

**MUNDELEIN PARK & RECREATION DISTRICT**  
**REGULAR BOARD MEETING**  
**Monday, August 8, 2016**  
**7:30 p.m.**

**AGENDA**

**Call To Order:**

**Pledge of Allegiance:**

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

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

**Approval of Disbursements:** Warrants = 072616, 072916, 073016,  
080116, 080816 \$ 367,079.59

**Correspondence:**

**Old Business:**

**New Business:**

**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  
July 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 Bond Hearing would be held during the Regular Board meeting. She read the suggested Mission Statement to the Board to clarify this was the consensus of the Board at the last Committee Meeting.

Commissioners ORTEGA and DOLAN questioned why unrealistic items were included in the Capital Priority list. Executive Director RESNICK said each of these items was added to the list based on the input from the Board, staff and the public. She said while one item may be ranked higher than another, that did not mean it would happen first. Once the Long Range Financial Plan is completed, the timing of each item could be approved by the Board. Commissioner DOLAN said if an item was highly unlikely it should be removed from the list. Commissioner ORTEGA said he would like to see an implementation status column added.

The Board reviewed the updates to the Risk Management Manual. Executive Director RESNICK explained that competitive bidding for a wide area mower was conducted by the National Intergovernmental Purchase Alliance and as a member, the Park District could purchase at this price. The 2016 Budget includes \$100,000 for a wide area mower and the NIPA pricing is \$99,177.04. Commissioner McGRATH asked where such a large mower would be used. Superintendent of Parks SOLBERG said at parks that had more open space, such as Community Park, Asbury Park and Longmeadow Park.

The Board was informed there were representatives from MacLean Fogg present to receive the Resolution thanking them for their service.

Executive Director RESNICK said an Executive Session would be held for the purpose of Personnel and Real Estate.

Commissioner DOLAN asked if staff actively monitor communication about Park District activities. He gave two examples where there was conflicting information about Park District events. Executive Director RESNICK said staff will compile a list of websites and newsletters that typically share Park District information and attempt to monitor for accuracy.

The Committee meeting adjourned at 7:25 p.m.

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Secretary

**MUNDELEIN PARK AND RECREATION DISTRICT BOARD OF  
PARK COMMISSIONERS, MUNDELEIN, LAKE COUNTY, ILLINOIS  
HELD MONDAY, JULY 25, 2016 AT 7:30 P.M. AT THE  
MUNDELEIN COMMUNITY CENTER ADMINISTRATION OFFICES,  
1401 NORTH MIDLOTHIAN ROAD, MUNDELEIN, ILLINOIS**

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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 McGRATH moved to approve the minutes of the Committee Meeting and Regular Meeting from July 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 071516, 071916, 072216 and 072516 in the amount of \$402,684.45, 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 June 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 DOLAN, ORTEGA, FRASIER, McGRATH and KNUDSON voting yes.

President KNUDSON said a letter was received from Assistant Village Administrator Mike Flynn thanking the Park District for the support during Mundelein Community Days. A thank you letter was also received from Peter Murphy of the Illinois Association of Park Districts for supporting the Leadership Outing.

President KNUDSON said a Bond Hearing was being held so that the District could issue \$4,000,000 in bonds to finance the Chalet project. Commissioner DOLAN moved to open the Bond Hearing, second by Commissioner FRASIER. President KNUDSON asked if there were any questions from the public. Ron Greenberg asked if property taxes would increase with the issuance of bonds. Executive Director RESNICK said there would be a small increase of approximately \$5 to \$10 annually for the average home.

With no further questions, Commissioner DOLAN moved to close the Bond Hearing, second by Commissioner FRASIER. A roll call vote was taken with Commissioners DOLAN, FRASIER, McGRATH, ORTEGA and KNUDSON voting yes.

President KNUDSON read the proposed Mission Statement. Commissioner ORTEGA moved to approve the Mission Statement as presented, 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.

The Strategic Plan was presented to the Board. Commissioner ORTEGA moved to approve the 2016-2020 Strategic Plan, second by Commissioner McGRATH. President KNUDSON repeated the motion and asked if there were any questions and Commissioner DOLAN asked if the Capital Priority list would remain. Executive Director RESNICK suggested when the Board approve the Long Range Financial Plan they could make changes to the Capital Priority list if it was determined the list was not feasible. A voice vote was taken with all voting yes.

President KNUDSON asked representatives from MacLean Fogg to come forward. Present were Mike Freitas, Ryan Shannon and Drew Ammons. He thanked them for the work done by their volunteers on June 11<sup>th</sup> at Community Park. The Board and Superintendent of Parks SOLBERG presented Resolution 16-07-01 to the MacLean Fogg representatives.

The updated Risk Management Manual was presented to the Board. Commissioner DOLAN moved to approve the Risk Management Manual as presented, second by Commissioner FRASIER. President KNUDSON repeated the motion and asked if there were any questions and Commissioner ORTEGA asked how the District stayed current with changes of standards such as OSHA regulations. Business Manager MILLER said PDRMA shares updates and the Risk Manager attends education sessions to stay up to date on changes. A voice vote was taken with all voting yes.

President KNUDSON stated a wide area mower was budgeted for \$100,000. As a member of the National Governmental Purchasing Alliance, the Park District can purchase the equipment through their competitive bid. Commissioner McGRATH moved to purchase a Toro 5910 for \$99,177.04, second by Commissioner DOLAN. President KNUDSON repeated the motion and asked if there were any questions, none were raised. A roll call vote was taken with Commissioners McGRATH, DOLAN, FRASIER, ORTEGA and KNUDSON voting yes.

## Staff Reports

### ***Golf***

Commissioner FRASIER asked if the recent heat wave was affecting the golfers. Golf Operations Manager BROLLEY said a few days last week there was a larger number of cancellations due to the heat. President KNUDSON asked if the recent rain helped the course conditions. Golf Course Superintendent DORUFF said the first rain was too hard and short and ran off, but the second rain was longer and the water was able to sink into the turf. President KNUDSON asked about the geese management program. Golf Course Superintendent DORUFF said there have been a few more geese, but the vendor has come back out with the dogs to chase them. They will be back on a regular schedule beginning in September.

### ***Parks***

President KNUDSON asked who would be operating the new wide area mower. Superintendent of Parks SOLBERG said staff assigned to the equipment will go through training prior to use. Commissioner ORTEGA asked about the mechanic position. Superintendent of Parks SOLBERG said an offer was made last Friday and the candidate accepted. The new hire paperwork was being completed. He mentioned how the assistance of the full time Human Resource Manager made the hiring process much more efficient. Commissioner DOLAN asked if parks crew raked the grass clippings after cutting. Superintendent of Parks SOLBERG said they do not. The goal is to not let the grass get so long that clippings will be unsightly.

### ***Recreation***

Commissioner ORTEGA asked how there were fewer day camp enrollments but more revenue. Superintendent of Recreation KIPP said there was a price increase. He also asked if the 5K registrants knew some of their fee was going to a charity. Superintendent of Recreation KIPP said there was not a fund raiser every year, but when there is, the registrant is told the charity in their confirmation email. President KNUDSON asked if there would be another event like Margarittaville. Superintendent of Recreation KIPP said probably not this year, but next year there would be two or three adult only type events. President KNUDSON asked what score was considered acceptable for the lifeguard audits. Superintendent of Recreation KIPP said a three is acceptable, but the Aquatic Supervisor stresses to staff a four or five is the goal. When staff receives fives, they are recognized. Commissioner ORTEGA asked about ideas for improving the Regent Center registrations. Superintendent of Recreation KIPP said a new trip vendor was arranging trips and staff would measure this success.

***Business Services***

Commissioner DOLAN noted the increase in accidents, mainly at camp. He asked if the reports were reviewed to determine trends. Business Manager MILLER said they were. President KNUDSON asked about the typical number of tax disbursements. Business Manager MILLER said the bulk of property taxes are received in June and September.

President KNUDSON announced service anniversaries for Anthony Nitti, 1 year; Scott Schleiden, 15 years; and Mike Vitale, 9 years.

Commissioner DOLAN moved to adjourn to Executive Session for Personnel (5 ILCS 120/2 (c)(1) and the Purchase or Lease of Real Estate (5 ILCS 120/2 (c)(5), second by Commissioner McGRATH. A roll call vote was taken with Commissioners DOLAN, McGRATH, FRASIER, ORTEGA and KNUDSON voting yes at 7:58 p.m.

The Regular Meeting reconvened at 8:32 p.m.

There being no further business, Commissioner ORTEGA moved to adjourn at 8:33 p.m. second by Commissioner DOLAN. The motion was unanimously approved.

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Secretary

**MEETING REMINDER  
MONDAY, AUGUST 8, 2016**

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

**Action Items**

Old Business

New Business

**Updates**

1. Bond Issue
2. Department Head Titles
3. Executive Session Materials
4. Historical Society

**Updates**

Jeff Schuppel of Bridgeport Partners will be at the meeting via telephone to discuss the bond issue.

Attached is a list of titles from other park districts for the head of the Parks department and Finance department. I would like to discuss the appropriateness of our current titles.

Included with the Executive Session minutes from July 25, 2016 are two scenarios regarding the discussions. If the Board has any questions or would like to discuss, an Executive Session can be called for the purpose of Personnel.

I have asked the Historical Society Board to attend the September 12 meeting to receive the District's resolution and to discuss operation of the museum.





## Mundelein Park District

### Estimated Issuance Proceeds and Debt Service (2016 DSEB \$561,604)\*

07/27/16

| *** Estimated Combined Debt Service *** |                   |                     |                     |                     |
|---|-------------------|---------------------|---------------------|---------------------|
|   | <u>2005 Bonds</u> | <u>Option A</u>     | <u>Option B</u>     | <u>Option C</u>     |
| 12/15/2016                              | \$ 496,915        | \$ 496,915          | \$ 496,915          | \$ 496,915          |
| 12/15/2017                              | 384,245           | 560,201             | 558,246             | 560,602             |
| 12/15/2018                              | -                 | 561,518             | 561,125             | 560,450             |
| 12/15/2019                              | -                 | 561,265             | 557,125             | 560,650             |
| 12/15/2020                              | -                 | 560,841             | 560,750             | 560,250             |
| 12/15/2021                              | -                 | 561,246             | 556,650             | 557,250             |
| 12/15/2022                              | -                 | 561,461             | 557,250             | 561,500             |
| 12/15/2023                              | -                 | 561,486             | 557,400             | 559,500             |
| 12/15/2024                              | -                 | 561,321             | 557,100             | 561,500             |
| 12/15/2025                              | -                 | 319,966             | 561,350             | 562,250             |
| 12/15/2026                              | -                 | -                   | -                   | 561,750             |
| <b>Total</b>                            | <b>\$ 881,160</b> | <b>\$ 5,306,220</b> | <b>\$ 5,523,911</b> | <b>\$ 6,102,617</b> |
| <br>Est Money to District               |                   | <br>\$ 3,960,000    | <br>\$ 4,090,000    | <br>\$ 4,530,000    |
| <br>Est Bond Arbitrage (pure) Rate      |                   | <br>1.90%           | <br>1.85%           | <br>1.95%           |

Options B and C assume the issuance of AA rated, bank qualified, non-callable general obligation bonds and debt service based on the District's current DSEB. For all Options, the actual money to District may be higher/lower depending on final reoffering yields at time of issuance.

Option A Based on issuance of non-rated par bond loan of \$4M.

Option B Based on issuance of \$3.96M bonds offered at a premium to investors to that maximizes proceeds to District based on final maturity of 2025.

Option C Based on issuance of \$4M bonds offered at a premium to investors that maximizes proceeds to District based on final maturity of 2026.

\* Estimated issue costs were factored into the debt service options.

Superintendent of Parks – Mundelein, Vernon Hills,

Superintendent of Golf, Park and Facility Maintenance – Lake Bluff

Superintendent of Parks & Properties -- Geneva

Superintendent of Buildings & Grounds – Park Ridge

Superintendent of Parks and Facilities -- Lombard

Superintendent of Parks & Planning -- Palatine

Superintendent of Parks & Facility Maintenance – Wheeling

Superintendent of Parks & Operations -- Woodridge

Superintendent of Parks & Golf Operations – Des Plaines

Director of Parks and Properties -- Batavia

Director of Parks & Risk Management – Buffalo Grove, Hoffman Estates

Director of Parks – Deerfield

Director of Parks & Properties – Highland Park

Director of Buildings, Grounds & Natural Resources – Bolingbrook

Director of Operations & Development – Downers Grove

Parks & Buildings Services Director – Round Lake

Parks & Properties Director – Northbrook

**Recommendation: Superintendent of Buildings & Grounds**

Business Manager – Mundelein

Business Services Director – Round Lake

Superintendent of Finance & Personnel – Geneva, Lombard, Woodridge

Superintendent of Finance – Park Ridge, Palatine, Wheeling, Downers Grove

Superintendent of Business – Des Plaines

Director of Finance – Batavia, Northbrook, Deerfield, Highland park

Director of Business Services & Human Resources – Buffalo Grove

Director of Administrative Services & Finance – Hoffman Estates

Director of Business & Technology – Bolingbrook

**Recommendation: Superintendent of Business Services & Technology**