

**MUNDELEIN PARK & RECREATION DISTRICT  
REGULAR BOARD MEETING  
Monday, May 8, 2017**

**AGENDA**

**Call To Order:**

**Pledge of Allegiance:**

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

**Approval of Minutes:** Committee Meeting April 24, 2017  
Regular Meeting April 24, 2017  
Executive Session April 24, 2017

**Approval of Disbursements:** Warrant 042417, 042717, 050217,  
050417, 050517, 050817  
\$407,149.25

**Correspondence:**

**Old Business:**

**New Business:**

1. Swear in Newly Elected Board Member
2. Board Office Elections
3. Approve Land Cash Donation Policy
4. Declare Equipment as Surplus

**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)

**Action on Items Discussed in Executive Session, if Necessary**

**Visitors:**

**Adjournment:**

## **Rules for Public Comment:**

- A. At the start of the period for public comment the board President or acting chairperson will advise the public:
  - 1. The amount of time permitted for public comment;
  - 2. That all speakers state their names and addresses before addressing the Board;
  - 3. To avoid repetitive comments, testimony and general questions; and
  - 4. To appoint only one person to speak on behalf of a group.
- B. Each person will be permitted to speak one time only, unless the Chair determines the allowing a speaker to address the Board again will contribute new testimony or evident germane to an issue on the agenda for that meeting.
- C. Unless a representative spokesperson is appointed in the manner described in rule E, all comments from the public will be limited to no more than three (3) minutes per person.
- D. Groups may register a representative spokesperson by filing an appearance form no later than one (1) hour in advance of a meeting. The appearance form must designate (i) the number of people the designee represents for the purpose of making public comment; (ii) the subject matter of the public comment; and (iii) whether the subject matter is germane to an item on that meeting's agenda. Any person identified as being represented by a group spokesperson shall be deemed to have waived their opportunity to speak independently unless the Chair determines that allowing such a speaker to address the Board will contribute new testimony or evidence germane to an issue on the agenda for that meeting.
  - 1. A representative spokesperson who timely files a complete appearance form to speak on a matter germane to the agenda shall be permitted to speak for three (3) minutes for each person being represented, up to a maximum of fifteen (15) minutes.
  - 2. A representative spokesperson who timely files a complete appearance form to speak on a matter not germane to the agenda shall be permitted to speak for three (3) minutes for each person being represented, up to a maximum of nine (9) minutes.
- E. The Board shall not respond to questions posed during public comment. All questions shall be recorded by the Board secretary and a response shall be presented either during the next regular Board meeting or in writing before such meeting.
- F. All comments must be civil in nature. Any person who engages in threatening, slanderous or disorderly behavior when addressing the Board shall be deemed out-of-order by the presiding officer and his or her time to address the Board at said meeting shall end.

Approved 4/14/2014 Board Meeting

Mundelein Park & Recreation District  
Committee of the Whole  
April 24, 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 reminded the Board that no action was taken after the last Executive Session regarding her evaluation and the Board could take action tonight if they wanted.

The possibility of increasing the land/cash ordinance was discussed. The Vernon Hills Park District's current acre value is \$190,000 and there is consideration of moving it to \$200,000. Executive Director RESNICK shared the Village's concerns about increasing developer's expenses. Commissioner FRASIER said there was still the flexibility of negotiating a lower fee if the Village and/or developer had justification.

The Board was informed that the Building Maintenance Supervisor Joe Albert had completed the application for a grant from the Illinois Department of Commerce & Economic Opportunity to upgrade the lighting in the parking lot at the Community Center. This application was successful and the District will receive \$5,334 for the project. This will offset the \$18,000 total cost.

The Board reviewed the tax rates for all park districts in Lake County. It was pointed out that the Mundelein Park & Recreation District is in the lowest quartile and demonstrates the District's efforts to keep taxes reasonable. Executive Director RESNICK said one reason the other Districts may be higher could be debt service. Commissioner DOLAN said another reason could be the agency had a successful referendum to increase their tax rate.

The Board was reminded that the May 8<sup>th</sup> meeting would be the Annual Meeting where Commissioner KNUDSON would be sworn into a new term and officer elections would be held.

An Executive Session was requested to discuss potential real estate purchase.

Staff prepared and presented to the Board an analysis of costs to expand the Steeple Chase Clubhouse and to construct a driving range. The analysis included capital costs and yearly revenue and expenses. While the expanded clubhouse could generate a surplus of \$100,000 annually, the District would need to pass a referendum to issue the \$6,000,000 to \$9,000,000 in bonds to pay for construction. Commissioner DOLAN said with a \$6,000,000 bond issue, annual payments from taxes would increase \$450,000 so tax payers would have to agree to pay an additional 10%. The Board did not feel this was a good fiscal choice.

The analysis of construction of a driving range showed it was feasible and the surplus generated could be used to pay off construction costs in five years. This is assuming construction would be approved by the Army Corp of Engineers and would total approximately \$200,000. The Board instructed Executive Director RESNICK to contact an engineer to determine if this could be done.

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

---

Secretary

**MUNDELEIN PARK AND RECREATION DISTRICT BOARD OF  
PARK COMMISSIONERS, MUNDELEIN, LAKE COUNTY, ILLINOIS  
HELD MONDAY, APRIL 24, 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, Regular Meeting and Executive Session of April 10, 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 041317, 041817, 041917, 042117 and 042417 in the amount of \$265,493.59, 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 March 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 FRASIER moved to place the March police report on file, second by Commissioner DOLAN. 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 KNDUSON asked the visitors present if they had anything to bring in front of the Board. Mary Van Vactor said she is a resident of the Holcomb subdivision and there is a lot for sale that she urged the Park District to purchase as there is no park in this subdivision. She complimented the Board on the work they do and thanked them for their time. Dan and Rachel Freeberg said they are also residents of Holcomb and agreed that the parcel for sale in the neighborhood would be an excellent sport for a park.

President KNUDSON said the Board had discussed the Executive Director's performance evaluation in an Executive Session April 10, 2017. Commissioner FRASIER moved to approve a merit increase for the Executive Director as discussed, 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.

### **Staff Reports**

#### ***Golf***

Commissioner ORTEGA commented on the recent rains effected golf rounds. Commissioner DOLAN asked if staff looked at revenue per round. Golf Operations Manager BROLLEY said this is only done on an annual basis. With the increase of senior golfers, this has dropped a little. Commissioner FRASIER thanked staff for the analysis of the clubhouse expansion and driving range. He asked if the cart path mentioned was in bad shape before the winter. Golf Course Superintendent DORUFF said the excessive rains increased the deterioration. Commissioner McGRATH asked if the cart path repairs were a cold patch. Golf Course Superintendent DORUFF said this work is hired out and sections would have new asphalt layed on top.

#### ***Parks***

Commissioner McGRATH complimented Joe Albert on pursuing and securing the lighting grant. Commissioner ORTEGA asked about the possibility of putting cameras in parks. Superintendent of Buildings & Grounds said this was possible, but the cost was not justified.

#### ***Recreation***

Commissioner McGRATH said he heard rave reviews about the Egg Hunt. Superintendent of Recreation KIPP said this was due in large part to the work of the Marketing Department, Special Events Coordinator and Sponsorship Coordinator. Commissioner DOLAN asked if we recognized our sponsors. He suggested an event to do this. Superintendent of Recreation KIPP said this would be done. President KNUDSON asked what was the conference attended by Assistant Superintendent of Recreation Scott Schleiden. Superintendent of Recreation KIPP said it is put on by the Indiana University and gives a new perspective for people that have been in the field for a long time. Scott said the school was excellent and he is looking forward to the second year curriculum. Commissioner FRASIER congratulated staff on receiving the IAPD grant and MASC grant for the new West Oak summer program. President KNUDSON asked about Barefoot Bay pass sales. Superintendent of Recreation KIPP said another flash sale was being held as well as Groupon.

***Business Services***

President KNUDSON asked about the boat ranger position. He was told these individuals are scheduled mostly weekends and they use our patrol boat to make sure everyone is following the rules on the lake. Commissioner ORTEGA asked if the trim on the pool deck had been repaired. Superintendent of Business Services & Technology replied it had.

Commissioner DOLAN moved to adjourn to Executive Session for the purpose of potential purchase of real estate 5 ILCS 120/2 (c)(5), second by Commissioner FRASIER at 7:57 p.m. A roll call vote was taken with Commissioners DOLAN, FRASIER, McGRATH, ORTEGA and KNUDSON voting yes.

The Regular Meeting resumed at 8:10 pm.

Commissioner DOLAN moved to authorize the Executive Director to purchase real estate as discussed in Executive Session, 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.

There being no further business, Commissioner ORTEGA moved to adjourn at 8:11 p.m. second by Commissioner McGRATH. The motion was unanimously approved.

---

Secretary

**MEETING REMINDER  
MONDAY, MAY 8, 2017**

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

**Action Items**

Old Business

New Business

1. Swear in Newly Elected Board Member
2. Board Officer Elections
3. Approve New Land Cash Donation Policy
4. Declare Equipment as Surplus

**Updates**

1. Steeple Chase Clubhouse and Driving Range Analysis
2. Personnel Policy Manual Review
3. Solar Power



**New Business**

Bob Knudson will be sworn in to the six year term.

As this is the Board's Annual Meeting, the election of officers will be held.

After further discussion with the Village Administrator, there are no strong objections to the Park District increasing the per acre value in the Land/Cash Donation Policy to \$152,000.

*Staff recommends approving the new Land Cash Donation Policy with a land value of \$152,000 per acre.*

Staff has determined there is no longer a need for the vehicle lift and would like to sell it at the upcoming Municipal Auction.

*Staff recommends declaring the 10,000 lb capacity, 2-post vehicle lift as surplus and make it available for sale.*

**Updates**

Golf Operations Manager Bill Brolley met with an engineer from Hey and Associates to discuss the possibility of constructing a driving range on the edge of the pond between the 9<sup>th</sup> and 18<sup>th</sup> holes. The engineer believes as long as we don't put any fill into the water, it would be allowed. We will meet again to discuss next steps.

Ancel Glink has completed the review of the Personnel Policy Manual. Would the entire Board like to discuss the suggested changes or would you like to appoint a committee?

Because of the age of the roof above the gym, the solar power company chose not to install their equipment at the Community Center. They looked at the Regent Center and Diamond Lake Rec Center, but the amount of energy is small and they do not feel it would be worthwhile. We are discussing installing the equipment at the new building next year.

## **XXV. LAND CASH DONATION POLICY**

### **A. Statement of Purpose**

The District, in cooperation with other local units of government and developers, may have a land cash agreement to offset the impacts on the District's facilities and programs specifically and uniquely attributable to proposed developments.

### **B. Administration of the Policy**

The District recognizes that, through negotiations with the Village of Mundelein and developers, the optimal proportional relationship between land and cash donations will be pursued.

### **C. Policy**

The following guidelines set forth the minimum requirements for the preferred characteristics of land to be donated to the District in compliance with a developer and/or sub-divider's impact fee requirements. Further, this policy sets forth the formula for determining the acreage required and, alternatively, the cash and/or capital improvements to be donated in lieu of land.

#### **1. Land Donations**

- a. The total land donation attributable to each dwelling unit shall be calculated by multiplying the number of persons generated for each type of dwelling unit as set forth in the Illinois School Consulting Services, copyright 1996 and the minimum density for park and recreation land (15 acres per 1,000 population).

Example: 75-4 BR Detached Single Family Residences

Population = 235.9 (75 D.U. x \*3.145)

Land Donation = 235.9 Pop. X 15 acres/1,000 = 3.54 acres

- b. No park donation shall be comprised of less than three (3) acres unless it has unique ecological, historic or recreational value, as determined by the Board in its sole discretion. In the event the required land donation pursuant to paragraph one is less than three (3) acres, the donation shall be made in cash in lieu of land as described below.
- c. All park land donations shall be properly graded and seeded consistent with plans approved by the District staff.
- d. All land donations shall be conveyed by warranty deed. The developer shall pay for the provision of an owner's title insurance policy on ALTA For 1992 with extended coverage and an ALTA/ASCM survey of the subject property
- e. Developer shall be liable for all taxes that have accrued up to the date of the closing for the donation. For all taxes that are not yet due and payable, the District shall receive a credit at closing equal to 105% of the most recently ascertainable taxes prorated to the day prior to closing.
- f. All land donations shall be segregated from adjacent residential lots by fencing installed by the developer. Split rail fencing is the minimal type of fencing permitted, but developers are encouraged to install fencing in a style that is compatible with surrounding areas.
- g. No hazardous materials, utility equipment, pumping or lift stations, manholes, model homes, construction machinery or any other equipment will be placed or allowed to remain on land donation sites after the conveyance of title.

- h. Wetlands, open waters, drainage easements and storm water control ponds will not be accepted as part of a park land donation without the express written consent of the Board.
  - i. Commercial recreation facilities shall not be considered as a credit towards the required park land donation calculated above. Private recreational facilities available only to a limited class of people, such as by residence, ownership or membership, shall not be considered as a credit towards the required park land donation without prior express written approval of the Board.
  - j. The park land donation relative to its estimated service area shall be reasonably accessible to all residential dwelling units and, if possible, centrally located. The District shall discourage any park land donation that requires the principal residents to be served by such park to cross a major arterial road.
  - k. All land donations shall be conveyed no later than the time when the development/subdivision reaches 90% occupancy, unless otherwise permitted by mutual agreement.
  - l. No donations shall be required for property developed exclusively for commercial or industrial use.
2. Cash/Capital Donations
- a. In the event cash shall be donated in lieu of land, the amount of cash to be donated shall be calculated by multiplying the total land acreage required to be donated (as calculated above) and the fair market value of property at the time of the donation. As a benchmark, the Board has determined the fair market value of real property in Mundelein as of ~~January 1, 2009~~, **March 13, 2017** is ~~\$100,000~~ **\$152,000** per acre. This rate will be reviewed periodically and may be adjusted.  
 Example: 74-4 BR Detached Single Family Residences  
 $3.54 \text{ acres} \times \text{\$100,000} \text{\$152,000/acre} = \text{\$354,000} \text{\$538,080}$
  - b. Ten percent (10%) of cash donations shall be payable upon filing of the Plat of Subdivision with the balance to be paid upon the issuance of each building permit.
  - c. The developer may request a donation of in-kind capital improvements in lieu of cash of an equivalent value as calculated in paragraph 1 above. In this event, the developer must submit for approval to the Board, a detailed plan depicting the improvements, including, where applicable, architectural drawings, engineering plans and a survey. Fences and the provision of grading and seeding shall not be considered in-kind donations.
  - d. In each case where a developer is granted authority to make an in-kind donation of capital improvements, the following conditions must be satisfied:
    - i) Developer must provide a performance and payment bond in an amount equal to 110% or more of the cost of the proposed improvements.
    - ii) Developer shall indemnify, defend and hold the District, its officers, employees, agents and volunteers (the "Protected Group") harmless from and against any claim, liability, damage, judgment or cost arising either directly or indirectly from the Developer's construction of the proposed improvements.

- iii) At all times when the developer is performing construction of any kind on property that is owned by or shall be conveyed to the District, it shall maintain commercial general liability insurance with limits of not less than \$1,000,000 per occurrence, and \$2,000,000 aggregate. Developer shall provide District with a certificate of insurance evidencing such coverage with an endorsement naming the Protected Group as primary, non-contributory additional insured's and which requires 30 days advance written notice of any change, modification or cancellation of such insurance.
  - iv) Developer shall covenant and agree not to suffer or permit any mechanics' lien to be placed against the subject property with respect to work or services claimed to have been performed for or materials claimed to have been furnished to Developer. In case any such lien attaches, or claim for lien is asserted against the District or against any monies, bonds or warrants due or to become due from the District, the Developer shall covenant and agree to cause such bond claim, lien or claim for lien to be immediately released and removed of record.
  - v) In the event such lien or claim for lien is not immediately released or removed, the District, at its sole option and in addition to any other available rights or remedies, may take all action necessary to release and remove such lien or claim for lien (it being agreed by Developer that the District shall have no duty to investigate the validity thereof) and Developer shall within 7 days of written notice reimburse the District for all sums, costs and expenses (including reasonable attorney fees) incurred by the District in connection with defending against or removing such lien. In the event Developer fails to reimburse District as provided herein, such amount shall be added to the value of the donation required to be made by the Developer.
  - vi) All capital improvements shall be conveyed to the District by a customary bill of sale and shall be free from all encumbrances, liens and claims of creditors.
  - vii) Developer shall assign all applicable manufacturer warranties for any equipment and materials incorporated into the in-kind donation and shall provide the District a one (1) year warranty on all labor and materials.
3. Developer Impact Fee Donation Agreements
- a. Regardless of whether the applicable donation is to be in the form of land, cash or in-kind capital improvements, the terms of each donation shall be set forth in writing in a Builders Impact Fee Agreement containing provisions substantially in compliance with this Policy. The Village of Mundelein will be given copies of all Builders Impact Fee Agreements.
  - b. In the event of a conflict between this Policy and a Builders Impact Fee Agreement, the terms of the Agreement shall control.

**XXVI. ABUSED AND NEGLECTED CHILD REPORTING**

**A. Statement of Purpose**

The District will maintain a policy and procedure covering the requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/41, et seq.).