

**MUNDELEIN PARK & RECREATION DISTRICT  
REGULAR BOARD MEETING**

**Monday, April 22, 2019**

**7:30 p.m.**

**AGENDA**

**Call To Order:**

**Pledge of Allegiance:**

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

**Approval of Minutes:** Budget Hearing April 8, 2019  
Committee Meeting April 8, 2019  
Regular Meeting April 8, 2019  
Executive Session April 8, 2019

**Approval of Disbursements:** Warrants – 041019, 041619, 041919, 042219 = \$329,849.56

**Financials:** March

**Police Report:** March

**Correspondence:**

**Old Business:**

**New Business:**

1. Award Contract for Fairhaven & Hanrahan Park Playground Installation
2. Approve Purchase of 300 Gallon Sprayer
3. Declare Stretch Trainer as Surplus Property

**Board Business:** Presentation from Carriage Crossing

**Staff Reports:**

**Service Anniversaries January:** Nicole Schaller, 1 year; Diane Woo, 15 years; Steve Yeazell, 20 years;  
Ron Doruff, 21 years; Bill Brolley, 19 years

**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 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 name 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 President determines that allowing a speaker to address the Board again will contribute new testimony or evidence germane to an issue on the agenda for that meeting.
- C. Unless a representative spokesperson is appointed in the manner described in rule D, 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 comments; and (iii) whether the subject being represented by a group spokesperson shall be deemed to have waived their opportunity to speak independently unless the President 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 AND RECREATION DISTRICT BOARD OF  
PARK COMMISSIONERS, MUNDELEIN, LAKE COUNTY, ILLINOIS  
HELD MONDAY, APRIL 8, 2019 AT 6:45 P.M. AT THE  
MUNDELEIN COMMUNITY CENTER ADMINISTRATION OFFICES,  
1401 NORTH MIDLOTHIAN ROAD, MUNDELEIN, ILLINOIS**

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The Public Budget Hearing of the Board of Park Commissioners of the Mundelein Park and Recreation District, Mundelein, Lake County, Illinois, was called to order at 6:45 p.m. by Vice President ORTEGA.

He then directed the Secretary to call the roll. Commissioners FRASIER, KNUDSON, McGRATH and ORTEGA were present. Staff present included Executive Director RESNICK.

Executive Director RESNICK said there was an error in the Budget & Appropriation Ordinance passed in January and the new Ordinance was created and matches the Budget document also approved by the Board.

President DOLAN arrived at 6:48 p.m.

President DOLAN asked staff to implement a new procedure to ensure this does not happen again.

Commissioner KNUDSON moved to close the Public Budget Hearing at 6:52 pm, second by Commissioner ORTEGA. The motion was unanimously approved.

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Secretary

Mundelein Park & Recreation District  
Committee of the Whole  
April 8, 2019

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, KNUDSON, McGRATH and ORTEGA. Staff present included Executive Director RESNICK.

Executive Director RESNICK updated the Board on the possibility of the District having the playground equipment at Hanrahan and Fairhaven Parks donated to Kids Around the World. We are waiting to hear back from them about their being able to remove in time for the installation of the new equipment. Commissioner FRASIER suggested if they are not, we could have it removed and stored until they can pick up. Staff will check into this.

President DOLAN asked why some of the other park districts tax rates went down. Executive Director RESNICK said the estimated EAV from the County late last fall was much higher than what actually came in, so some agencies may not have estimated their levy high enough.

President DOLAN requested an Executive Session for the purpose Personnel 5 ILCS 120/2 (c)(1) to discuss the Executive Director's performance evaluation.

Commissioner McGRATH motioned to adjourn to Executive Session at 7:15 p.m., second by Commissioner ORTEGA. A roll call vote was taken with Commissioner McGRATH, ORTEGA, FRASIER, KNUDSON and DOLAN voting yes.

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Secretary

**MUNDELEIN PARK AND RECREATION DISTRICT BOARD OF  
PARK COMMISSIONERS, MUNDELEIN, LAKE COUNTY, ILLINOIS  
HELD MONDAY, APRIL 8, 2019 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, FRASIER, KNUDSON, McGRATH and ORTEGA were present. Staff present included Executive Director RESNICK.

Commissioner KNUDSON moved to approve the minutes of Committee Meeting, Regular Meeting and Executive Session of March 25, 2019 as corrected, 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 040319, 040419, 040519 and 040819 in the amount of \$244,111.86 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 FRASIER, KNUDSON, McGRATH, ORTEGA and DOLAN voting yes.

**Old Business**

Executive Director RESNICK explained the Budget and Appropriation Ordinance filed with the County had an error and a corrected Ordinance needed to be approved and filed. A Budget Hearing was held at 6:45 p.m., April 8, 2019. Commissioner McGRATH moved to approve the Budget & Appropriation Ordinance 19-04-01, 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 McGRATH, ORTEGA, FRASIER, KNUDSON and DOLAN voting yes.

President DOLAN said the final draft of the District's Vision Statement and Values was included in the Board packet. Commissioner KNUDSON moved to approve of the Vision Statement and Values as presented, second by Commissioner McGRATH. President DOLAN asked if there were any questions and none were raised. A voice vote was taken with all present voting yes.

**New Business**

President DOLAN presented the phone system software and support contract. This is a three year contract and the annual amount is \$4,166.66 or a total of \$12,500. Commissioner ORTEGA moved to approve a three year contract for Cisco Unified Communications Manager software and support in the amount of \$12,500, 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, KNUDSON and DOLAN voting yes.

President DOLAN presented the three year contract for anti-virus software. Commissioner FRASIER moved to approve a three year contract for Endpoint anti-virus software in the amount of \$7,740, 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 FRASIER, KNUDSON, McGRATH, ORTEGA and DOLAN voting yes.

President DOLAN said staff was requesting approval for the Superintendent of Business Services & Technology and the Human Resource Manager to attend financial software training in Orlando, Florida in November. Commissioner ORTEGA moved to approve conference travel expenses for the Superintendent of Business Services & Technology and Human Resource Manager to attend the BS&A Training in Orlando, Florida November 10-13, 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, KNUDSON and DOLAN voting yes.

**Board Business**

President DOLAN asked when the election results would be final. Executive Director RESNICK was not sure and would check with the County Clerk's office. Commissioner FRASIER noted that the lake on the 9<sup>th</sup> hole at Steeple Chase was covered with algae and that there were several evergreen trees that appeared to be dead.


There being no further business, Commissioner ORTEGA moved to adjourn at 7:40 p.m. second by Commissioner McGRATH. The motion was unanimously approved.


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Secretary

## MEMORANDUM

To: Chief Eric Guenther

Cc: Deputy Chief Monahan 

From: Sergeant Paul Dempsey 

Date: Friday, April 12, 2019

Re: Park District Report –March 2019

There were four (4) calls for service in the area parks during the reporting period, which is lower than normal with park district activity during this time of year. The majority of the calls were minor in nature and included two criminal damage to property reports, a hit and run property damage accident and a field interview.

There were a total of 45 park checks initiated by the patrol officers during this month. There were no patterns or crime trends discovered during this month.

The following gives more detail about the call during the reporting period:

- On 03/20/19, Officer Schmidt responded to the Parkview Fitness Center for a hit and run property damage accident. Subject parked his vehicle and when he returned he noticed damage to the front end of his vehicle. No suspect information.
- On 03/26/18, Officer Koumontos responded to the Diamond Lake Sports Complex for a criminal damage to property damage report. Juveniles were riding dirt bikes on the Frisbee golf course and caused damage to the trail. Unknown suspect information. Extra patrol requested.
- On 03/27/19, Officer Kroll was conducting a park check at Kracklauer Park and made contact with a female juvenile who was later issued an AHO citation for possession of an electronic smoking device loaded with liquid nicotine. The juvenile was later turned over to a parent.
- On 03/30/19, Officer Glogovsky was conducting a park check at the Diamond Lake Sports Complex and located tire marks in the grassy area east of the parking lot. Unknown suspect information. Extra patrol requested.

Officers will continue to perform walk-throughs at Park View for community building efforts, especially during open gym hours. In addition, they will continue to perform park checks at the various parks.

I have attached a copy of the March 2019 Park District reports for your review.

Please contact me if you have any questions.

Courage. Pride. Commitment.

**MEETING REMINDER  
MONDAY, APRIL 22, 2019**

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

**Updates**

1. Change in Committee Meeting Agenda Format
2. Carriage Cross Presentation
3. Workplan Update
4. Executive Session

**Action Items**

1. Award Contract for Fairhaven and Hanrahan Playground Installation
2. Approve Purchase of 300 Gallon Sprayer
3. Declare Precor Stretch Trainer as Surplus Property



**Updates**

Because the update section of the Committee Meeting is discussion only, I felt it best to have these first on the agenda. Discussion on any action items can, and often do, carry over to the Regular Meeting when there is more time.

The developer of the Carriage Crossing Senior Housing project next to the Regent Center has requested to present to the Board. They have asked for a reduction in the developer donation.

Enclosed is the update on progress to major projects and/or initiatives that are on the 2019 Workplan.

An Executive Session will be held for purposes of discussing personnel and real estate purchase or lease.

**Action Items**

The installation of the playground equipment at Fairhaven and Hanrahan Parks was bid out. As a reminder, we received a grant from IPRA and Playcore for 50% of the cost of the equipment. The budget for the balance of the project is \$95,000. There will be additional expenses such as fall surface material.

<b>Company</b>	<b>Hanrahan</b>	<b>Fairhaven</b>	<b>Alt Han</b>	<b>Alt Fair</b>	<b>Base Total</b>	<b>Alt Total</b>	<b>TOTAL</b>
GLI Services	30,071	22,248	2,224	2,078	52,319	4,302	56,621
Elanar	33,400	21,080	4,800	3,680	54,480	8,480	62,960
D&J	31,221.80	24,304.93	3,785	3,875	55,526.73	7,660	63,186.73
K&D	27,300	18,970	10,500	90,500	46,270	20,200	66,270
Hacienda	34,400	29,400	4,800	4,800	63,800	9,600	73,400
Innovation	42,344.50	30,196.65	2,200	1,850	72,541.15	4,050	76,591.15
Kenneth	40,395	29,180	4,220	3,980	69,575	8,200	77,775
E. Hoffman	34,844	25,117	11,200	8,400	59,961	19,600	79,561

*Staff recommends awarding a contract to GLI Services in an amount not to exceed \$60,000 for the installation of playground equipment at Fairhaven and Hanrahan Parks.*

The 2019 Budget includes \$54,250 for the purchase of a 300 gallon sprayer for Steeple Chase Golf Club. Staff research pricing for the equipment through the joint purchase programs and retail pricing

National IPA	\$54,250.85
National JPA	\$57,261.61
Retail Pricing	\$58,175.21

*Staff recommends purchasing a Smithco 300 gallon sprayer through the National Intergovernmental Purchase Alliance for \$54,250.85.*

The District recently purchased a new stretch trainer for the fitness floor and no longer has need for the older model.

*Staff recommends declaring the Precor Stretch Trainer as surplus property and to sell through auction.*

## Mundelein Park & Recreation District 2019 Workplan

### Corporate

1. Develop Long Range IT Plan - \$20,000
2. Create Part Time Accounts Payable Clerk - \$17,000 - **completed in January**
3. Implement Change in Employee Health Coverage Contribution - **completed in January**
4. Begin Shady Lane/Clearbrook Project if grant application successful - \$1,500,000 – **awarded grant, delineation report started, working on access**

### Parks

1. Purchase 1-ton dump truck with plow and salt spreader - \$60,000 -- **contract awarded in March**
2. Purchase aerial lift - \$65,000
3. Purchase z-turn mower - \$16,000 – **vendors contacted for pricing in April**
4. Purchase path sweeper - \$16,500 – **vendors contacted for pricing in April**
5. Design paving improvements and patch paving Parks Yard/MCC north parking area - \$60,000 – **contracted with engineering firm in January, core samples taken in March, design work in progress**
6. Add drainage improvements and resurface MCC parking lot – Phase I - \$250,000 – **bid approved in March**
7. Playstructure improvements – Big and Little - \$10,000 -- **vendors contacted for pricing in April**
8. Purchase and install Hanrahan 5-12 playstructure - \$63,750 – **equipment delivered in February, bid opening in April, recommendation to the Board in April**
9. Purchase and install Fairhaven playstructure - \$70,000 – **equipment delivered in February, bid opening in April, recommendation to the Board in April**
10. Upgrade playground fall zone material Clearbrook, Hickory, Indian Trails, Leo Leathers, Memorial, Orchard View, Wilderness, Woodlands and Wortham Parks - \$19,200
11. Seal coat Ambria Lift Station, Community Park (Sled Hill lot, softball lot, Barefoot Bay main, overflow lots and connecting path) - \$23,520
12. Remove tennis courts at Leo Leathers Park - \$65,000
13. Resurface Wortham tennis court and replace fence - \$40,000
14. Re-bid turf and landscape services maintenance contract - \$20,000 – **contract awarded in March**
15. Install semi-permanent ice rink at Community Park -- \$400,000 – **meeting held with vendor in April, meeting with second vendor to be scheduled**

### Golf

1. Increase resident senior and twilight green fee \$3 and non-resident senior and twilight green fee \$2 – **completed with course opening in March**
2. New roof for Clubhouse - \$110,000 – **vendors contacted in March to provide pricing through Joint Purchase Program**
3. Replace Clubhouse first floor carpet - \$10,000 – **completed in February**
4. Replace Smithco Sprayer - \$54,250 – **recommendation of bid to be awarded at April 22 meeting**
5. Replace Tractor - \$30,675
6. Replace Sod Cutter - \$11,000
7. Continue Sand Trap Project - \$15,000
8. Repair Cart Path - \$15,000

9. Construct driving range -- \$600,000 – **architect hired, preliminary drawings and budget completed in February, construction documents in progress**
10. Rebuild gazebo at the first tee – **work began March 2019, completion expected May**

#### **Recreation**

1. Continue replacement of cardio equipment (treadmills and elliptical trainers) at Park View Fitness - \$23,300
2. Replace (2) Free Motion Incline Trainers - \$18,800
3. Replace the commercial washer at community center - \$13,900 – **completed in April**
4. Improve play structure at Big & Little - \$10,000
5. Renovate Community Center Lobby and Fitness floor (paint, lighting, shades, carpet, sound system) - \$113,000 – **new shades installed on fitness floor in February, sound system installed in February , lobby painted in April**
6. Resurface indoor pool deck - \$20,000 – **vendors contacted for pricing in April**
7. Repaint indoor pool surface - \$3000
8. Replace lockers at Barefoot Bay - \$17,000 – **purchased, to be install in May**
9. Refinish benches in Park View main locker rooms - \$300
10. Replace maintenance utility cart at Barefoot Bay - \$9,000 – **purchased and received in April**
11. Purchase EMV credit card readers at Barefoot Bay - \$3,500 – **card readers ordered and received**
12. Purchase new Funbrella tops at Barefoot Bay - \$3,800 – **purchased and received, install in May**
13. Purchase 100 lazy river tubs - \$2,000 – **purchased in April**
14. Install and purchase new hand dryers for bathrooms - \$1,000
15. Purchase additional sand for beach - \$1,000
16. At the spray park, replace the old non-slip surface with “Tuffcoat” material, - \$6,500
17. Install new stereo equipment for Aerobics studio(s) - \$2,500
18. Community Center front door repair - \$3,000
19. Make Sponsorship Coordinator position full time – **Board approved in January**
20. Create 32 hour Aquatics Coordinator position – **Board approved and staff hired in January**
21. Create 32 hour Athletics Coordinator position – **Board approved in January, staff to start April/May**
22. Complete Direct TV installation at Fitness Center - \$15,000 – **completed in February**
23. Replace trash cans and card tables at the Regent Center – **card tables replaced in April**

To: Board of Park Commissioners

From: Bill Brolley, Golf Operations Manager

Subject: Steeple Chase Operations – April 2019

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	2019	2018
Golf Revenue ( March Totals)	\$ 8,266	\$ 14,429
Merchandise (March Totals)	\$ 8,582	\$ 4,770
Food & Bev. (March Totals)	\$ 1,306	\$ 1,820
Miscellaneous ( March Totals)	\$ 1,767	\$ 1,709
Gift Card (March Totals)	\$ 2,461	\$ 1,015
Total Rev. for the month of March	\$ 22,382	\$ 23,743
Golf Revenue (4/1- 4/17)	\$ 31,854	\$ 10,657
Merchandise (4/1- 4/17)	\$ 5,893	\$ 3,578
Food & Bev. (4/1- 4/17)	\$ 4,576	\$ 1,388
Miscellaneous (4/1- 4/17)	\$ 2,892	\$ 798
Gift Card (4/1-4/17)	\$ 1,120	\$ 701
Total Rev. April 1-17	\$ 46,335	\$ 17,122
Golf Revenue (y.t.d.)	\$ 40,538	\$ 25,361
Merchandise (y.t.d.)	\$ 18,571	\$ 10,122
Food & Bev. (y.t.d.)	\$ 5,963	\$ 3,219
Miscellaneous (y.t.d.)	\$ 5,922	\$ 4,412
Gift Card (y.t.d.)	\$ 5,026	\$ 2,494
Total Rev. (Y.T.D. 4/17)	\$ 76,020	\$ 45,608
Paid rounds (Mar.)	204	383
Paid rounds (4/1-4/17)	747	274
Paid rounds year to date (4/17)	951	657

We were down about 180 rounds in March compared to March of 2018 but total revenue was about the same due to increased merchandise sales this March. So far in April we are up 473 rounds compared to last year and up in revenue about \$30,000. It hasn't been great weather this month, even had 5 inches of snow on Sunday April 14, but it has been better than last April. Overall for the year we up about 300 rounds and a little over \$30,000 in total revenue. Pro shop merchandise is up \$8,000 so far this year mainly due to club sales.

The League on Monday night started a couple weeks ago, three weeks earlier than last year because of weather. The Abbott Thursday night league will start at the beginning of May and run until September, this is a new league for us this year. This new league will have 30-40 players.

We have the Spring Scramble coming up on April 20<sup>th</sup>. We have 10 teams signed up.

We will be closed on Monday the 22<sup>rd</sup> for aeration and will open at 10:00a.m on Tuesday the 24<sup>th</sup>.

**March Comparison for the past 5 years**

	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
<b>Total Revenue</b>	\$16,099	\$23,321	\$14,646	\$23,743	\$22,382
<b>Rounds</b>	168	378	186	383	204

MEMO TO: Board of Park Commissioners

FROM: Ron Doruff, Golf Course Superintendent

SUBJECT: Golf Course Grounds Report – April, 2019

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A January snowstorm in April. Oh boy! What a great way to mess up a spring. We had about 6 to 8 inches of very heavy snow which was equivalent to almost an inch of rain. With all of the moisture in the snow, it seems like it would measure out to be more than an inch. It was melted by Tuesday and we were back to normal with golfers and carts and the crew had a lot of work to do. The course needs a lot of drying out and warm sunny days to green the golf course up and get it growing. The grass doesn't know what to do with the cold-warm-wet-windy conditions.

We had our first leak without the irrigation being turned on. This was our third water main leak for the houses in the last 15 years. This one was a small leak near the pump house on #18. The Lake County Public Works Department finally came out to fix it. They would have preferred to let the leak get worse so they could have located it easier. But with it being such a small leak, they didn't have to turn off the water to the club house or residents. The area still needs attention but at least it's in an area where it doesn't affect golf much.

We have turned on the irrigation system. So far - so good. We have tested the system with short water cycles. We still need to install the new irrigation controller on #11. We will see what else happens but so far it looks promising.

Most of the course is cleaned up of the sticks, branches, leaves, garbage, etc. The area around the club house has had a good "once over" in cleaning up the winter debris.

The trap on #6 has had the drains repaired and new sand has been installed. We have some sod work to do around the traps, but that will be completed when time and weather permits.

On April 15<sup>th</sup> we were to aerify the collars. That was not done due to the snow and wet conditions. We typically do that the Monday prior to our Sunday night greens aerifying. That is scheduled for April 21<sup>st</sup>. Hopefully, the weather will not be a factor and we find the time to do our collars before the greens are aerified.

The goose control contractor has been coming out almost every day since March 15<sup>th</sup>. We don't have many geese but the ones who are here have paired off. The company is looking for their nests, which makes it much easier to take care of the eggs that are laid.

To: Board of Commissioners

From: Derek Solberg, Superintendent of Buildings and Grounds

Re: Parks Department Report – April 2019

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Park grounds care continues as staff is active outside in the parks more often than not. Tree planting is one focus recently. 20 trees have been planted in low-use areas at Diamond Lake Beach and Woodlands Park. The trees were given to the Park District by the Village of Mundelein. The Village uses the trees throughout downtown Mundelein as part of the winter streetscape. In recent years, each Spring some are available to be planted on Park District property. Park infields have been worked to assist local team practices that have begun. The Community Garden Plots have been tilled and are open for the season. A recent project was to re-mulch the walking paths throughout the wooded area of the Diamond Lake Sports Complex. On April 1 the pier was installed at the Diamond Lake Boat Launch. The lock on the gate was changed as well to begin the 2019 lake season. With that change users who have not purchased access to the launch for 2019 will not be able to enter the launch area.

The bid opening was held for the removal and installation of playground equipment at Fairhaven and Hanrahan Parks. MPRD funding for the purchase of the equipment was matched by a grant from the IPRA Promotes Play & Recreation Statewide Training & Funding Initiative. IPRA partnered with PlayCore/GameTime and Cunningham Recreation on a grant program for Illinois park and recreation agencies.

The playground at Holcomb Park has been inspected by an independent contractor and from a playground safety standpoint is ready to open. The contractor has been contacted regularly to return to complete the finish grading and landscaping of the park.

Building Maintenance Supervisor John Rogers has headed the effort to complete the office buildout on the 3<sup>rd</sup> floor of the Community Center. Following a delay in the delivery of office furniture, move-in has begun. April is also when many annual building inspections are completed. Fire systems including fire suppression and extinguishers, backflow prevention valves and other items related to buildings are all inspected to fulfill annual requirements for service and inspection.

Fleet Mechanic Daniel Keefe continues to stay busy getting mowers, string trimmers, backpack blowers and other landscaping equipment ready to go for the season. Recently the truck and trailer fleet was delivered to the state agency for a bi-annual safety inspection.

Aquatics Maintenance Supervisor Mike Krauleidis is preparing the outdoor aquatic facilities for what we hope will be a busy season at Barefoot Bay and the Spray Park. This is a big task and will take two solid months to complete. Cleaning, painting and other preparations are on the list. Other department staff will be assisting as well, especially in the area of cleaning up the landscaping at Barefoot Bay and the Spray Park.



Staff are soliciting information pricing on a number of items as approved in the 2019 Work Plan. Approved projects and equipment are being researched to find the best use of the funds budgeted for each item.

Memorandum

To: Park District Board of Commissioners  
From: Matt LaPorte, Superintendent of Recreation  
RE: April 2019

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**Programs**

The summer program brochure is out and registration is now open for residents and non-residents alike. The new brochure and the higher quality paper has been well received by patrons and staff. Staff is excited about the new logo and has begun updating District forms and uniforms.

The Mundelein Dance Program recently competed in the Hall of Fame Dance Competition on April 5-7. It was another successful competition for the dancers. The dancers have been going to the Hall of Fame Dance Competition for the past several years and according to Coordinator Heather Burnes the dancer's progress is noticeable and is now being reflected in the scores. Awards are scored as platinum, high gold, or gold; with platinum being the highest score. When our dancers started competing a few years back they mostly received gold level scores. Over the past 2-3 years they have been scoring well, with the dancers typically receiving mostly high golds and the occasional platinum. This year, our team received three platinum scores, and the rest of the scores were high golds. These scores show the growth of our dancers in the program and the leadership provided by Dance Coordinator Heather Burnes. The Dance Company will compete in their last competition of the spring season on April 16-28. This particular competition, the Power of Dance, has a unique element. Dancers dance for a charitable cause with proceeds from their registration and performance scores going to a charity of the team's choice. The Dance Company has chosen to donate money to the Mundelein Parks Foundation. Additionally, the entire dance program is preparing for our annual recital, titled Dance Your Heart Out, on May 18-19. We will have three recitals this year. The Mundelein Dance Program will be changing their name to the Mundelein School of Dance in an effort to better identify the program at competitions and within the community. Last, the dance program will be leading the Park District float this year in the July 4<sup>th</sup> Parade.

Trails and Odyssey summer camp registration is now open. Numbers are low as to be expected for this time of year with an average of 28 campers per week for Trails registered. This is a little behind last year but we did a discount sale during the Day of Play which drove early enrollment. It's expected that we will average around 160 campers and fill up most weeks this summer. New for this summer, parents will be able to manage their camper forms by using our ePACT software. This software program provides for an easy way for parents to update their emergency forms and allows staff to access the information securely. Recruitment for camp counselors continues as there remain a few open counselor positions. Staff will be attending a job fair at Grayslake High School on April 17.

The school year is beginning to wind down in the three school age programs. Enrollment has been stable in all three programs which is to be expected for this time of year. Enrollment at Big & Little Child Development Center is at 61 children which matches last year's total enrollment. We have more full-time and full day children this year though. Big and Little Child Development Center is expecting a few new students for the start of June and several students are expected to withdraw due to the normal kindergarten enrollment. Overall we should remain stable during the summer. A letter has been drafted

notifying parents of the upcoming Community Center gymnasium floor refinishing and the corresponding closure of Big and Little on May 23-24.

Learning Center Preschool is offering a sneak peek - a free day to try out the program on May 6. There is also a fundraiser at McDonalds in Mundelein to benefit the Learning Center on Monday, May 13 from 4:00-7:00 pm. Last, Learning Center Preschool Graduation is set for May 16 at 6:30 pm at Washington School.

Rec Connection held a spring break camp in March and average 40 kids per day for a total of 198 for the week, a good turnout for the program. Enrollment has remained at 192 students.

In preparation for camp and to keep the facility looking good for rentals, programs and events; several of the rooms at Dunbar Recreation Center will be repainted on April 25-26. We will paint again in the fall and plan for touch ups and repainting of the hallway walls and interior rooms on a regular twice a year basis.

Despite our best marketing and outreach efforts registration for adult softball is very low. We are down 6 teams from last year. Tuesday night will run with 8 teams but is down 3 teams from last year. Unfortunately, we only have 2 teams for Thursday and 2 teams for Friday registered, making it unlikely either night will run.

As for affiliates, opening day for MBSA was scheduled for April 15 and AYSO held their opening day on April 13. AYSO will be renting the softball lights on Monday nights from dusk until 9 pm for practices.

The Girl's Feeder Basketball program held a year end banquet on March 31. It was a great turnout with all the girl's showing up along with their families. Coaches of each team spoke about their season success. Mundelein High School varsity head coach, Greg Dorgan spoke to the parents and girls about expectations as they get closer to playing in high school and promoted his upcoming summer camps.

Last, once again we will be the host site for the Mundelein vs Carmel varsity softball game on the south adult softball field at Community Park. The game will be played on Friday, May 10 at 7:00 pm.

### **Events & Parties**

March featured the St Patrick's Day event attracting 32 participants. This event was held at Dunbar and featured games, crafts, a pot of gold search, and lots of festive snacks for little ones. The upcoming Spring Egg Hunt will be held on Friday, April 19 at Community Park at 10:00 am. We are expecting over 1,000 people again for this free community event. There will be contests, a petting zoo and games for parents and children to do together. A pre-teen flashlight tag event will be held on Thursday evening at 7:00 pm at Dunbar Recreation Center. There are 36 participants registered for this event, which is an increase from last year. Participants will search for eggs hidden throughout the facility with a chance to win special prizes! Participants will also enjoy pizza and participate in silly contests.

The next GO Mundelein Walk will be held on Friday, April 19 following the Egg Hunt at 11:00 am. The program has been struggling despite our best efforts to get the community interested. The March 16 walk only attracted nine people. Continuing efforts include outreach to businesses and Hispanic community organizations.

### Rentals

There were 10 Regent Center rentals in March, bringing the total to 17 for the year. This is up from 14 rentals last year through March. Revenue is down by approximately \$1,500 though due to the duration of the events. Dunbar Recreation Center had four rentals for \$300. The facility has also been used by SRALC for their programs and events lately. A single parking lot permit was issued in March and unsurprisingly no picnic or shelter permits have been sold. Seventeen boat launch permits were issued in March for Diamond Lake, this brings the total to nineteen for the year. This is up from last year.

### Facilities

#### Regent:

March was a busy month at the Regent Center. Participation at the Center was at 1,330 visits, this is up 200 visits from February. Membership grew to 337 members which is 30 more than last March. The breakdown of membership totals is below. The decision to postpone and re-advertise for the new Organic Gardening class paid off, resulting in 42 people participating in the new program. Trips continue to struggle this year but staff is looking to find a way to do some internal field trips and bring in outside groups. Supervisor Mary Yoho is also working on a lunch/theme party schedule for the second half of the year which will add some entertainment, education and a meal for the seniors. The next trip is in June to Milwaukee and is being cross marketed in area senior centers.

<b>MARCH</b>	<b>Total</b>	<b>Resident</b>	<b>NR</b>	<b>New</b>	<b>DW</b>	<b>Boomer</b>	<b>Men</b>
2015	338	230	108	32	55	102	
2016	322	216	106	20	53	93	
2017	309	210	108	38	51	116	
2018	307	202	105	30	52	118	
2019	337	219	123	28	60	140	59 18%

#### Aquatics:

Barefoot Bay and Diamond Lake Beach season passes went on sale November 14. To date we have sold 920 Bay passes, 21 Beach and 65 Combo passes for a total of \$61,385. This is down from last year when we totaled \$66,730.75 by selling 1,018 Bay passes, 22 Beach and 82 Combo passes. The budgeted revenue for memberships is \$123,000. Supervisor Mike Gerton has changed the pass sales incentive process this year, so the dip was expected. We did not do a flash sale during the early bird period this year in order to maintain the integrity of the early bird price. We will be offering a five day sale April 17-21 which will feature \$5.00 off passes when purchasing four or more. This will be announced on the Bay's new Instagram page @barefootbaymundelein. There will be another Groupon special this year, which will launch April 17, and like previous years this is expected to sell out. The hiring has been going fairly well with 71% hired. Mike will be attending a job fair at Grayslake North on April 17 to continue recruiting staff. Last, Mike Gerton passed his Lifeguard Instructor certification on April 8-9.

Indoor Pool swim lessons did well in March with us filling all the available spots in all lesson times on Tuesday/Thursdays and Saturdays. We have more than doubled enrollment from last year.

### Park View:

New painting in the lobby highlighted the ongoing improvements to the Community Center. Additionally, new shades were installed in the fitness center and a sound system was added to the lobby and fitness floor to add energizing background music to the facility. Memberships increased from 1,964 members to 2,034 members at the end of March. Three individuals have joined the Healthy Minds Healthy Bodies program since January bringing the total participants to six. Overall fitness membership increased by 10% from February to March. This growth is a result of several promotions the staff offered including a March Madness points based challenge to drive visits to the facility for existing members and a 14 days for \$14 promotion that brought in 48 new members. Staff continued retention efforts by sending out birthday emails to 131 members in March and offering free guest passes. Nineteen members picked up the free passes to use for a friend. Group exercise classes continue to perform well with 2,534 visits in March, which is up 52% from 2018. The spring break week alone had 572 visits for classes. Last, three instructors passed the recent Piloxing certification course offered at the facility on March 23. Having them certified will allow us to be able to offer this new format and hopefully attract some new members. Overall usage at the facility is up 15% at the center, up to a total of 13,057 visits in the month of March.

### Sponsorship

The sponsorship program continues to do well with \$20,937 received so far and an additional \$2,746 still awaiting payment. This does not include the NovaCare sponsorship. Corporate and Community Relations Coordinator, Tracie Ouimet continues to network with local businesses in order to drum up sponsorship opportunities or Mundelein Parks Foundation donations, and has several new proposals in the works.

### Mundelein Parks Foundation

Current balance for the foundation is \$11,806.16. A check for \$13.00 was written to cover the annual tax filing. Two scholarships were issued in March with \$1,485 being absorbed by the Trails summer camp program.

**Mundelein Parks & Recreation District  
Memorandum**

To: Board of Commissioners  
From: Debbie McInerney, Superintendent of Business Services and Technology  
RE: Board Report – April 2019

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**Finance**

We received the IMRF statement for the 2018 Comprehensive Annual Financial Report and the final draft is now being completed.

We have been working to streamline our fax numbers and change them over to a fax service instead of actual machines. We are at the beginning stages of this process. Once it is fully implemented, I expect to see an annual cost savings of approximately \$9,000.

**Human Resources**

Sarah Bannon and I completed the payrolls for the periods of 03/17/19 – 03/30/19 for 160 employees, and 03/31/19 – 04/13/19 for 165 employees.

We have hired several seasonal staff members for golf maintenance, Barefoot Bay, and camp counselors. We have conducted a second round of interviews for the athletic coordinator. We are continuing to recruit for an administrative assistant, dance instructor, fitness staff, and additional seasonal staff.

Sarah has been updating our orientation and onboarding process for new employees. These new processes ensure we have all the required paperwork in a timely manner and that employees have their orientations prior to working their first shift.

Our upcoming wellness event is a lunch and learn, scheduled for April 24.

**IT**

Responded to general user tickets. Researched options and provided guidance for changing our fax machines to a fax service. Relocated the marketing staff computers to the new marketing office.

**Risk Management**

The next safety committee meeting is scheduled for April 24, 2019.

Risk Manager, Nerissa Brueckbauer met with the Park View Front Desk leads and Registration staff to be sure they are up to date on safety issues and how to complete accident/incident reports.

We have met two more goals that were established during the Loss Control Review process in 2018. A playground equipment audit for Holcomb Park was completed on April 8, and the audit report will meet the requirement that new playgrounds are built and installed in accordance with current ASTM (American Society for Testing and Materials) Standards and CPSC (Consumer Product Safety Commission) Guidelines (Review form item number 1.1.7).

### **Risk Management (continued)**

Automatic Fire Systems completed an evaluation of the MCC sprinkler system to ensure its integrity on April 17 and 18 (Review form item number 1.4.1). We have three remaining goals of the original seven assigned.

Annual Training preparations have begun for May 30, 2019. The guest speaker is Paul Timm, a board-certified Physical Security Professional (PSP), president of RETA Security, Inc., and a nationally acclaimed expert in school security.

### **Property Loss Report**

26 Mar	DLSC	Police responded to a call regarding dirt bikes at DLSC. Damage to turf and trails for the Frisbee Golf. Not apprehended. Report #19-01135. Minimal damage.
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### **Employee Injury/Illness**

4 Apr	RecConnect	Teacher tripped crossing the activity room. Slight bruise on right side of face and lip slight bleeding. No medical.
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### **Accident/Incident Summary**

13 Mar	Park View	Boy, 16, rolled ankle in open gym. First-aid.
14 Mar	Park View	Report of repeated incidents of child pushing another child in the Kidz Centre. Staff has spoken to the parents and plan developed to address the problem.
3 April	Park View	Adult Female, pinched finger on leg press when trying to adjust seat (right "pinky"), bruise. First-aid.