

**MUNDELEIN PARK AND RECREATION DISTRICT BOARD OF
PARK COMMISSIONERS, MUNDELEIN, LAKE COUNTY, ILLINOIS
HELD MONDAY, JANUARY 9, 2017 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.

Commissioner DOLAN moved to approve the minutes of the Truth in Taxation Public Hearing, Committee Meeting and Regular Meeting minutes from December 12, 2016, second by Commissioner McGRATH. President KNUDSON repeated the motion and asked if there were any corrections or additions and none were made. A voice vote was taken with all voting yes.

Commissioner FRASIER moved to approve Warrants 120816, 121416, 121616, 122116, 122216, 122916, 123016, 010317 and 010917 and in the amount of \$712,526.87, 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, McGRATH and KNUDSON voting yes.

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

Commissioner ORTEGA moved to approve Budget & Appropriation Ordinance 17-01-01, 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.

Commissioner DOLAN moved to approve the 2017 Budget and Workplan, 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.

Commissioner FRASIER moved to approve the 2017 Trainings, 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, McGRATH and KNUDSON voting yes.

Commissioner McGRATH moved to approve a two year lease with Neopost for a postage machine, 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, DOLAN, FRASIER and KNUDSON voting yes.

Under Board Business, Commissioner FRASIER complimented staff on the fliers recently inserted in the Daily Herald promoting Park View Health & Fitness. The Board members commented on the professionalism of the promotional pieces produced by Marketing Specialist Christa Lawrence.

Executive Director RESNICK informed the Board that the 2017 Budget includes \$80,000 for financial software but staff's first choice was quoted at \$100,000. She said we could delay the purchase of a couple of the modules until 2018 to come in within budget, but staff would prefer to have all of the modules ready to go at one time. She added the selection had not been made yet, but wanted the Board's input on the possibility of going over budget. Commissioner DOLAN said he thought it was prudent to purchase all the software at the same time. The consensus of the Board was to make the purchase.

Executive Director RESNICK asked the Board if they had any thoughts on the naming of the Chalet project. President KNUDSON suggested selling the naming rights. Commissioner ORTEGA said he would consider naming it after Commissioner FRASIER for his long service to the Park District. Commissioner DOLAN said he didn't feel it would be a good idea to name it after a sitting Board member. Commissioner FRASIER suggested naming it after Alex Marx for his many years of dedicated service. Commissioner DOLAN said he feels the District should pursue naming rights.

Commissioner ORTEGA asked about approaching the Wirtz family regarding naming rights for the ice rink at Community Park. Executive Director RESNICK will speak with Sponsorship Coordinator Tracie Ouimet.

There being no further business, Commissioner ORTEGA moved to adjourn at 7:46 p.m., second by Commissioner McGRATH. The motion was unanimously approved.

Secretary

Mundelein Park & Recreation District
Committee of the Whole
January 9, 2017

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.

Executive Director RESNICK informed the Board the Budget & Appropriation Ordinance is the document that is filed with the County while the actual Budget and Workplan are the documents used by staff to operate.

With the new travel expense reimbursement law, the Board needs to approve travel expenses via a voice vote. This will be accomplished with the annual training memo that outlines who is attending what trainings, location of the training and an estimated cost. The actual expenses or reimbursements will also be approved via a voice vote when the Board approves the warrant lists.

The Board members were asked if they had any questions or comments about the proposed changes in the Administrative Manual. Commissioner ORTEGA asked about the attorney's comments on page one regarding the Illinois Park District Code. Executive Director RESNICK said she needed to research that question. He asked if the purchasing policy limits were current. Executive Director RESNICK said she recommends the \$5,000 threshold stay the same but the \$20,000 threshold could be increased to \$25,000 since the new state law is now in effect.

Commissioner FRASIER suggested the wording on allowing smoking at Steeple Chase Golf Club be specific that smoking is prohibited in the clubhouse and the tent used for outings.

Commissioner ORTEGA suggested that wording be added to the infectious disease policy requiring participants to notify the District of their condition. He also questioned the wording on page 16 about the approval of the use of illegal substances. Commissioner DOLAN suggested there be wording at the beginning of the manual that would reflect nothing in the manual is meant to conflict with State or Federal law.

Commissioner DOLAN asked about the dollar amount chosen for capital expenses. Executive Director RESNICK said it was \$1,000 but that is low and thought \$5,000 was more realistic. Commissioner DOLAN was comfortable with \$1,000 to keep a tighter control on equipment.

Commissioner ORTEGA asked about the separation of accounting for the Foundation. Executive Director RESNICK said the payments for programs is a transfer of funds. The Foundation filed annual with the State of Illinois as a 501 (c) 3 and that was our controls.

Commissioner FRASIER suggested putting the Rules for Public Comment on the back of the Board agenda so public would know the rules in advance.

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

Secretary