

**MUNDELEIN PARK AND RECREATION DISTRICT BOARD OF
PARK COMMISSIONERS, MUNDELEIN, LAKE COUNTY, ILLINOIS
HELD MONDAY, FEBRUARY 27, 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 Vice President DOLAN 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, McGRATH and ORTEGA were present. President KNUDSON was absent. 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 February 13, 2017, second by Commissioner ORTEGA. Vice President DOLAN 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 021507, 022017, 022117, 022417 and 022717 in the amount of \$305,412.48, second by Commissioner ORTEGA. Vice President DOLAN 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 and DOLAN voting yes.

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

Vice President DOLAN said Park District and Village staff are recommending renewing the current Intergovernmental Agreement with the Village for Police Services. Commissioner FRASIER moved to approve the IGA with the Village of Mundelein for Police Services at an annual rate of \$50,000 effective March 2017 to March 2021, second by Commissioner ORTEGA. Vice President DOLAN 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 and DOLAN voting yes.

The Board was given a clean copy of the Administrative Manual that had been updated based on comments from Board and staff and recommendations from the District's attorney. The only change from the copy presented is to change the term Fixed Asset to Capital Asset.

Commissioner ORTEGA moved to approve the entire Administrative Manual with the mentioned change, second by Commissioner McGRATH. Vice President DOLAN repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners ORTEGA, McGRATH, FRASIER and DOLAN voting yes.

Bids were reviewed for the purchase of pesticides and fertilizers for Steeple Chase Golf Course. Commissioner McGRATH moved to accept the following bids: Reinders Inc., \$1,927.00; Pendelton Turf Supply Inc, \$8,403.50; Van Diest, \$3,408.94; The Sanctuary, \$19,800.00; Prime Turf, \$5,250.00; GPM, \$11,335.00; and Arthur Clesen Inc., \$29,159.00, second by Commissioner ORTEGA. Vice President DOLAN repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners McGRATH, ORTEGA, FRASIER and DOLAN voting yes.

Vice President DOLAN said the Park District advertised for the restoration of the water slides at Barefoot Bay and three bids were received. Commissioner ORTEGA moved to accept the low bid from The Slide Experts of Franktown, Colorado in the amount of \$48,750.00, second by Commissioner McGRATH. Vice President DOLAN repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners ORTEGA, McGRATH, FRASIER and DOLAN voting yes.

The part time wage ranges were presented to the Board. Commissioner McGRATH moved to approve the ranges as presented by staff, second by Commissioner ORTEGA. Vice President DOLAN repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners McGRATH, ORTEGA, FRASIER and DOLAN voting yes.

Golf Course staff stated they no longer have a need for their front end loader and would like to dispose of it via auction. Commissioner FRASIER moved to declare the Case Super 580E Front End Loader as surplus and available for sale, second by Commissioner McGRATH. Vice President DOLAN repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners FRASIER, McGRATH, ORTEGA and DOLAN voting yes.

Vice President DOLAN said staff had reviewed all sealed Executive Session Minutes and was recommending some be released and some held. Commissioner McGRATH moved to release Executive Session Minutes from January 28, 2013 (only the portion on real estate already purchased), June 9, 2014; September 28, 2015 and January 11, 2016. Minutes to remain sealed are September 11, 2006; November 11, 2006; December 5, 2006; December 6, 2006; April 28, 2008, April 13, 2009; June 14, 2010; September 13, 2010; April 25, 2011; May 23, 2011; February 13, 2012; March 26, 2012; June 11, 2012; June 25, 2012; January 14, 2013; January 28, 2013; February 11, 2013; September 9, 2013; October 28, 2013; April 14, 2014; June 9, 2014; November 24, 2014; April 13, 2015; September 28, 2015; October 26, 2015; March 14, 2016; May 9, 2016; July 25, 2016; August 8, 2016; October 10, 2016; and October 24, 2016, second by Commissioner ORTEGA. Vice President DOLAN repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners McGRATH, ORTEGA, FRASIER and DOLAN voting yes.

Under Board Business Commissioner FRASIER displayed the articles from the Mundelein Review and the Chicago Tribune that covered Park District activities.

Staff Reports

Golf

Commissioner FRASIER asked if the current GPS system offered a fly over feature. Golf Operations Manager BROLLEY said it did, but the cost was very high. He did not think the system being looked at for 2018 offered this feature, but their maintenance program was far superior to the current system. Vice President DOLAN said he would like to see the golf course have a policy that determined when they would be open. He felt not being open for the recent warm weather was a missed opportunity. He would like to see staff be more responsive to changing weather. Golf Operations Manager BROLLEY said the lack of carts was the biggest factor, but he agreed an opportunity was missed and plans will include being open this weekend if the forecast of 50 degrees was correct. Otherwise the target for a full opening is March 11. Vice President DOLAN asked staff to prepare an analysis of building and operating a driving range and banquet facility. Both of these capital projects continue to appear on the capital plan, but if they are not feasible, they should be removed. If they are feasible, they should be funded. Vice President DOLAN asked if the warm weather will affect the spring pesticide applications. Golf Course Superintendent DORUFF said no, he was prepared for this. Commissioner FRASIER suggested having the geese deterrent firm start earlier if the course was planning on opening March 11. Golf Course Superintendent DORUFF said they may come out earlier to get some exercise for the dogs, but March 15 is the start date for looking for nests.

Parks

Vice President DOLAN commented it was good to see current staff have the opportunity to advance into a new position. Commissioner McGRATH asked about the changes in tree trimming. Superintendent of Buildings & Grounds SOLBERG said the new mechanic re-built the box that sits on the truck to hold wood chips once trees are trimmed or cut down.

Recreation

Vice President DOLAN asked who came up with the idea for the Barefoot Bay flash sale. Superintendent of Recreation KIPP said it was Aquatic Supervisor Mike Gerton. Vice President DOLAN asked about the field permit process. Superintendent of Recreation KIPP said it begins March 11 with the assignment of April permit dates and the second meeting on April 8 is to assign May and June permit dates. Vice President DOLAN said he felt the Coach of the Year program sounded very good. Superintendent of Recreation KIPP said Mundelein Baseball/Softball Association and the Lake County Stallions came up with the idea as they have been working together on the Positive Coaching Alliance. Vice President DOLAN asked why soccer was not included. Superintendent of Recreation KIPP said she was not sure.

Business Services

Vice President DOLAN asked if the audit was complete. Superintendent of Business Services & Technology MILLER said the field work was done and the preliminary report should be done in a couple weeks.

Vice President DOLAN announced service anniversaries for Joe Albert, 17 years; Rick Hanzel, 10 years; and Tracie Ouimet, 1 year.

Commissioner FRASIER moved to take a break at 8:05 p.m., second by Commissioner McGRATH. The motion unanimously approved.

Commissioner FRASIER moved to reconvene the meeting at 8:10 p.m., second by Commissioner McGRATH. A roll call vote was taken with Commissioners FRASIER, McGRATH, ORTEGA and DOLAN voting yes and present.

Marketing Specialist Christa Lawrence gave the Board a presentation about rebranding the Park District. She said the current logo was outdated and did not reproduce well, particularly in digital media which has such a large reach.

Commissioner ORTEGA asked if the logo was on our letterhead. He was told it is and that if the logo is changed, the implementation would be phased in. Print items would be changed as they run out. Park signs could be replaced over a three year period. Vice President DOLAN said he feels the logo is so well known in town that changing it would confuse patrons. He also said he does not feel the District needs to rebrand as we are a very well respected organization. Executive Director RESNICK said we don't want to change who we are, but to refresh our look.

Commissioner McGRATH said his concerns include confusing patrons, the cost of replacing items and the workload for staff. He said he feels all five Board members need to be present before the District moves forward on the project. Vice President DOLAN agreed there needs to be more discussion before moving ahead.

Commissioner FRASIER asked if there had been any preliminary logo designs created yet. Marketing Specialist LAWRENCE said she had not prepared any as she would need to conduct a brand analysis to define the District.

Executive Director RESNICK said she would meet with President KNUDSON when he was back and will share with him the presentation. The Board could discuss the topic at future Committee Meetings.

There being no further business, Commissioner ORTEGA moved to adjourn at 8:55 p.m., second by Commissioner McGRATH. The motion was unanimously approved.

Secretary

Mundelein Park & Recreation District

Committee of the Whole
February 27, 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 Vice President DOLAN.

Present were Commissioners DOLAN, FRASIER 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. Commissioner McGRATH arrived at 7:10 p.m.

Executive Director RESNICK informed the Board that she and the Chief of Police had met to discuss the intergovernmental agreement with the Village regarding police services. Both felt the current agreement was working well and should be renewed.

The Board was updated on the review of the Administrative Manual. All comments from the Board had been addressed by the District's attorney. The only change from the document the Board was reviewing was changing the term Fixed Assets to Capital Assets as recommended by the District's audit firm.

A recap of bids received for the purchase of fertilizers and pesticides was reviewed by the Board. Executive Director RESNICK clarified that some recommended purchases were not from the low bidder due to either the product not meeting specifications or the overall discount given by distributors. Vice President DOLAN asked if the bids were clear enough. He thought it may be confusing to bidders on the parameters. Executive Director RESNICK said she felt the current format was clear.

Three bids were received for the renovation/restoration of the water slides at Barefoot Bay. One was \$1,250 under budget while the other two were both nearly 50% over budget. Superintendent of Recreation KIPP said references for the low bid were checked and were positive.

The Board reviewed the recommended part time wage ranges as submitted by staff. Commissioner ORTEGA asked why certain changes were being recommended. Executive Director RESNICK said staff researched what area park districts and when possible, private companies, were paying for the same positions. Superintendent of Recreation KIPP said the indoor pool desk floor attendant was recommended for lowering because this position did not require lifeguard certification any longer.

A front end loader at the golf course was no longer needed and recommended for disposal. Commissioner ORTEGA asked if a replacement had been purchased. Golf Course Superintendent DORUFF said no that staff uses a skid-steer now.

Executive Director RESNICK reviewed the executive session minutes that were sealed and recommended four meetings be released.

The Board was given the IPRA Environmental Report Card. Commissioner ORTEGA asked if there was any intention to improve the score. Executive Director RESNICK said the District was following certain procedures that were not Board approved policy. Making them policies would improve the score. Vice President DOLAN suggested staff review the report card again and if there were areas that could improve, staff should take measures necessary.

Executive Director RESNICK reminded the Board the County had emailed the Statement of Economic Interest and this needed to be completed.

The Binder of Documentation was shared with the Board. Commissioner McGRATH commented that the information helped when he was asked questions by residents.

Commissioner FRASIER suggested the monthly Police Report be placed on the meeting agenda and accepted in a similar way as the monthly financial report.

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

Secretary