

**MUNDELEIN PARK & RECREATION DISTRICT
REGULAR BOARD MEETING**

Monday, March 28, 2016

7:30 p.m.

AGENDA

Call To Order:

Pledge of Allegiance:

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

Approval of Minutes: Committee Meeting March 14, 2016
Regular Meeting March 14, 2016
Executive Session March 14, 2016

Approval of Disbursements: Warrants 031616, 032216, 032316
032416, 032816 = \$ 266,396.82
Warrants 032916 = \$ 104.66

Financials: February

Correspondence:

Old Business:

New Business:

1. Surplus Equipment for Sale
2. Sealcoat Bid Award

Board Business: Goose Solution Presentation

Staff Reports:

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
March 14, 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 DOLAN, FRASIER, KNUDSON, McGRATH and ORTEGA. Staff present included Executive Director RESNICK. John Buckner of SRACLC and two members of the public were present.

Executive Director RESNICK reviewed the philosophy of comparable agencies for the salary ranges. Executive Director and Department Heads were compared to larger agencies as if these employees were to leave, it would most likely be to go to a larger agency. Golf positions were compared to agencies with similar golf courses and also the Professional Golf Association and Golf Course Superintendents of America Association information. The remainder of the positions were compared to like agencies.

The bid summary for the three year landscape contract was shared with the Board.

Executive Director RESNICK explained the District's PARC grant is valid until June 2017, so no extension request was necessary at this time. She relayed her conversation with Larry LaLuzerne and shared her good experience with Jim Hartman, stating she was very comfortable working with Magee Hartman P.C. in addition to the two other law firms currently utilized.

The Board was updated on the mechanical problems with the hot tub. The problem has been identified and the parts ordered, but they have not yet been received from the distributor via the manufacturer.

The Board was informed that John Buckner would be giving an annual report on SRACLC. The Binder of Documentation was distributed.

Commissioner FRASIER moved to adjourn to Executive Session for the purpose of Personnel 5 ILCS 120/2 (c)(1) and Purchase or Lease of Real Estate 5 ILCS 120/2 (c) 5, second by Commissioner McGRATH at 7:10 p.m. A roll call vote was taken with Commissioners FRASIER, McGRATH, DOLAN, ORTEGA and KNUDSON voting yes.

The Committee Meeting adjourned to Executive Session at 7:10 p.m.

The Committee Meeting reconvened at 7:30 p.m.

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, MARCH 14, 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 DOLAN, FRASIER, KNUDSON, McGRATH and ORTEGA were present. Staff present included Executive Director RESNICK. Three visitors were present.

Commissioner McGRATH moved to approve the minutes of the Committee Meeting and Regular Meeting minutes from February 22, 2016, second by Commissioner ORTEGA. 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 022616, 030316, 030916, 031116 and 031416 in the amount of \$423,337.45, second by Commissioner DOLAN. 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, DOLAN, McGRATH, ORTEGA and KNUDSON voting yes.

Commissioner FRASIER moved to approve Warrant 031516 in the amount of \$1,592.73, 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, DOLAN and KNUDSON voting yes, Commissioner McGRATH recused himself.

President KNUDSON presented a letter from Executive Director RESNICK to Congressman Bob Dold and a Thank You Note from the Congressman's office.

President KNUDSON said staff had reviewed salary ranges with the comparable agencies selected for all full time, non-union positions and made recommendations to adjust 14 positions. The Board had copies of all current and recommended ranges. Commissioner ORTEGA moved to accept staff recommendations and adjust 14 ranges, 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 ORTEGA, McGRATH, DOLAN, FRASIER and KNUDSON voting yes.

President KNUDSON said staff had prepared specifications for outsource landscape work at Asbury pond area, Barefoot Bay, Leo Leathers retention area, Longmeadow, Maurice Noll, Spray Park and Woodlands. The Board reviewed the six bids received. Commissioner FRASIER moved to approve a three year contract with the low bidder Apex of Hawthorn Woods, 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, DOLAN and KNUDSON voting yes.

Under Board Business Commissioner FRASIER complimented staff on the prescribed burn postcard he had received at home. Commissioner DOLAN informed the Board he had the conference session evaluations if anyone was interested in reviewing them.

John Buckner presented the SRACLC Annual Report to the Board. He highlighted increases in the number of participants and the number of programs taken by Mundelein residents. President KNUDSON asked about the Special Olympic programs. Mr. Buckner said there are many programs and they run all year long. Athletes generally have an opportunity to compete at the local level and the state level. Commissioner McGRATH asked if Mr. Buckner saw any particular hurdles coming up. Mr. Buckner said SRACLC is fairly frugal, keeps head count low and watches expenses, so he didn't foresee any problems.

President KNUDSON announced service anniversaries: Ted Costa, 18 years; Christa Lawrence, 1 year; Derek Solberg, 7 years; Myra Tatarowicz, 17 years; and Matt Wells, 7 years.

Under Visitors, resident and Indoor Pool member Richard Cruz expressed his frustration with the length of time it was taking to repair the whirlpool and to say he felt he was "brushed off" by staff who offered him a refund on his membership. Various Board members said they felt he may have misunderstood the comments as staff was well known for customer service. They told Mr. Cruz that they had been updated about the whirlpool issue and understood his frustration, but that a part was needed and the District was waiting for delivery. Mr. Cruz said he would like to see a bathing suit dryer in the locker room so he could dry his swim trunks before leaving. The Executive Director promised to look into his request for a drying machine and call him with a decision on any possible action.

There being no further business, Commissioner ORTEGA moved to adjourn at 7:36 p.m. second by Commissioner FRASIER. The motion was unanimously approved.

Secretary

**MEETING REMINDER
MONDAY, MARCH 28, 2016**

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

Action Items

Old Business

New Business

1. Surplus Equipment for Sale
2. Sealcoat Bid Award

Updates

1. TIF Update
2. Goose Solution
3. Hickory Gazebo
4. Police Report

New Business

Equipment that is no longer needed by the District can be declared surplus by the Board and sold via auction, sealed bid or for a reasonable price through Car Max. Staff has identified two trailers, two pick up trucks and one dump truck as no longer needed.

Staff recommends approving declaring the following as surplus and available for sale: 2000 GMC 2500 Pick Up Truck, 2000 GMC 2500 Pick Up Truck, 1997 Ford F350 Dump Truck, Snobird Snowmobile Trailer (no information on year), and 1986 Ideal Flatbed Trailer.

Derek Solberg prepared bid specifications for the sealcoating at Ambria, Community, Memorial, Noll and Clearbrook Parks. References for the low bidder have been checked and are favorable. The budget for this work is \$29,895.

Staff recommends awarding a contract to Chicagoland Paving of Lake Zurich in an amount not to exceed \$9,905.00 for sealing coating at Ambria, Community, Memorial, Noll and Clearbrook Parks.

Updates

The Village will be modifying the current TIF and creating a new one. I will have an update for the Board at the meeting.

Golf Course Superintendent Ron Doruff has contacted Wild Goose Chase regarding their services to alleviate the goose problem at the golf course. They will give a brief presentation during the meeting.

The church group that has run the free lunch program at Hanrahan and Hickory Parks for the past two summers has approached the Park District about constructing a gazebo at Hickory Park. They will be paying for the materials and we will supply the labor.


The February Police report is enclosed.


Mundelein Park & Recreation -- Open 3/15/16

	1st	2nd	3rd	4th
		Chicagoland Paving	Murphy Paving	Jameson Pavement
Ambria Lift Station	\$ 120.00	\$ 150.00	\$ 221.00	\$ 220.00
Community Park	\$ 3,560.00	\$ 4,965.00	\$ 4,183.00	\$ 7,565.00
Memorial Park	\$ 3,250.00	\$ 3,388.00	\$ 3,857.00	\$ 5,600.00
Maurice Noll Park	\$ 2,825.00	\$ 2,636.00	\$ 2,913.00	\$ 3,300.00
Clearbrook Park	\$ 150.00	\$ 200.00	\$ 265.00	\$ 460.00
TOTAL	\$ 9,905.00	\$ 11,339.00	\$ 11,439.00	\$ 17,145.00

MEMORANDUM

To: Chief Eric Guenther

Cc: Deputy Chief Monahan
Deputy Chief Hansen 

From: Sergeant Brian Kisselburg 

Date: Wednesday, March 16, 2016

Re: Park District Report – February 2016

There were eleven (11) calls for service in the area parks during the reporting period, which is consistent with park district activity during this time of year. The majority of the calls were minor in nature and included suspicious circumstances/persons, check the well-being, lockout, and a code enforcement.

There were a total of 237 park checks initiated by the patrol officers during this month. There were no patterns or crime trends discovered during this month. The numbers of calls and checks were consistent with the weather and the beginning of the increase in use of the parks.

The following gives more detail about several of the calls for service during February 2016:

- 02/04/16 – Officers were dispatched to the Park View Fitness Center for a report of a fight in progress in the parking lot. Upon officers arrival they checked the parking lot and there were no subjects fighting. Officers made contact with employees who advised that there was a men's basketball league game going on where the players got confrontational with each other. The employee provided the roster for the two teams and officers followed up with the teams to ensure there was no fight in the parking lot. The teams advised that there was an argument in the parking lot but no fight. As a result of this and other similar problems officers will conduct regular walk-throughs and conducting a training session with park district employees on when to call the police department.
- 02/09/16 – Officers were conducting a park check at Hanrahan Park when they observed an occupied vehicle. Officers made contact with the occupant who had stopped to make a phone call. No criminal activity was observed. The subject was advised about the park hours and that he is not allowed on the park property when it is closed.
- 02/10/16 – Officers were dispatched to the police department to take a suspicious circumstance report which occurred at Hanrahan Park. The complainant advised that he heard third party that there was a drug transaction/robbery which occurred at the park. The complainant advised that a subject was selling \$300.00 worth of cannabis and was driven to the park where he was beat up and robbed of his cannabis. The complainant was advised to make contact with the "victim" and advise them to make a police report. The "victim" never made a police report.
- 02/23/16 – While officers were checking Gordon Ray Park they located two bicycles which were unoccupied and appeared to be abandoned in the park. Officers attempted to determine the owners
Courage. Pride. Commitment.

with negative results. The bicycles were transported to the police department and entered into evidence.

- 02/28/16 – While officers were checking the area of Lincoln Park they located vehicles parked in the park district parking lot along Ridgeland between Lyndale and Laramie. The vehicles appeared to have been there for a period of time and were cited for overnight parking on park district property. Officers will continue to monitor this area for overnight parking.

Officers will continue to perform walk-throughs at Park View to deter unwanted subjects from attending. In addition, they will continue to perform park checks at the various parks due to the anticipated increase in park use with nicer weather upon us.

I have attached a copy of the February 2016, Park District reports for your review.

Please contact me if you have any questions.

To: Board of Park Commissioners

From: Bill Brolley, Golf Operations Manager

Subject: Steeple Chase Operations – March 2016

	2016	2015
Golf Revenue (YTD- 3/21)	\$ 1,499	\$ 0
Merchandise (YTD- 3/21)	\$ 3,210	\$ 2,545
Food & Bev. (YTD- 3/21)	\$ 113	\$ 51
Miscellaneous (YTD- 3/21)	\$ 725	\$ 703
Gift Cards (YTD- 3/21)	\$ 614	\$ 499
Total Rev. (YTD- 3/21)	\$ 6,161	\$ 3,798

We had a little earlier start to the season than last year. This report is being written on March 22nd, which is a day that is supposed to get up to 60 degrees. We have about 60 golfers scheduled today so off to a good start. The weather forecast for the next week or two is not great but we may get a day or two of good business. The merchandise sales are up so far this year which is good. Titleist is having their promotion again this year for ProV1 golf balls buy 3 dozen and get the 4th one free, this always helps the merchandise sales.

Tim Graves is progressing nicely with the construction of the new hitting cages. The gravel base is set and formed and this morning half of it got cemented. It got delayed last week when the ground was so wet and soft.

The banquet room downstairs was painted and now looks a lot better than before.

We are still looking for a cook or two, I had six people come in to fill out applications, but none of the ones that might work out have not come back to fill out the rest of the paperwork. Some say they will come back to fill out the paperwork and never show up and others just won't return a phone call. I reposted the job on indeed.com and someone else is supposed to come in today.

Many of our bartenders BASSET certificates expired in the last month or so, so we have been busy getting them all to take the online training (4-hour course) before they start back to work. So far Jon Karl, Pam Parola, Becky Anderson and myself have taken it and passed, and the only one left to do it is John Orzula.

MEMO TO: Board of Park Commissioners
FROM: Ron Doruff, Golf Course Superintendent
SUBJECT: Golf Course Grounds Report – March, 2016

From all weather indications, it looks like it's going to be another slow start to this season between cold temperatures and rainy conditions. Even though the golf course came through the winter in good shape - not a lot of disease, clean up or damage - the soil temperatures haven't raised enough to promote growth and greening up.

We have been working on sand traps, repairing winter washouts, and adding new sand to the traps we emptied out at the end of last season. If we have time, we will be edging the traps early this year.

All of the full time seasonal staff has returned for the year. This consists of eight full time seasonal workers that work from the last week of March to the last week of October. We have also hired two additional seasonal workers who will be working 38 hours per week. This is in addition to the seniors that will be starting mid-to-late April. We should be in good shape for the start of the season.

We have completed our winter projects and are trying to stay outside as much as possible. The largest projects are to clean up the branches, pine cones, leaves, and goose droppings from the course. We also need to clean up around the club house, take down the snow fences around the course, and start to put out the golf course accessories (tee markers, ball washers, rakes, flag poles, benches, etc.)

Our fairway application of gypsum will be delivered soon. That will be 12 tons of product that will be spread over our 22 acres of fairways. This has been applied yearly to help soften the fairways which helps water and nutrients be absorbed into the soil where the plants can utilize them better.

We will be moving some of the trees from our nursery onto the course this spring when the weather and soil temperatures permit. The trees are starting to become crowded in the nursery and they need to be moved out onto the golf course. We are also planning to move more trees onto the course in the fall as well.

It is starting to be that time of year for aerification. The greens will be aerified the night of April 24th and we will be doing our usual work to the aerified greens. The tees and approaches will also be aerified in a timely fashion this spring.

To: Board of Commissioners

From: Derek Solberg, Superintendent of Parks

Re: Parks Department Report – March 2016

The gradual change in the weather has been welcome.

Projects that have been worked on in the last 30 days include framing and pouring a concrete pad at Steeple Chase as part of the new hitting bays. The next step will be the metal frame and netting. A shade structure was assembled after concrete footings were poured in the Big and Little playground as well. When the wetter weather moves work inside there have been work requests from Parkview, Regent Center and Diamond Lake Recreation Center to help fill the time. There is always something that needs repair, installation and/or construction around the District facilities that can be moved forward.

Grounds staff has had the opportunity to conduct prescribed burns at Woodlands, Cardinal Terrace and Diamond Lake Sports Complex. The overall community response to the postcard mailers has been positive. There has been other work ongoing as well. This primarily centers on winter related items (e.g. ice rink and sled hill fencing) and the prep of warm season items like picnic tables and tennis court nets. Infield mix has been delivered to the maintenance yard and will be distributed at the Community Park softball infields as soon as time allows.

The District participated in a trial for a newly developed playground inspection software application for Microsoft iPad. Paul Rogus has worked closely with the developers to inspect four MPRD playground sites using this tool. Paul has also been working on ensuring that all of the playgrounds are up to date based on the most recent playground safety standards. Non-conforming issues are few and corrected as soon as possible. To be clear there are no hazards that would be classified as a priority 1 or 2, the most dangerous classifications. There are some that fall into the "correct when time allows" category 3 and "correct if condition worsens" category 4.

Aquatics maintenance has focused on whirlpool repairs and preparation for the 2016 season.

Fleet maintenance has seen much activity as well. Items include grounds equipment being prepared for the season and the Case 1845C skid steer being prepped and painted. All licensed vehicles have passed the biannual safety inspections as required. Additionally Joe Albert has fabricated a portable water rig based on research of specifications performed by him, Paul Rogus and Brian Jeske. This vehicle will be used for prescribed burn safety and herbicide applications. A new maintenance trailer was delivered in late February.

Staff have met with Apex Landscaping and reviewed the sites that will be maintained in the Turf and Landscape Services contract. The sealcoating bid opening took place and that work will be scheduled in the summer. Work has begun with Manhard Engineering on the Memorial Park athletic court reconstruction. Seasonal staff applications are being reviewed and interviews conducted.

To: Park District Board of Commissioners
From: Rita D. Kipp, Superintendent of Recreation
Re: March Board Report 2016

PROGRAMS

Spring programs are going well. Learning Center's Open House was held Sunday, March 13. There was an increase in attendance from last year. Another open house will be held April 21. Summer program hiring is ongoing with day camp staff being interviewed on a regular basis. Trips for camp are planned and two camp managers will be attending the Mid States camp conference in April. We will be using Mechanics Grove again this summer however, we will be moving camp to Park View one week earlier this year due to some needed maintenance to be done at MG.

Dance recital is coming up and planning and preparations are well underway. The dance staff will have a new look next year with several staff not returning to the program next fall. There are a variety of reasons for their departures including full time jobs, moving, etc. New instructors have already begun to be interviewed and auditioned.

LEAGUES – Nothing to report

SPECIAL EVENTS

The Egg Hunt is schedule for this Friday, March 25. Northshore Health Systems will have their truck onsite handing out goodies. Knauz Auto Group donated \$250 to the Egg Hunt and we were able to purchase 18 (6 for each age group) extra special prizes to add to the event. The Freedom Classic plans are underway.

FACILITIES

Regent Center numbers are attached. New program on Wednesday afternoons will be TRC Game Time. Members are encouraged to bring their own games or join the groups already playing. We had 50 people at the AARP Smart Driver Program. The Assessor's office will be at the Regent Center to assist members with the senior assessment freeze paperwork.

Big and Little and Rec Connection numbers are attached. Enrollment was consistent for both programs this month. Representatives from Fremont School did a site visit for Rec Connection at the Washington site on March 2. This was a follow up to our proposal to run their afterschool program. A lot of questions were asked but no indication of their possible decision. Rec Connection was present at District 75 Kindergarten registration. The new shade structure was installed on the Big & Little playground.

Park View information will be available next month.

Early bird pass sale information is attached. Non resident BB pass sales are double what they were last year at this point. 73% of the aquatic staff has been hired.

The first manager training was held March 5-6. All training dates have been set and employees are beginning to sign up for those sessions.

Events planned for this summer are our 10th Year Anniversary Celebration, Margarita Night, and the return of Olympic Day. Group rental bookings are coming in on a daily basis. A brand new client has booked an after hour's event also. Pools will be filled in the next couple of weeks.

TRAINING AND EDUCATION

Summer staff training has begun and will continue for the next couple of months.

AFFILIATE ORGANIZATIONS

Nothing to report.

RECREATION ADVISORY COMMITTEE

Nothing to report.

MISCELLANEOUS

Nothing to report.

THE REGENT CENTER MEMBERSHIPS
DATE: MARCH 2016

	Total	Resident	Non-Res		New	Del Webb	Boomer
2015	338	230	108		32	53	102
2016	322	216	106		20	53	93
	-4.75%						

Big & Little Enrollment

	<u>Total</u>	<u>Full Time</u>	<u>Full Days</u>	<u>½ days</u>
March 2016	69	29	25	15
March 2015	79	31	27	21

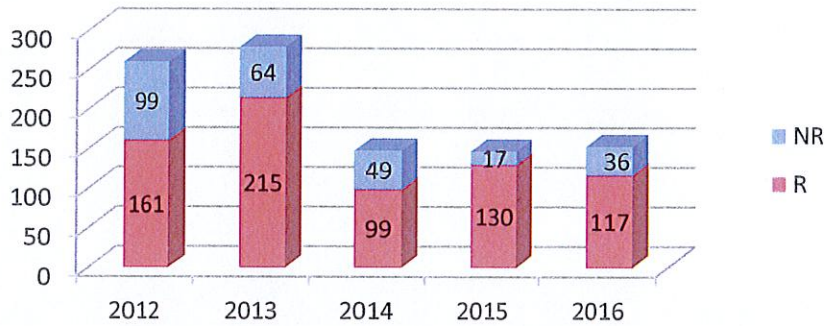
**Just a reminder: Full time is defined as 5 full days per week.
Full days refers to 2-4 full days per week.
Half days refers to 2-5 preschool mornings (8:30 – 12:30)**

Rec Connection Enrollment

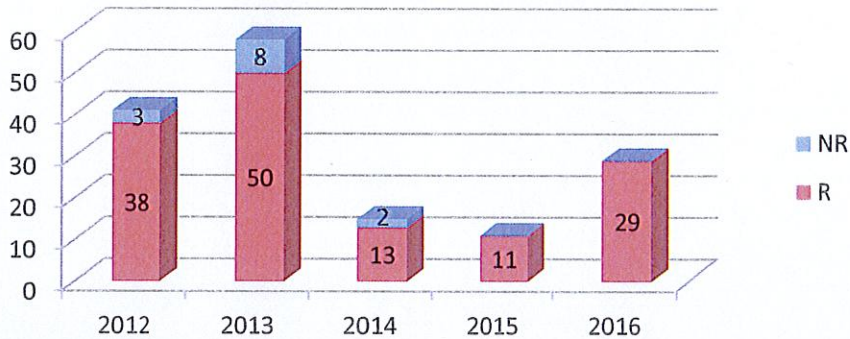
	<u>Total</u>	<u>MCC</u>	<u>Washington</u>
March 2016	169	74	95
March 2015	178	83	95

November 20-March 12 Season Pass Sales (Barefoot Bay & COMBO)

Barefoot Bay Season Passes



Combo Season Passes



Barefoot Bay Season Pass Revenue

	Res	Non-Res	Total
2016	\$ 6,170.00	\$ 3,298.50	\$ 9,468.50
2015	\$ 8,425.00	\$ 1,825.00	\$ 10,250.00
2014	\$ 6,380.00	\$ 5,255.00	\$ 11,635.00
2013	\$ 14,005.00	\$ 6,840.00	\$ 20,845.00
2012	\$ 8,482.00	\$ 7,965.65	\$ 16,447.65

Combo Season Pass Revenue

	Res	Non-Res	Total
2016	\$ 1,940.00	\$ -	\$ 1,940.00
2015	\$ 855.00	\$ -	\$ 855.00
2014	\$ 930.00	\$ 260.00	\$ 1,190.00
2013	\$ 3,710.00	\$ 1,040.00	\$ 4,750.00
2012	\$ 2,231.90	\$ 263.25	\$ 2,495.15

Mundelein Parks & Recreation District

Memorandum

To: Board of Commissioners

From: Linda Miller, Business Manager

RE: March 2016 Monthly Report

DATE: March 21, 2016

Finance

Lauterbach & Amen were onsite the week of February 29th for the fieldwork for the audit. We are expecting the preliminary draft of the report on March 24th.

Debbie McInerney joined the Finance department March 7th as our accounting clerk.

Human Resources

Anthony Nitti completed the payrolls for the periods of 02/07/16 – 02/20/16 for 144 employees and for the period of 02/21/16 – 03/05/16 for 154 employees. The Affordable Care Act forms are near completion and will be distributed before the end of March, as required by law.

Anthony coordinated the March Wellness event which was Bowling and Lunch.

Hiring continues for seasonal positions, as well as for Parkview staff. Anthony also attended the HR Practitioners Guide to Administering the Family Medical Leave Act training class.

IT

The Active Net implementation for the new registration software is underway and will consist of weekly meetings beginning on March 25th until our expected implementation in August.

Risk Management

Accident/Incident Summary

There were several minor accidents requiring first aid.

Employee Injury

On March 11th, an employee was given first aid for a laceration.

Vehicle Accident Report

No accidents reported.

Property Loss

No property losses to report.

Monthly Summary

A Safety Committee Meeting was held on February 24th.

Five staff members were certified for CPR, and four staff members were certified for CPR and First Aid.

The Risk Manager, Nerissa Brueckbauer, was one of the staff members certified in CPR and First-Aid and completed Parts I and II of OSHA training.

The District is in the process of updating Safety Data Sheets and appropriate labelling for the required products. PDRMA Loss Control Review Self-Assessment continues.