

MUNDELEIN PARK & RECREATION DISTRICT
REGULAR BOARD MEETING
Monday, February 13, 2017
7:30 p.m.

AGENDA

Call To Order:

Pledge of Allegiance:

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

Approval of Minutes: Committee Meeting January 23, 2017
Regular Meeting January 23, 2017

Approval of Disbursements: Warrants = 012417, 012517, 012717,
012817, 020317, 020717,
020817, 021017, 021317, \$ 528,344.44

Correspondence:

Old Business:

New Business:

1. Employee Group Exercise Membership
2. Turf Equipment Technician Training
3. Full Time Wage Ranges

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
January 23, 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, Superintendent of Recreation KIPP, Golf Operations Manager BROLLEY, Golf Course Superintendent DORUFF, Superintendent of Buildings & Grounds SOLBERG and Superintendent of Business Services & Technology MILLER.

Executive Director RESNICK clarified with the Board an error on the January 9 agenda. The agenda listed the approval of the December financials, when it was actually the November financials being approved.

The Board was asked if they would like staff to schedule a visit from SRACLC staff to present their annual report. The Board indicated they would. The Board was asked to let Executive Director RESNICK know if they would like to attend IAPD's Legislative Breakfast in Hawthorn Woods on March 3rd.

Staff shared the financial comparison provided by the District's audit firm. The Board felt it was difficult to determine if this report indicated the District was in a better or worse financial position than the other agencies. They felt the comparable was too different.

Executive Director RESNICK informed the Board she was meeting with Police Chief Gunther this week to discuss the intergovernmental agreement with the Village for police services. The consensus of the Board was the agreement is working and should continue.

Commissioner ORTEGA had asked for some type of recap of the sessions attended at the IAPD/IPRA Conference. Staff that attended will be meeting this week to discuss the Conference and the Executive Director will include a synopsis in her next report to the Board.

The Committee meeting adjourned at 7:15 p.m.

Secretary

**MUNDELEIN PARK AND RECREATION DISTRICT BOARD OF
PARK COMMISSIONERS, MUNDELEIN, LAKE COUNTY, ILLINOIS
HELD MONDAY, JANUARY 23, 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, Superintendent of Recreation KIPP, Golf Operations Manager BROLLEY, Golf Course Superintendent DORUFF, Superintendent of Buildings & Grounds SOLBERG and Superintendent of Business Services & Technology MILLER.

Commissioner McGRATH moved to approve the minutes of the Committee Meeting and Regular Meeting of January 9, 2017, 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 011017, 011217, 011317, 011817 and 012317 in the amount of \$196,071.05, 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 December 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 Lake County Stormwater Commission confirming the District's successful grant application for work at Wilderness South pond.

Under Board Business Commissioner FRASIER commented on the wonderful marketing pieces produced by Marketing Specialist Christa Lawrence. The Park District programs and facilities are much more visible than in the past.

Staff Reports

Golf

Commissioner ORTEGA commented on the great performance of merchandise sales for 2016. President KNUDSON asked if there was a reason December sales were so strong. Golf Operations Manager BROLLEY said there were more customers in addition to the purchase of a set of clubs. President KNUDSON asked about the golf simulator. Golf Operations Manager BROLLEY said it was nice for warming up but not full service enough to charge for use. Commissioner ORTEGA asked how much it was being used and BROLLEY said just a handful of people. Commissioner FRASIER asked about having more of the seasonal crew licensed to spray. Golf Course Superintendent DORUFF said the test was very rigorous, but he would see if any returning staff may be able to pass the test.

Parks

President KNUDSON asked about the interviews for the Grounds Maintenance Supervisor position. Superintendent of Buildings & Grounds SOLBERG said there were five finalists and the second round of interviews was starting the next day. President KNUDSON asked about the process of making ice for skating. Superintendent of Buildings & Grounds SOLBERG said it was very labor intensive and required approximately 72 hours to make the rink for the first time. The crew had to spray the rink with water, wait for the layer to freeze and repeat until complete. President KNUDSON asked if the warm weather had completely melted the rinks. He was told both rinks were completely gone.

Recreation

Commissioner ORTEGA asked about volleyball not being successful. Superintendent of Recreation KIPP said we have not held leagues for the past three years. There was a volleyball venue that allowed alcohol that took teams away and now that it was closed, we thought the leagues would run again, but have not. Commissioner DOLAN suggested running tournaments instead of leagues. Commissioner McGRATH said he spoke with an employee from another agency at the Conference and their entire job was running athletic tournaments. Commissioner FRASIER commented on the bad behavior of some players in the basketball league. President KNUDSON asked if the players were still being fined if they violate rules. Superintendent of Recreation KIPP said they are. President KNUDSON asked about the youth basketball program. Superintendent of Recreation KIPP said it is mainly instruction with games played also. Commissioner DOLAN said he would like to be involved in the Foundation. Commissioner ORTEGA said he attended a session on senior programming at the Conference and said there were many good ideas presented. Commissioner FRASIER asked if there were options for relieving the IT workload on recreation staff. Staff indicated the current IT firm was not performing and a new firm was being sought.

Commissioner DOLAN said the report indicating monthly revenue and expenses for Park View was misleading, it should indicate these are monthly figures, not year to date. Commissioner FRASIER commented on the declining membership at the Regent Center. Superintendent of Recreation KIPP said staff will be working with staff from Grand Dominion to offer trips and programs cooperatively. President KNUDSON asked about the DCFS visit to Big & Little. Superintendent of Recreation KIPP said with DCFS so short staffed, visits were few and far between. The visit went very well. Commissioner ORTEGA asked how many adult events would be held at Barefoot Bay this year. Superintendent of Recreation KIPP said two.

Business Services

Commissioner ORTEGA asked if the financial software selection had been made. Superintendent of Business Service & Technology MILLER said staff was waiting on an IT quote before making the selection. One software is server based and would need some support. Commissioner McGRATH asked about technology and should the District have a plan. Executive Director RESNICK said an IT Plan was being developed.

President KNUDSON announced service anniversaries for Marcus Kivisto, 4 years; Chir Rehor, 15 years; Linda Renz, 5 years; Margaret Resnick, 10 years; and Mary Yoho, 18 years.

There being no further business, Commissioner ORTEGA moved to adjourn at 8:08 p.m. second by Commissioner McGRATH. The motion was unanimously approved.

Secretary

**MEETING REMINDER
MONDAY, FEBRUARY 13, 2017**

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

Action Items

Old Business

New Business

1. Employee Group Exercise Membership
2. Turf Equipment Technician Training
3. Full Time Wage Ranges

Updates

1. Distinguished Accreditation Program
2. SRACLC Presentation
3. 2017 IAPD/IPRA Conference Recap
4. Board Membership Waivers
5. Branding Presentation
6. Chalet Project Bidding
7. IGA with Village for Police Services
8. Financial Software

New Business

Full time and Regular part time employees of the District are entitled to a pass for Park View Health & Fitness. With the restructuring of the memberships, staff is recommending staff be allowed to purchase Group Exercise membership for the rate available to all Park View members. This is a fee of \$109 annually. The price for a non-member to purchase a Group Exercise membership is \$35 per month or \$382 per year. The current policy allows them to enroll in Group Exercise classes at a reduced rate, but there is no longer a per class price.

Staff recommends amending the personnel policy allowing the purchase of Group Exercise memberships for Full time and Regular part time employees at the current Premium Add On rate or 50% of the current monthly rate.

An opportunity has come up to send our mechanic John Rogers to a turf equipment technician training in Bloomington, Minnesota March 14-16. While not budgeted, with the departure of Paul Rogus, we did not incur his planned IAPD/IPRA Conference expenses and will not incur his requested tuition reimbursement expenses. The new Travel Reimbursement Policy requires the Board to approve this expense by voice vote.

Staff recommends approving John Rogers attendance March 14-17 at the Turf Technician Training in Bloomington, Minnesota at an estimated cost of \$1,220.

The first quarter of each year, all wage ranges are reviewed using specific agencies as comparables. The attached grid shows this year's comparisons. There are 23 positions in the range and staff feel 13 need to be adjusted.

Staff recommends adjusting the wage ranges for Executive Director, Superintendent of Recreation, Superintendent of Buildings & Grounds, Superintendent of Business Services & Technology, Golf Operations Manager, Assistant Golf Operations Manager, Pro Shop Manager, Golf Course Superintendent, Aquatics Supervisor, Registration Manager, Human Resource Manager, Daycare Director and Daycare Teacher I & II.

Updates

The District's Distinguished Accreditation status will be expiring at the end of 2017. A letter has been prepared for the Board President's signature along with the formal application and self-assessment for the program.

SRACLC's Executive Director John Buckner will give a presentation to the Board during the regular meeting.

All staff who attended the IAPD/IPRA Conference met January 27th to share ideas. A recap is enclosed. Overall, this is a good investment of District resources as staff comes back energized and has an opportunity to network with peers and vendors.

Board members who have facility memberships will need to annually sign waivers.

Marketing Specialist Christa Lawrence will make a presentation to the Board at the February 23 meeting on how the District will be approaching our branding project. She has class at CLC until 8:00, so the presentation won't be until 8:15 or so.

Bids for the Chalet project are due March 2. The plan is to have bid award recommendations for the Board at the March 13 meeting.

I met with Chief Gunther regarding the IGA with the Village of Mundelein for police services. We agreed that the current format is working well and will present the same IGA to each Board for approval.

In order to begin the implementation of the financial software on time for an October/November launch, the decision needed to be made by late January or early February. With the unexpected change to our managed IT, staff feels it best to delay the purchase for a year to allow the IT company sufficient time to refine our current network systems before adding a new software application.

	Director	Supt Parks	Supt Rec	Supt Finance
Arlington Heights	DNA	76,220-112,195	76,220-112,195	76,220-112,195
Bolingbrook	128,804-193,205	78,164-117,246	78,164-117,246	78,164-117,246
Buffalo Grove	DNA	90,099-140,924	97,957-145,476	90,099-140,924
Glenview	DNA	85,703-137,125	85,703-137,125	98,970-158,352
Gurnee	123,356-198,538	87,720-131,580	87,720-131,580	93,825-140,738
Highland Park	150,000-210,000	110,000-154,000	79,750-111,650	110,000-154,000
Hoffman Estates	DNA	90,000-145,000	90,000-145,000	90,000-145,000
Lake Forest	DNA	105,040-119,961	105,040-119,961	DNA
Naperville	DNA	107,869-161,804	116,384-174,576	107,793-161,688
Northbrook	DNA	84,954-130,045	84,954-130,045	84,954-130,045
Schaumburg	DNA	76,785-115,178	92,753-139,130	105,202-157,802
Vernon Hills	DNA	70,000-100,000	70,000-100,000	80,000-120,000
Waukegan	130,160-216,934	89,944-149,903	89,944-149,903	89,944-149,903
Wheeling				
Winnetka	131,728-178,220	93,816-140,199	93,816-140,199	93,816-140,199
Woodridge	110,328-174,891	71,907-105,993	75,605-107,303	81,191-123,600
Average	129,063-195,298	87,881-130,744	88,267-130,759	91,441-139,407
Mundelein	125,000-180,000	75,000-105,000	75,000-105,000	75,000-105,000
Recommended	130,000-190,000	80,000-115,000	80,000-115,000	80,000-115,000

	Golf Op Mgr	Asst Golf Op Mgr	Pro Shop Mgr	Superintendent	Asst Supt
Arlington Heights	55,640-92,128	47,816-79,216	DNA	DNA	50,332-83,671
Des Plaines	80,536-141,513	57,921-96,570	DNA	DNA	DNA
Glenview	64,266-102,826	DNA	DNA	64,266-102,826	DNA
Highland Park	72,500-101,500	DNA	DNA	72,500-101,500	56,100-78,540
Hoffman Estates	DNA	DNA	DNA	DNA	DNA
Homewood Flossmoor	64,391-96,586	DNA	DNA	64,391-96,586	44,331-66,497
Lake Forest	DNA	DNA	DNA	DNA	DNA
Lockport Township	75,000-90,000	60,000-70,000	DNA	75,000-90,000	DNA
Naperville	73,777-110,665	54,442-81,663	DNA	DNA	37,918-56,867
Northbrook	77,940-119,307	65,601-100,409	42,636-65,265	65,601-100,419	42,636-65,265
Schaumburg	76,785-115,178	49,412-74,117	DNA	63,566-95,350	55,620-75,226
Wilmette	95,325	66,463	DNA	92,250	41,600
Winnetka	69,774-97,035	42,275-82,116	DNA	83,077-112,399	51,500-92,718
Woodridge	73,157-107,969	37,464-61,911	DNA	68,589-99,475	DNA
PGA	66,000-127,000	45,000-105,000	20,000-43,000	DNA	DNA
GCSAA	DNA	DNA	DNA	60,940-112,200	42,549
Average	77,251-108,476	51,103-83,445	31,318-54,133	68,659-101,195	48,348-74,112
Mundelein	75,000-105,000	45,000-75,000		65,000-95,000	45,000-75,000
Recommended	80,000-110,000	50,000-85,000	25,000-45,000	70,000-105,000	45,000-75,000

**Mundelein Park & Recreation District
Memorandum**

TO: Board of Commissioners

FR: Margaret Resnick, Executive Director

RE: 2017 IAPD/IPRA Conference

DT: January 27, 2017

To keep the momentum of learning and growing going, the 12 staff who attended the IAPD/IPRA Conference had a wrap up meeting to share what was learned and suggestions on implementing some of these ideas. Here are the sessions attended:

- ❖ Sharing the importance of parks & recreation, inspiring staff
- ❖ Using a balanced scorecard for employee performance reviews
- ❖ Embracing our differences, diversity
- ❖ Strengthening Foundations
- ❖ Improving staff trainings
- ❖ Building relationships at work
- ❖ Employee handbooks, new laws
- ❖ Personnel files, do's & don'ts
- ❖ Wellness committees
- ❖ Digital marketing
- ❖ Sponsorship
- ❖ Audience segmentation
- ❖ Engaging the community
- ❖ Using your comprehensive plan
- ❖ Public speaking
- ❖ Personal training sales
- ❖ New fitness trends & ideas
- ❖ Dementia related disorders
- ❖ Swim lesson improvements
- ❖ Managing up, employee engagement
- ❖ Working through change
- ❖ Customer service
- ❖ Active users group meeting
- ❖ Mobile apps
- ❖ Tech security
- ❖ Next level data
- ❖ Senior center renovations
- ❖ IMRF
- ❖ Energy assessments
- ❖ Competitive bidding
- ❖ Leadership
- ❖ Communication

Overall the feedback on the conference was positive. Most felt the layout for the Exhibit Hall was not good and many vendors had inexperienced staff at their booth or were not there when our staff stopped by. The keynote speaker was very well received.