

**MUNDELEIN PARK & RECREATION DISTRICT**  
**REGULAR BOARD MEETING**  
Monday, November 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 October 23, 2017  
Regular Meeting October 23, 2017

**Approval of Disbursements:** Warrants 102617, 110317,  
110417, 110717, 111317 \$ 431,647.40

**Correspondence:** Letter from State Representative Carol Sente

**Old Business:**

**New Business:**

1. Approve Rental Staff Attendance and Administrative Assistant Job Descriptions
2. Steeple Chase Golf Club GPS Lease Approval
3. Financial Software Purchase Approval

**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)  
Collective Bargaining or Salary Schedules 5 ILCS 120/2(c)(2)

**Action on Items Discussed in Closed 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  
October 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 DOLAN.

Present were Commissioners DOLAN, KNUDSON and McGRATH. Staff present included Executive Director RESNICK, Superintendent of Recreation LaPORTE, 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 the Resolution recognizing Rita Kipp was being presented this evening because of scheduling conflicts. She also informed the Board it was necessary to choose a Delegate and Alternate for the Annual IAPD Meeting.

The Board was updated on activity at the Holcomb Property. The buildings will be cleared out by Park District staff and the goal is to have the buildings razed before year end.

Executive Director RESNICK shared the second quarter Marketing Report. She said since the report was new this year, there is no comparison, but gave her opinion as to why the social media activity dropped off in September. President DOLAN suggested targets should be established as measurements.

The Board was informed of an auto accident that occurred the night before that resulted in a car breaking through the fence on the 11<sup>th</sup> hole and landing near the tee. There was minor damage to the course, but the fence will need major repairs. The driver is insured.

The Committee Meeting adjourned at 7:20 p.m.

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Secretary

**MUNDELEIN PARK AND RECREATION DISTRICT BOARD OF  
PARK COMMISSIONERS, MUNDELEIN, LAKE COUNTY, ILLINOIS  
HELD MONDAY, OCTOBER 23, 2017 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 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, KNUDSON and McGRATH were present. Staff present included Executive Director RESNICK, Superintendent of Recreation LaPORTE, Golf Operations Manager BROLLEY, Golf Course Superintendent DORUFF, Superintendent of Buildings & Grounds SOLBERG and Superintendent of Business Services & Technology MILLER. Commissioners FRASIER and ORTEGA were absent at the start of the meeting. Commissioner ORTEGA arrived at 7:42 p.m. and Commissioner FRASIER arrived at 7:44 p.m.

Commissioner KNUDSON moved to approve the minutes of the Committee and Regular Meeting of October 9, 2017, second by Commissioner McGRATH. President DOLAN repeated the motion and asked if there were any corrections or additions and none were made. A roll call vote was taken with Commissioners KNUDSON, McGRATH and DOLAN voting yes.

Commissioner McGRATH moved to approve Warrants 101217, 101717, 102017 and 102317 in the amount of \$856,321.20, second by Commissioner KNUDSON. 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, KNUDSON and DOLAN voting yes.

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

Commissioner McGRATH moved to place the September Police report on file, second by Commissioner KNUDSON. 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, KNUDSON and DOLAN voting yes.

### **New Business**

President DOLAN read Resolution 17-10-01 recognizing Rita Kipp for her years of service. Commissioner KNUDSON moved to approve Resolution 17-10-01, second by Commissioner McGRATH. President DOLAN repeated the motion and asked if there were any questions and none were raised. A voice vote was taken with all voting yes.

President DOLAN announced that it was necessary for the District to appoint a Delegate and Alternate to represent the District at IAPD's Annual Meeting on January 20, 2018. Commissioner KNUDSON moved to appoint Commissioner ORTEGA as Delegate and Commissioner FRASIER as Alternate, second by Commissioner McGRATH. President DOLAN repeated the motion and asked if there were any questions and none were raised. A voice vote was taken with all voting yes.

### **Staff Reports**

#### ***Golf***

President DOLAN complimented staff on the performance of the golf course. Golf Operations Manager BROLLEY said good weather has helped. President DOLAN asked about the drainage problem on the 3<sup>rd</sup> hole. Golf Course Superintendent DORUFF said the problem between the wetlands and fairway was due to the sand trap draining to this area. Commissioner KNUDSON asked if the course would continue with the geese control program next year since the goose population was under control. Golf Course Superintendent DORUFF said it was best to continue as the geese will most likely return if there are no deterrents.

#### ***Parks***

President DOLAN asked if tennis courts were going back into Scott Brown Park. Superintendent of Buildings & Grounds SOLBERG said courts would be included in the 2018 budget. Commissioner McGRATH asked if the safety trainings helped keep insurance costs down. Superintendent of Business Services & Technology MILLER said some of the trainings are required by PDRMA for the District to maintain coverage.

#### ***Recreation***

President DOLAN congratulated the Park District dancers who received scholarships at the Dupree Regional Dance Competition. Commissioner KNUDSON asked about the Polar Express event. Superintendent of Recreation LaPORTE said this is a popular event in every town that it is offered. Commissioner ORTEGA asked about the 125 person limit and was told this is dictated by Metra. Commissioner KNUDSON asked if the men's basketball league typically had such late registration. Superintendent of Recreation LaPORTE said it was his understanding this is typical. Commissioner ORTEGA asked about the individuals who in the past had caused problems with bad behavior. He was told two years ago a "behavior deposit" was instituted and violation of specific rules

resulted in teams losing their deposit. Commissioner KNUDSON asked if the number of class cancellations was higher than usual. Superintendent of Recreation LaPORTE said he believed it was and staff will set targets and look into possible causes when they are exceeded.

***Business Services***

Commissioner ORTEGA asked if the Parkman are trained on equipment to avoid injuries such as the one that occurred. Superintendent of Buildings & Grounds SOLBERG said yes, and added the individual who was hurt had gone through the appropriate training.

President DOLAN announced the following service anniversaries; Elizabeth Bedolla, 2 years; Deb Engdahl, 16 years; Dawn Fedrigon, 5 years; Laurie Gembara, 32 years; Natalie Hetzel-Barlow, 9 years; Candice Levine, 19 years; Kathy Staufenbiel, 20 years; Rachael Staufenbiel, 5 years, Janet Kalcsics, 20 years and Kimberly Wells, 11 years.

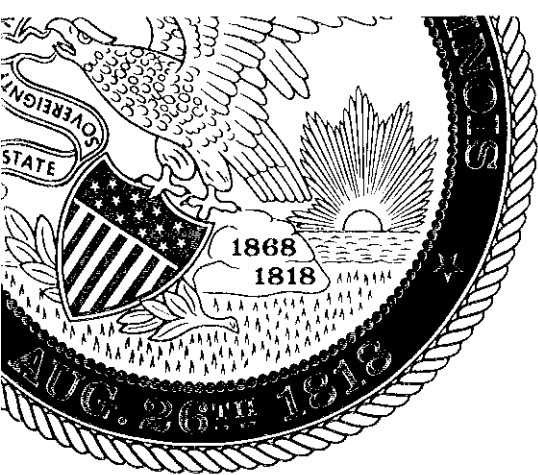
**Visitors**

Walt Trillaase is a resident in Loch Lomond and asked the District to consider traffic patterns once the new facility opens on Dunbar. He suggested no left turn onto Banbury during times when there would be more participants leaving the building. This could cut down on people cutting through the neighborhood to avoid congestion on Dunbar.

There being no further business, Commissioner ORTEGA moved to adjourn at 7:57 p.m. second by Commissioner McGRATH. The motion was unanimously approved.

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Secretary



**CAROL SENTE**

**STATE REPRESENTATIVE • 59TH DISTRICT**

**DISTRICT OFFICE:**  
THE LASCHEN CENTER  
294 EVERGREEN DR.  
VERNON HILLS, IL 60061  
P: 847.478.9909  
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272-S STRATTON BLDG.  
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WWW.ILGA.GOV

October 18, 2017

Ms. Margaret Resnick  
Executive Director  
Mundelein Park & Recreation District  
1401 N. Midlothian Rd.  
Mundelein, IL 60060

Dear Margaret,

Congratulations to the Mundelein Park & Recreation District for receiving a "Best of the Best" statewide award from the Illinois Association of Park Districts earlier this month. Your partnerships with the Village of Mundelein has helped both entities exponentially to thrive. I know that this is a very prestigious award and you should be proud of the work you do to enrich our community. The extraordinary efforts of the Mundelein Park & Recreation Association serve as an inspiration to those you serve and to other organizations working to improve our neighbors and our neighborhoods. I am particularly thrilled that you have received this award as our local park districts are near and dear to my heart.

I would like to support you in any way I can and look forward to continuing to work work with you on community issues and State legislation. I wish you continued success in all future endeavors. If my office or I can be of any service or assistance to you, please do not hesitate to contact me at 847-478-9909.

Congratulations once again!

Sincerely,

A handwritten signature in black ink, appearing to read "C. Sente".

Carol Sente  
State Representative  
59<sup>th</sup> District

**MEETING REMINDER  
MONDAY, NOVEMBER 13, 2017**

**6:00 p.m. Committee Meeting - 888 Dunbar Road  
7:00 p.m. Committee Meeting – 1401 N. Midlothian Road  
7:30 p.m. Regular Board Meeting – 1401 N. Midlothian Road**

**Action Items**

Old Business

New Business

1. Approve Rental Staff Attendant and Administrative Assistant Job Descriptions
2. Steeple Chase Golf Club GPS Lease Approval
3. Financial Software Purchase Approval

**Updates**

1. Committee of the Whole
2. 2017 Levy
3. Holcomb Property Update
4. Shady Lane Update
5. Fire Alarm Monitoring Contract
6. Affiliates



### **New Business**

New job descriptions have been written for Rental Staff Attendant and Administrative Assistant (now a part time position).

*Staff recommends approval of the job descriptions for Rental Staff Attendant and Administrative Assistant.*

The current lease for GPS equipment on the carts at Steeple Chase Golf Club is expiring in March. The 2018 budget will include the purchase of a new fleet of golf carts. Staff has researched GPS systems and is recommending we lease the GPS equipment from Textron Fleet Management for a monthly fee of \$4,800 (paid six months per year for a total of \$28,800). Our current contract is \$44,400 per year.

*Staff recommends approving a 60 month lease with Textron Fleet Management for the lease and maintenance of GPS equipment for Steeple Chase Golf Club.*

The 2017 Budget includes \$80,000 for the purchase of financial software. Last February we decided to delay the purchase and implementation because of the changes of IT Support that occurred in January. Staff has identified BS&A as the software that would be best suited for the District. Superintendent of Business Services & Technology Linda Miller worked with BS&A to reduce their initial proposal of more than \$100,000 to the price to \$87,835. About 30% of this will be paid in 2017 with the balance to be paid next year.

*Staff recommends approving a contract with BS&A for the purchase and implementation of financial software in the amount of \$87,835.*

### **Updates**

A Special Committee of the Whole Meeting will be held at 6:00 pm at the new facility under construction at 888 Dunbar Road. This will be a walk-through of the facility with times for questions and answers.

Staff is preparing the 2017 Levy with the assumption the District will be allowed to increase by the Consumer Price Index of 2.1%. As of November 10<sup>th</sup>, it appears the State will not be implementing a property tax freeze. Our Levy will be for \$4,426,435. The 2018 Budget will reflect the current year levy. We will not be required to hold a Truth In Taxation Hearing, but as has been the practice of the District, one will be held December 11 prior to approval of the Levy.

In order to demo the Holcomb property, a plat of survey has been ordered as well as asbestos testing. W.B. Olson and HR Green were very helpful with developing specs for the demo and we hope to be out to bid in the next two weeks with the goal having the structure razed this year.

I met with the architect and engineer regarding the development of the Shady Lane property. In order to determine any existing easements and their possible provisions, a title search has been ordered for the property just to the west. Knowing the background/basis for the easement is important in establishing our ability to access the parcel and potentially improve the intersection if necessary.

The Village of Mundelein recently selected a new company to monitor fire alarms throughout the Village. Per Village Ordinance, we are required to work with the firm they select. I had planned on presenting the contract to the Board for approval at this meeting, but our attorney has requested changes to the contract. I anticipate the contract being ready for approval at the November 27 meeting.

This is the meeting the affiliates attend to update the Board on their activities. AYSO, MBSA and Lake County Stallions have all been asked to attend. We will need to renew our agreements with the affiliates and I suggest we ask them at this meeting if they have any suggested changes.

**Mundelein Park & Recreation District  
Job Description**

**Job Title:** Rental Staff Attendant  
**Department:** Recreation  
**Supervisor:** Registration Manager  
**Classification:** Part Time-Non Exempt-Hourly

**Summary**

Rental Staff Attendants are responsible for the setup, supervision, cleanup of parties and special events held at one of Mundelein Park & Recreation District's facilities.

**Qualifications**

Minimum age of 21 years old.  
Prefer party or event set up and take down experience.  
Good communication skills.

**Essential Functions**

Greet and check in the renter responsible for the event.  
Verify the set-up is appropriate and as planned.  
Walk through rental space with renter to review pre-event facility conditions.  
Greet the bartenders/caterers to make sure appropriate liquor distribution has been established. Make any necessary adjustments prior to the start of the rental.  
Monitor the event and enforce rules as necessary.  
Monitor common areas for cleanliness, and performs light cleaning as needed.  
Remove any full garbage containers that build up.  
Check the parking lot for alcohol use and any other suspicious behavior.  
At the end of the event, review facility conditions with renter to make sure there is no damage and to verify cleanliness.  
Complete pre and post-event rental report.  
Performs related duties as required by management to meet the needs of the Mundelein Park & Recreation District and the customer.

**Marginal Functions**

Ensures adherence to safety and injury prevention policies and procedures; prepares accident reports as required.  
Have a thorough understanding of the Mundelein Park & Recreation District rules and regulations regarding rentals and enforce them in a positive manner.  
CPR Certified

**Psychological Considerations**

Employee should be able to maintain a positive working relationship with other employees.  
Employee must work effectively under deadlines in a variety of environments and elements.  
Employee must demonstrate leadership qualities to perform required work.  
Employee must be able to function in a sometimes fast and ambiguous environment.

## **Rental Staff Attendant–Job Description**

### **Environmental Considerations**

May be required to lift and/or move up to 50 pounds when setting up for certain programs or activities.  
Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.  
Protective clothing is not required unless a specific project or task requires appropriate safety measures.

### **Environmental Considerations-Continued**

Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District.

### **Cognitive Considerations**

Employee must have the able to communicate in English, both verbally and in writing.  
Employee must possess time management and organizational skills to effectively perform his/her job.  
Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.  
Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.  
Employee must use good safety awareness and judgment in all aspect of the position.

### **Safety Considerations**

Worker must be able to follow direction from supervisor with safe and effective follow through.  
Worker must be able to use good safety awareness and judgment.  
Worker must be able to participate in safety related training as required.

### **Conditions of Continued Employment**

Provide verification of education.  
Submit to a pre-employment reference check.  
Submit to a pre-employment state criminal background check.  
Submit proof of date of birth.  
Submit Proof of eligibility to work in the U.S.  
Submit to random, reasonable cause and post-accident drug or alcohol testing.

- Complete six (6) month introductory period satisfactorily.

**Mundelein Park and Recreation District  
Job Description**

**Job Title:** Administrative Assistant  
**Department :** Administration  
**Supervisor:** Assistant to the Director  
**Status of Employment:** Part-Time Non Exempt Hourly

**Summary**

Coordinate and perform administrative and clerical assistance to Executive Director, Board of Commissioners, Human Resource Manager, Risk Manager and Superintendent of Business Services & Technology.

**Qualifications**

High School graduation required. College graduate preferred. Minimum three (3) years of clerical and/or administrative assistance. Working knowledge of Microsoft Office Suite of products.

**Essential Functions**

Maintain security of confidential files and records.  
Compile and input data for reports and budget documents.  
Create and/or update, assemble and update agendas, letters, minutes, charts, reports, forms, lists and/or ordinances/resolutions.  
Update and maintain administrative files and central filing system.  
Create and post agendas for meetings.  
Assist with the filing of county, state and federal reports with respective agencies as required by law.  
Coordinate and process travel arrangements for board members and director.  
Sort and distribute mail.  
Attend pertinent departmental/park district meetings and in-house training sessions.  
Conduct self according to the policies and procedures as established by the park district.  
Participate in park district Safety and Training Program to ensure that work performed and services provided are implemented in a safe manner.  
Check the daily newspaper for advertisements and articles pertaining to the Mundelein Park & Recreation district and archive for future reference.  
Perform other related duties as assigned.

**Marginal Functions**

Assist staff in the performance of their duties.  
Understand and use basic current computer operating systems and job related software applications.  
Operate office equipment including calculator, computer, copier and miscellaneous small office equipment.  
Communicate effectively both verbally and in writing.  
Take initiative and responsibility.  
Perform duties with minimal supervision.  
Make timely and effective decisions.  
Coordinate and work on projects simultaneously.  
Follow through with assignments.  
Provide good customer service internally to fellow staff and externally to customers and associates.

**Psychological Considerations**

Effectively under stress of deadlines and complaints.

Independent.

Under supervision and direction of supervisor(s).

Cooperatively with fellow staff, general public, contractors, community groups and media in a proper manner.

Employee should be able to maintain a positive working relationship with other employees.

Employee must work effectively under deadlines in a variety of environments and elements.

Employee must demonstrate leadership qualities to perform required work.

Employee must demonstrate ability to make difficult personnel decisions without emotion and based on fact.

Employee must demonstrate skills in dealing with media organizations in a wide variety of situations, some stressful and emotional.

Employee must be able to function in a sometimes fast and ambiguous environment.

Employee must be able to work with other members of senior management and a publicly elected Board of Park Commissioners to include presentations and attendance at meetings.

**Physiological Considerations**

May frequently be required to walk, sit, talk and hear.

May frequently be required to use hands and/or fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms.

May occasionally be required to climb or balance, stoop, kneel, crouch or crawl.

May occasionally be required to lift and/or move up to 25 pounds.

May be in awkward or difficult positions resulting in physical fatigue.

Must have specific vision abilities required for this job: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Environmental Considerations**

Occasionally in and out of controlled temperatures throughout the day.

Occasionally exposed to elevated noise levels produced from landscape maintenance equipment and/or power tools.

Occasionally at job sites where dust, pollens, molds, etc may be present.

Involved in repetitive work (i.e. computer keyboard, writing, hand).

**Cognitive Considerations**

Employee must have the able to communicate in English, both verbally and in writing.

Employee must possess time management and organizational skills to effectively perform his/her job.

Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.

Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

Employee must use good safety awareness and judgment in all aspect of the Train and/or pass on other prudent safety and other work related practices to co-workers.

Use basic math, reading and writing skills.

Follow step-by-step procedures and obtain appropriate end results.

Exhibit good problem solving abilities.

Analyze data to create reports, make recommendations, and strategize appropriate follow-up.

Communicate effectively and respond appropriately to the needs of internal and external contacts.

Project a positive image and neat appearance to visitors of the park district.

**Safety Considerations**

Worker must be able to follow direction from supervisor with safe and effective follow through.  
Worker must be able to use good safety awareness and judgment.  
Worker must be able to participate in safety related training as required.

**Conditions of Continued Employment**

Submit proof of date of birth.  
Provide a copy of driver's license.  
Provide driver's abstract.  
Submit to a reference check.  
Submit to a state criminal background check.  
Submit to a pre-placement physical.  
Submit to a pre-placement drug testing.  
Submit to random, reasonable cause and post accident drug or alcohol testing.  
Provide verification of education.  
Complete six (6) month introductory period satisfactorily.  
Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.