	\$7,000.00	\$6,150.00
Longmeadow	\$1,676.00	\$3,276.00	\$640.00	\$2,144.00	\$5,040.00	\$1,200.00
Maurice Noll	\$896.00	\$1,120.00	\$1,200.00	\$2,360.00	\$6,300.00	\$1,400.00
Spray Park	\$504.00	\$2,598.00	\$2,000.00	\$1,096.00	\$11,200.00	\$760.00
Woodlands Park	\$1,380.00	\$1,624.00	\$1,400.00	\$4,801.00	\$10,640.00	\$2,420.00
Mulch	\$2,221.00	\$2,300.00	\$2,200.00	\$4,352.00	\$3,300.00	\$800.00
Year 2016	\$14,811.00	\$22,710.00	\$17,640.00	\$36,353.00	\$85,480.00	\$25,070.00
Year 2017	\$14,811.00	\$23,391.00	\$17,640.00	\$36,353.00	\$85,480.00	\$25,070.00
Year 2018	\$15,255.00	\$24,092.00	\$17,990.00	\$36,353.00	\$85,480.00	\$25,070.00
TOTAL	\$44,877.00	\$70,193.00	\$53,270.00	\$109,059.00	\$256,440.00	\$75,210.00

In 2016 Apex is "low bid"

For length of contract Apex is also "low bid"