

Mundelein Park & Recreation District
Committee of the Whole
February 12, 2018

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 pm by President DOLAN.

Present were Commissioners DOLAN, FRASIER, McGRATH, and ORTEGA. Staff present included Executive Director RESNICK.

Executive Director RESNICK told the Board the changes they had requested were made to the Marquee Sign Usage Policy. At the last meeting, the Board was given recommended changes to the facility use policy for employees. The redlined version of the policy from the Personnel Policy Manual was presented to the Board. Each facility manager was asked for their input regarding this policy.

Five job descriptions were presented to the Board. Three are for current positions and needed to be updated and two are for new positions.

Several pieces of equipment are no longer being used in the Parks Department and staff recommends they be declared surplus and available for sale. President DOLAN asked if this equipment had been replaced by newer equipment and was told it had. Commissioner FRASIER asked if the equipment would be sold at the County's auction. He was told the County wasn't holding an auction this spring so it would be posted on the Obenauf Auction website.

The District's attorney drafted a policy designating a Public Forum that was reviewed by the Board. There was a change in the wording to expand the area from the Village boundaries to the Park District boundaries, and the attorney will add language to indicate permits must be submitted 48 hours prior to use. The Board discussed paragraph C on page 5 and it was clarified this is for handing out literature or making speeches as outlined in II. Definitions on page 1.

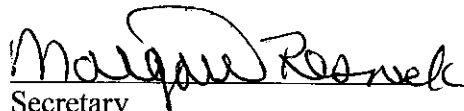
The 2016-2020 Strategic Plan was reviewed. Commissioner ORTEGA asked if it was feasible to have the fitness center open 24 hours a day without staff. Members would be issued key cards for entrance. Executive Director RESNICK said she did not feel this was a good business model for our building but would check with PDRMA. Commissioner FRASIER asked why page 10 was blank. This is a clerical error and will be fixed. President DOLAN suggested measurable timelines on the ranked improvements.

Executive Director RESNICK informed the Board that she and Sponsorship Coordinator Tracie Ouimet were meeting with medical providers to explore naming rights for the fitness center.

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An Executive Session was requested for the purpose of discussing personnel.

The Committee Meeting adjourned at 7:30 pm.


Secretary

**MUNDELEIN PARK AND RECREATION DISTRICT BOARD OF
PARK COMMISSIONERS, MUNDELEIN, LAKE COUNTY, ILLINOIS
HELD MONDAY, FEBRUARY 22, 2018 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 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. Staff present included Executive Director RESNICK.

Commissioner ORTEGA moved to approve the minutes of the Committee and Regular Meeting of January 22, 2018, second by Commissioner McGRATH. 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 012318, 012618, 020218, 020318, 020618, 020918, and 021218 in the amount of \$587,354.68 second by Commissioner ORTEGA. 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.

President DOLAN said a letter was received from the Illinois Department of Natural Resources notifying the District that the first half of the grant funds were being processed. A letter was received from the Illinois Association of Park Districts congratulating the District on receiving the Distinguished Agency Accreditation.

Old Business

President DOLAN said the Marquee Sign Usage policy had been updated and was presented for approval. Commissioner McGRATH moved to approve the updated Marquee Sign Usage policy, second by Commissioner ORTEGA. 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 stated the policy outlining use of facilities and programs by employees had been updated by staff. Commissioner ORTEGA moved to approve the updated Use of Recreational Facilities policy for the Personnel Policy Manual, 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 ORTEGA, McGRATH, FRASIER, and DOLAN voting yes.

President DOLAN reviewed the policy prepared by the District's attorney regarding designating a public forum. There were two changes to be made; changing the boundaries from the Village to the Park District and adding a minimum 48 hour notice for permit applications. Commissioner FRASIER moved to approve the Designated Public Forum policy as amended, second by Commissioner ORTEGA. 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.

New Business

President DOLAN reviewed the five job descriptions recommended for approval. Commissioner McGRATH moved to approve the Special Events/Party Attendant, Fitness Coordinator, Lighting and Theater Technician, Cooking Instructor and Aquatics Assistant job descriptions, second by Commissioner ORTEGA. 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 stated staff had identified several pieces of equipment that were no longer needed. Commissioner FRASIER moved to declare the 3 point tiller, Ryan tow behind aerator, Ford 221 3 point sic harrow, Snowbird trailer, 3 point rotary cutter, MTD yard machine, Globe KL-10 Equipment Lift and 3 point box scrapper as surplus equipment available for sale through auction or sealed bid, second by Commissioner ORTEGA. 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.

Board Business

Commissioner FRASIER reminded the Board the District was hosting the IAPD Legislative Breakfast February 23 at 8:30 a.m. at the Regent Center.

President DOLAN announced there would be an Executive Session for Personnel 5ILCS 120/2 (c)(1). Commissioner ORTEGA moved to adjourn to Executive Session at 7:34 p.m., second by Commissioner McGRATH. A roll call vote was taken with Commissioners ORTEGA, McGRATH, FRASIER and DOLAN voting yes.

The Regular Meeting reconvened at 7:51 p.m.

There being no further business, Commissioner ORTEGA moved to adjourn at 7:51 p.m. second by Commissioner McGRATH. The motion was unanimously approved.

Margaret Resneck
Secretary