

MUNDELEIN PARK & RECREATION DISTRICT
REGULAR BOARD MEETING
Monday, May 9, 2016
7:30 p.m.

AGENDA

Call To Order:

Pledge of Allegiance:

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

Approval of Minutes: Committee Meeting April 25, 2016
Regular Meeting April 25, 2016
Executive Session Meeting April 25, 2016

Approval of Disbursements: Warrants = 042616, 050416,
050616, 050916 \$ 247,124.66

Correspondence:

Old Business:

New Business:

1. Ethics Policy Approval
2. Executive Director's Evaluation
3. Memorial Park Court Resurfacing Bid Approval
4. HVAC Bid Award
5. Indoor Pool Roof Replacement Bid Approval
6. Board Officer Elections

Board Business:

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
April 25, 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, Superintendent of Recreation KIPP, Golf Operations Manager BROLLEY, Golf Course Superintendent DORUFF, Superintendent of Parks SOLBERG and Business Manager MILLER.

Executive Director RESNICK said the District's fishing regulations do not match the Illinois Department of Natural Resources. She recommended changing them to be the same as the IDNR. Commissioner FRASIER suggested the District's regulations would be simpler and would not need updated if it just said the District's regulations were the same as the IDNR. Executive Director RESNICK will check with the District's attorney to verify this is sufficient.

Staff updated the Board on the District's need to increase bandwidth to accommodate the new recreation software. President KNUDSON said that 10mg did not seem very large. Business Manager MILLER said the purpose was to get the District a dedicated line and off the "public" internet.

Executive Director RESNICK informed the Board the current firewall needed to be replaced and the District's IT Consultant has recommended a Sophos firewall. This equipment is budgeted and there is a three year contract for maintenance.

In addition to the Sophos firewall, the IT Consultant is recommending the District change from McAfee and Esset for spam and anti-virus protection to the Sophos Cloud Endpoint services. This is less expensive, however, the District already pre-paid three years of McAfee and Esset services. If the District is given a refund, staff is recommending switching. Commissioner ORTEGA asked if there are others using the Sophos equipment with McAfee and Esset. Executive Director RESNICK said she did not know, but would check with the consultant.

The Board discussed appointing Rita Kipp as the SRACLC alternate Board member.

PDRMA has requested that the District adopt a policy that requires an environmental review prior to the purchase of any property. The policy drafted by PDRMA was reviewed by the District's attorney.

Bids for fall zone material were reviewed as well as suggested changes to part time wages.

The Board was reminded the annual meeting is the first meeting in May and the Audit will be approved the second meeting in May.

The Committee meeting adjourned at 7:19 p.m.

Secretary

**MUNDELEIN PARK AND RECREATION DISTRICT BOARD OF
PARK COMMISSIONERS, MUNDELEIN, LAKE COUNTY, ILLINOIS
HELD MONDAY, APRIL 25, 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, Superintendent of Recreation KIPP, Golf Operations Manager BROLLEY, Golf Course Superintendent DORUFF, Superintendent of Parks SOLBERG and Business Manager MILLER.

Commissioner DOLAN moved to approve the minutes of the Committee Meeting and Regular Meeting from April 11, 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 041516, 041916, 042216 and 042516 in the amount of \$284,739.93, 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, DOLAN, ORTEGA and KNUDSON voting yes.

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

President KNUDSON said the District's ordinance regarding catching and keeping fish on Diamond Lake was not the same as the Illinois Department of Natural Resources. Commissioner McGRATH moved to temporarily change the District's Ordinance 5.31 and to check with the attorney about changing the wording to indicate the ordinance is the same as the Illinois Department of Natural Resources regulation, 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 McGRATH, DOLAN, FRASIER, ORTEGA and KNUDSON voting yes.

President KNUDSON said staff was recommending changing the internet service provider at the Community Center to accommodate additional bandwidth needed for the new recreation software.

Commissioner DOLAN moved to approve a three year contract with ACC Business for internet services at Mundelein Community Center, second by Commissioner FRASIER. President KNUDSON repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners DOLAN, FRASIER, McGRATH, ORTEGA and KNUSON voting yes

President KNUDSON said a new firewall was needed to protect the District's network. Equipment being recommended was budgeted. Commissioner FRASIER moved to purchase a Sophos SG210 Firewall and a three year subscription for network and web protection services, 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, DOLAN, ORTEGA and KNUSON voting yes.

President KNUDSON stated staff would like to change Spam and Anti-Virus providers to the more compatible Sophos Endpoint Cloud Services. A change would be contingent on receiving a refund from McAfee and Esset. Commissioner McGRATH moved to approve a three year contract with Sophos for Endpoint Cloud Services, contingent upon a refund from McAfee and Esset that would be equal to or greater than the cost of the new contract, second by 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, DOLAN, FRASIER and KNUDSON voting yes.

Since Barbara Daudelin retired last year, there has been no alternate for the District on the SRACLC Board. Commissioner ORTEGA moved to appoint Superintendent of Recreation Rita Kipp as alternate for the SRACLC Board, 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.

President KNUDSON shared a policy drafted by PDRMA and reviewed by the District's attorney that requires the District to have an environmental review conducted prior to the purchase of any property. Commissioner DOLAN moved to approve the Land Acquisition Environmental Review Policy, 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 DOLAN, ORTEGA, FRASIER, McGRATH and KNUDSON voting yes.

The Board reviewed the three bids received for fall zone material. Commissioner FRASIER asked if local companies were contacted as he did not see a local provider he thought would have mulch. Superintendent of Parks SOLBERG said fall zone material was different than landscape mulch.

Commissioner FRASIER moved to award a contract in the amount of \$13,878.00 to Clean Cut Tree Services for the purchase of fall zone material at Clearbrook, Community, Indian Trails, Lakewood, Leathers, Lincoln, Memorial and Noll Parks, 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, DOLAN, ORTEGA and KNUSON voting yes

President KNUDSON said staff had reviewed part time ranges and recommended adjustments to several positions. Commissioner DOLAN moved to adjust part time wage ranges as recommended by staff, 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 DOLAN, ORTEGA, FRASIER, McGRATH and KNUDSON voting yes.

President KNUDSON reminded the Board that the next meeting on May 9th would be the annual meeting and Board officer elections would be held.

Commissioner FRASIER shared the IAPD Leadership Institution materials with the other Board members and said he would be registering for some of the sessions.

Staff Reports

Golf

President KNUDSON commented on the popularity of the new hitting area. Commissioner DOLAN asked how the Scramble went this past weekend. Golf Operations Manager BROLLEY said it was full with 16 teams and went very well. Commissioner DOLAN asked if the aeration was completed the previous night. Golf Course Superintendent DORUFF said it was. Commissioner DOLAN asked if tonight's rain was good or bad so soon after the aeration. Golf Course Superintendent DORUFF said it was perfect. President KNUDSON asked about the geese chasing service. Golf Course Superintendent DORUFF said it seemed to be working as staff had less goose droppings to clean up. Commissioner DOLAN asked if the birds that were not bothersome were able to stay or were they also chased away. Golf Course Superintendent DORUFF said the dogs only focus on the geese. President KNUDSON asked about the sand pros being purchased. Golf Course Superintendent DORUFF said they have a different brush on the back.

Parks

Commissioner DOLAN asked about the leak in the lazy river. Superintendent of Parks SOLBERG said the leak was located today and would be fixed as soon as tomorrow. After the pipe is repaired, staff will repair the sidewalk and ground area.

Commissioner ORTEGA asked if there was a timeline and was it possible for the expense to be covered by insurance. Superintendent of Parks SOLBERG said he did not have a timeline yet and that insurance would most likely not cover the break.

Recreation

President KNUDSON asked if it was typical to have so many new dance instructors. Superintendent of Recreation KIPP said no, it was just a coincident that four long tenured instructors are leaving. Commissioner DOLAN suggested the District hold some events this summer that tie in with the Olympic Games. Superintendent of Recreation KIPP said we do have activities at Day Camp and Barefoot Bay and will look into additional opportunities, possibly at the Community Picnic. President KNUDSON mentioned seeing the Barefoot Bay Groupon promotion. He asked if this was the same offer as last year. Superintendent of Recreation KIPP said it was. Commissioner FRASIER mentioned the strong pre-season pass sales for Barefoot Bay. Commissioner DOLAN asked why fitness memberships were being restructured. Superintendent of Recreation KIPP said the current offerings were too complex.

Business Services

President KNUDSON asked how often staff had lunch time walks. Business Manager MILLER said there is a monthly wellness event. Commissioner DOLAN asked that the Board be made aware of any accidents that are significant or may be brought to a Board members attention by a member of the public.

Commissioner FRASIER moved to adjourn to Executive Session for the purpose of Real Estate and Personnel at 7:55 p.m., second by Commissioner McGRATH. A roll call vote was taken with Commissioners FRASIER, McGRATH, DOLAN, ORTEGA and KNUDSON voting yes.

The Regular Board meeting reconvened at 8:07 p.m.

There being no further business, Commissioner ORTEGA moved to adjourn at 8:07 p.m., second by Commissioner McGRATH. The motion was unanimously approved.

Secretary

**MEETING REMINDER
MONDAY, MAY 9, 2016**

**7:00 p.m. Committee Meeting
7:30 p.m. Regular Board Meeting**

Action Items

Old Business

New Business

1. Ethics Policy Approval
2. Executive Director's Evaluation
3. Memorial Park Court Resurfacing Bid Approval
4. HVAC Bid Approval
5. Indoor Pool Roof Replacement Bid Approval
6. Board Officer Elections

Updates

1. State Error – Personal Property Replacement Tax
2. TIF Meeting
3. Tax Appeal
4. Property Tax Error
5. Strategic Plan Draft
6. Logo Redesign
7. SRACLC Golf Outing
8. NRPA Congress
9. Police Report
10. Executive Session

New Business

Several years ago the Board adopted an Ethics Ordinance but this was never written into the Personnel Policy Manual. The attached Ethics Policy was drafted by PDRMA and reviewed by our attorney.

Staff recommends approving the Ethics Policy and including it in the Personnel Policy Manual.

The Board recently conducted a performance evaluation for the Executive Director. The evaluation and a merit increase were reviewed in Executive Session April 25.

Board may take action on the approval of a merit increase for the Executive Director.

The District recently held a bid opening for the resurfacing of the tennis and basketball courts at Memorial Park. This is the same method (slip sheet overlay) that was used last year to redo the basketball courts at Leo Leathers, Maurice Noll and Gordon Ray parks. The budget for this work is \$110,000.

Company	Bid One Complete Basketball & Tennis Courts Rehab	Alter Bid #1 Tennis Net Posts	Alter Bid #2 Basketball Hoops	Alter Bid #3 Replace Tennis Fence Fabric Only	Alter Bid #4 Replace Tennis Fence Green Vinyl Coated Fence
Chicagoland Paving Lake Zurich, IL	59,900	6,900	6,900	15,000	39,000
Allstar Asphalt Wheeling, IL	65,500	5,100	5,800	17,800	49,500
Evans & Son Blacktop West Chicago, IL	64,866	907	6,651	17,015	44,749

Staff recommends awarding a contract to Chicagoland Paving in the amount of \$ 98,900 (base bid and Alternate #4) for the resurfacing of the tennis and basketball courts at Memorial Park.

The District recently held a bid opening for the replacement of two HVAC units at the Community Center. The budget for this work is \$29,750. Because of new efficiency regulations from the State of Illinois regarding HVAC equipment, the cost was higher than budgeted. With the sealcoat projects coming in nearly \$20,000 under budget, there is room to pay the additional \$4,750.

Company	Location	Total
Cahill Heating & Air	Lake Bluff, IL	29,750.00
Allied A/C & Heating	Libertyville, IL	32,111.00
Hayes Mechanical	Chicago, IL	33,093.00
The YMI Group	Elk Grove, IL	34,490.00
Northern Air Systems	Grayslake, IL	35,177.00
MG Mechanical	Woodstock, IL	38,855.00
Edwards Engineering	Elk Grove, IL	42,367.00
Mechanical Concepts	Romeoville, IL	43,000.00
Koal Enterprises	Summit, IL	47,199.00
Amber Mechanical	Alsip, IL	48,300.00
F.E. Moran	Northbrook, IL	74,000.00

Staff recommends awarding a contract to Cahill Heating & Air in the amount of \$29,750, for the replacement of two HVAC units at the Community Center.

The District recently opened bids for the replacement of the indoor pool roof. There was only one bidder. This company completed the roofing project for the rest of the Community Center. The budget for the work is \$45,000. The price may be higher once they remove the roof and determine if there is rotted wood that needs to be replaced.

Staff recommends awarding a contract to All American Exterior Solutions of Lake Zurich, IL in an amount not to exceed \$40,000, for the replacement of the indoor pool roof.

The first meeting of the Board in May is the Annual Meeting at which the Board elects officers.

Staff recommends the Board elect officers to serve for the next year.

Updates

We were notified by the Illinois Department of Revenue that there is an error in the way they have been calculated the amount of money received for the Personal Property Replacement Tax. This began in 2014 and we have received \$10,470.05. They have not determined how this will be repaid, but it most likely will be deducted from future receipts to the District. Last the total amount we received was \$91,025.49. This was higher than budgeted and we again budgeted \$70,000 for fiscal year 2016.

There is a TIF Board meeting on May 18th at 6:00 pm. I have another commitment. Is one of the Park Board members available?

A tax appeal was received by the County for the property at 1500 Alanson Road. They feel their property was over assessed by \$124,834. The County handles these appeals but notifies us whenever there is an appeal in excess of \$100,000.

The Board may recall several years ago we annexed the properties on Lemon Road and found after that the annexation was not proper so the following year we de-annexed the 37 parcels. Lake County recently discovered they should have not been taxing these parcels for any bonds we had the one year they were within our boundaries. A received a call from a resident who asked why we showed up on their tax bill. The County cannot remove them since the bills are out, so we will have to reimburse each property owner. I am sending letters to them all notifying them of this. Also, I am having a resolution drafted for the Board to adopt so this does not happen again next year.

The draft of the 2016-2020 Strategic Plan is enclosed for discussion.

Staff has discussed efforts to brand the District and our desire to redesign the logo. We are looking into ways to update park signs with a new logo without replacing the sign. How does the Board feel about a logo redesign?

The SRACLC Golf Outing will be held at Hawthorn Woods Country Club on September 19th. If you are interested in attending, let me know.

The NRPA will be held in St. Louis, Missouri October 5-8. If you are interested in attending, let me know.

The March police report is enclosed.

President Knudson requested an Executive Session for discussion of personnel.

6:29 Ethics Policy

This policy prescribes the standards of ethical conduct for all employees of Mundelein Park & Recreation District. All employees must familiarize themselves with this policy. All employees and commissioners must abide by applicable local, federal and state laws, administrative rules, and this ethics policy. An employee who violates any provision of this conduct policy is subject to disciplinary actions up to and including termination. An employee who violates any applicable federal or state law or rule may additionally be subject to civil or criminal penalties.

All employees shall perform their official duties in a lawful, professional, and ethical manner; practice responsible stewardship of organizational resources, and report any conduct or activity that they believe to be in violation of this policy. Employees shall not knowingly make false or misleading statements, oral or written, in the course of the conducting the organization business. Employees shall not disclose confidential or sensitive organizational business information without prior written authorization.

Introduction

The Mundelein Park & Recreation District worked with Executive Decisions in the development of a Strategic Plan in the Spring of 2016. The purpose of the plan is to provide direction for the District in concert with the Master Plan previously adopted. The planning period for this plan covers 2016-2020.

The methods for developing this plan were to use input from the community, Board and staff. A Community Wide Survey was conducted in the late fall/early winter of 2015. The survey instrument was developed in partnership with the University of St. Francis. A random sampling of residents was used to represent approximately 28% of the households. The survey was available online or hardcopy upon request. Of the 2,945 homes notified, 354 (12%) responded. An additional 276 surveys were completed via the District's website but were not considered in the statistical representation of data.

The survey questions were categorized into several areas including : Interests, Participation, Satisfaction/Value, Communication and Demographic. The full report is available on the District's website.

In addition to the Community Wide Survey, the District held a Strategic Plan meeting open to the general public. This half day workshop held on a Saturday at the District's Regent Center was attended by five residents, five Board members and 18 staff. During this meeting attendees had an opportunity to develop a SWOT analysis of the District's strengths, weaknesses, opportunities and threats as related to programming and facilities. From the Parks and Facilities SWOT Analysis, a list of capital improvements was developed for four categories: New Facility and Open Space Acquisition; Park Development; Building & Facility Improvements; and Service Improvements. Each of these capital items was then scored and the Capital Improvement Priorities list was developed.

Programming SWOT Analysis

Strengths

Staff
Special Events
Communication
Steeple Chase Golf Club
Variety
Clean Facilities
Community Involvement
Cost Effective
Barefoot Bay
Reputation
Social Media
Volunteers
Customer Service
Scholarship Program
Maintenance Landscaping
Knowledgeable Instructors
Diversity of Facilities & Opportunities
Convenience
Class Size
Inter-departmental Cooperation
Well Organized
Friendliness
Payment Options
Customer Options/Schedule Flexibility
Education
Self-Worth Development
Building Developmental Attitudes

Weaknesses

Aging Facilities
Complacency
Senior Programs
Lack of Ethnic Diversity
Including Entire Community
Government Restrictions
Past Successes
Money
Funding
Lack of Participation/Cancelled Classes
Inability to Improve Strengths
Not bilingual
Low Participation by Hispanics
Past Failures
Competition
Inability to Act Quickly on Trends
Facilities Lack Multi-purpose Use
Potential Development of Resources
Priority Arrangements

Programming SWOT Analysis

Opportunities

Technology
Services for all Ages
Business Partnerships
Fundraising
Diversity
Dream
Creative Financing
Think Outside the Box
Employment
Expand Adult Programming
Accessible Playgrounds
Growth and Expansion
Share Talents

Threats

Changes in Demographics
Competition
Funding
Lack of Fresh Ideas
Legislation
Technology Increasing Expectations
Program Costs
Politics
Time
Criticism
Maintenance Capabilities
Fear of Change
Social Media
Close Minded/Not Realizing These Threats
Lack of Communication with Customer
Economy
Community Apathy
Complacency
Competitive Wages
Attitude
Failing
Monitoring
Negativity
Limitations on Potential Expansion

Societal and recreation trends were discussed at the planning meeting. The group came up with the following:

Society Trends

- Volunteerism
- Spend more time with social media
- Fitness/wellness
- Selfishness (me centered)
- Ego
- Technology
- Bullying
- Aging populations
- Millennials
- Bribery
- Income gaps
- Celebrityism (celebrities who really aren't)
- Impatience/instant gratification
- Sexual identity
- Changing face of family
- Life expectancy

Recreation Trends

- Fitness
- Health/Wellness
- Nature play
- Competition for patrons
- Senior playgrounds
- Shorter class/program duration
- Technology aided fitness
- All hours of the day
- Accessibility
- Inclusiveness
- Non-traditional
- Youth sports
- Lacrosse
- Learn to swim
- Senior enrichment
- Injury protection
- Too much structure
- Sportsmanship

Parks and Facilities SWOT Analysis

Strengths

Maintenance Department
Diamond Lake
Number of Parks
Barefoot Bay
Spray Park
Diamond Lake Sports Complex
Community Park
Kracklauer Park
Steeple Chase Golf Club
Cooperation with Village
Community Center
Indoor Walking Track
Management
Natural Areas
Park View Health & Fitness
Intergovernmental Agreements
Big & Little Child Development Center
Playgrounds
New Basketball Courts
Affiliates
Leadership

Weakness

Age of Facilities
Interior of Facilities
No Driving Range
Under Staffed
Lack of Space at Golf
Diamond Lake Water
Lack of Funding
Building Space
Not Going Green
Shoreline Erosion
Update Landscape at Facilities
No Dog Parks
More Walking Trails (connections)
Policies (internal protest)
Wi Fi
Programs
Expanded Authority (empower staff)
Slow to Change
Accessibility

Parks and Facilities SWOT Analysis

Threats

Politics
Money
Space
Outdated Maintenance Facility
Competition
Aging Facilities
Lack of Community Involvement
Confusion of Separation from Village
Consolidation

Opportunities

17 Acres on Shady Lane
Adopt a Park
Resident Education
Sponsorships
Funding
Chalet
Ice Rink with Coils
Inline Skating Rink
Driving Range over Lake at SCGC
Outdoor Fitness Equipment (trail)
Indoor Activity Pool
Diamond Lake
New Development
Paved Path Through Community Park
Dog Park
Bike Path Plan (connection)
Wetland Trails
Environmental Restoration
Theatre
Facilities for the Elderly
Rental Space
More Fitness Space
Public Events (races)
Banquet Facility
Longer Hours
Lights at Basketball Courts
Children's Zoo

CAPITAL IMPROVEMENT PRIORITIES

Assessment March 2016

NEW FACILITY AND OPEN SPACE ACQUISITION

<u>Rank</u>	<u>Board</u>	<u>Staff</u>	<u>Cumulative</u>	
1	2.2	2.1	2.1	Secure rental space for programs
2	2.2	2.4	2.4	Expand clubhouse at Steeple Chase (banquets)
3	2.6	2.6	2.6	Build a driving range at Steeple Chase
4	3.0	2.8	2.9	Build a dog park

PARK DEVELOPMENT

(Improvements to existing parks)

<u>Rank</u>	<u>Board</u>	<u>Staff</u>	<u>Cumulative</u>	
1	1.4	2.3	2.0	Develop Shady Lane property
2	3.0	1.9	2.2	Paved path through Community Park
3	3.6	2.6	2.8	Improve natural areas
4	2.0	3.3	3.0	Install coil system for ice rink

BUILDING & FACILITY IMPROVEMENTS

(Improvements to existing buildings and revenue producing facilities)

<u>Rank</u>	<u>Board</u>	<u>Staff</u>	<u>Cumulative</u>	
1	2.6	2.1	2.2	Remodel interior Regent Center
2	1.8	2.6	2.4	Expand Chalet
3	3.2	3.4	3.3	Remodel interior Community Center
4	4.2	4.0	4.0	Improvements to parks department buildings
5	4.4	4.3	4.3	Remodel interior Diamond Lake Beach
6	4.8	4.6	4.6	Remodel interior Kracklauer Dance Studio

SERVICE IMPROVEMENTS

(Improvements to internal or external services)

<u>Rank</u>	<u>Board</u>	<u>Staff</u>	<u>Cumulative</u>	
1	4.0	3.3	3.4	Develop a building maintenance plan
2	2.3	3.8	3.5	Develop a long range IT plan
3	6.3	3.2	3.7	Expand District's Wi-Fi
3	2.3	3.9	3.7	Conduct a space study to evaluate best use of existing space
5	3.3	4.7	4.5	Conduct an energy audit for all buildings
6	4.6	4.8	4.7	Implement new financial software
7	5.3	5.9	5.8	Develop a fleet management plan
8	7.7	6.6	6.8	Move toward paperless environment with large capacity scanners

Strategic Priority 1: Program Participation and Facility Membership to be More Reflective of Our Community (age/race)

Goals	Timeline	Resources Needed	Staff Assigned
Hire more bi-lingual staff (10% of all candidates interviewed must be bi-lingual)	Continual		Human Resource Manager, Department Heads, Supervisors
Hire more diverse staff (10% of all candidates interviewed must be diverse)	Continual		Human Resource Manager, Department Heads, Supervisors
Develop bi-lingual focus group	Fall 2016		Director, Department Heads
Utilize Hispanic recruitment resources for every opening	Continual	Reflejos, CLC, Churches, PTOs, Clinics	Human Resource Manager
Encourage current staff to learn Spanish	Continual	CLC Classes, staff time	Director, Department Heads, Supervisors
Develop a "FAQ" (frequently asked questions) cheat sheet in Spanish	Fall 2016	Translator, staff time	Superintendent of Recreation, Marketing Specialist
Develop a Spanish hotline (telephone and website)	Winter 2016	Translator,	Superintendent of Recreation, Marketing Specialist
Recruit at least one Hispanic for the Rec Advisory Committee	Winter 2016		Board, Director, Superintendent of Recreation
Host an annual open house	Spring annually	\$2,000 annually	Director, Department Heads, Supervisors

Strategic Priority 2: Improve Staff Communication Through Technology

Goals	Timeline	Resources Needed	Staff Assigned
Expand master calendar to include activities of each department (update monthly)	Winter 2016	Staff time	Superintendents of Recreation and Parks, Marketing Specialist
Determine if any additional staff would benefit from the use of mobile devices	Continual	Staff time	Department Heads
Research software for maintenance functions	Summer 2017	Staff time	Superintendent of Parks, IT Contractor
Assign point person for intranet responsibilities	Spring 2017	Staff time	Business Manager
Utilize texting more	Continual		Department Heads, Supervisors
Develop mobile app for MPRD	Summer 2017	\$3,000 ???	Department Heads, IT Contractor

Strategic Priority 3: Develop Building Maintenance Plan



Goals	Timeline	Resources Needed	Staff Assigned
Identify and document current maintenance procedures	Spring 2017	Staff time	Superintendent of Parks, Parks Supervisors
Research other agencies' plans	Summer 2017	Staff time	Superintendent of Parks
Develop financial plan to determine funding	Summer 2017	Staff time	Director, Business Manager, Superintendent of Parks
Determine long term use of the buildings (space study and energy audit)	Winter 2017	\$\$??	Director, Department Heads
Research grants	Continual	Staff time	Director, Department Heads
Determine building needs vs. current capabilities	Summer 2017	Staff time	Superintendents of Parks and Recreation, Supervisors
Research building automation options	Summer 2017	Staff time	Building Maintenance Supervisor
Conduct geographic assessment	Summer 2017	Staff time	Director


Strategic Priority 4: Increase Participation (people and revenue) by 10%

Goals	Timeline	Resources Needed	Staff Assigned
Offer Punch Cards for longer programs	Spring 2017	Software program adjustment, staff time	Rec Supervisors
Increase email database by 10%	Continual	Staff time	Rec Supervisors, Registration staff
Mail renewal letters to facility members one month before expiration	Continual	Staff time, postage	Community Center Manager, Aquatic Supervisor
Offer more contests at special events		Money for prizes/give-aways, staff time	Rec staff
Promote online registration after software launch	Fall 2016	Advertising dollars, staff time	Marketing Specialist
Develop a monthly marketing calendar	Winter 2016	Staff time	Marketing Specialist, Rec staff
Research expansion of facility hours of operation	Winter 2016	Staff time	Community Center Manager
Add adult targeted special events	Continual	Program budgets and staff time	Superintendent of Recreation, Supervisors
Develop a Park District loyalty program	Spring 2017	Staff time	Superintendent of Recreation, Supervisors
Partner with other Park District to purchase expensive special event equipment	Continual	Staff time, funds dependent on equipment purchased	Director, Department Heads

MEMORANDUM

To: Chief Eric Guenther

Cc: Deputy Chief Monahan 
Deputy Chief Hansen 

From: Sergeant Brian Kisselburg  *BSS*

Date: Wednesday, April 20, 2016

Re: Park District Report – March 2016

There were twenty-two (22) 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/autos, driving complaints, burglary alarms, disputes, and citizen assists.

There were a total of 305 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 nicer weather and the increase in use of the parks.

The following gives more detail about several of the calls during the reporting period:

- 03/09/16, 03/15/16, 03/16/16, 03/18/16, and 03/20/16 – Citizen Assists were initiated on these dates for vehicle locked in the Diamond Lake Sports Complex. These calls were initiated between 1800 HRS and 1843 HRS. Park goers were unaware that the gate would close that early. I contacted the Park District and asked that the gate be set to close later especially with the time change. Since that time there have been no further issues.
- 03/13/16 – Park District employees contacted the police department requesting a walk-through of the fitness center due to a large amount of subjects participating in the open gym. The walk-through was conducted and no problems were found.
- 03/28/16 – Officers met with an eleven year old subject and his mother who reported that he was pushed down at Kracklauer Park by two boys and they tried to take his skateboard. The eleven year old did not want the boys arrested, he just wanted them spoken to.
- 03/30/16 – Officers met with subject who advised that while he was at Gordon Rays Park 400 Rays playing basketball, the game got rough where pushing was involved and that ball was thrown at his head. The complainant advised that while he was at home he then received a message from one of the other players telling him to return to the park so his uncle could fight him. All the subjects were spoken to about the consequences of fighting.

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

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use (baseball and soccer games) with nicer weather upon us.

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

Please contact me if you have any questions.