

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

Monday, June 24, 2019

7:30 p.m.

AGENDA

Call To Order:

Pledge of Allegiance:

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

Approval of Minutes: Committee Meeting June 10, 2019
Regular Meeting June 10, 2019

Approval of Disbursements: Warrants – 061419, 061819, 062419 = \$520,057.85

Financials: May

Police Report: May

Correspondence:

Old Business:

New Business: 1. Award Contract for Demolition of Tennis Courts at Leo Leathers Park
2. Award Contract for Sealcoating

Board Business:

Staff Reports:

Service Anniversaries June: Mickey Kokinis, 16 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 & Recreation District
Committee of the Whole
June 10, 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 ORTEGA.

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

Executive Director RESNICK reviewed the updated driving range drawings from the architect. Commissioner DOLAN asked if there would be any netting to keep range balls off the course. Executive Director RESNICK said none was planned. Commissioner DOLAN suggested a different color range ball in case any end up on the 9th hole and golfers get confused on which ball belongs to them.

The Board was reminded that the law regarding prevailing wage had changed and there was no longer a requirement to adopt an ordinance but the District still needed to require vendors to follow prevailing wage act requirements.

A request was made by a company to hold their company picnic at Diamond Lake Beach and to allow alcohol. The Board would need to approve a variance for this to happen.

Executive Director RESNICK said staff would like to add to the scope of work to the first floor contract to include the removal of the stone columns in the hallway. Commissioner McGRATH asked if this was additional expense because of the NovaCare build out. He was told the work was planned and budgeted and was independent of the build out.

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

Secretary

**MUNDELEIN PARK AND RECREATION DISTRICT BOARD OF
PARK COMMISSIONERS, MUNDELEIN, LAKE COUNTY, ILLINOIS
HELD MONDAY, JUNE 10, 2019 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 ORTEGA 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 DOLAN moved to approve the minutes of Committee Meeting, Regular Meeting and Executive Session of May 13, 2019 as corrected, second by Commissioner McGRATH. President ORTEGA 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 051719, 052119, 052219, 052919, 053019, 053119, 060319A, 060319B, 060419A, 060419B and 061019 in the amount of \$804,247.30 second by Commissioner KNUDSON. President ORTEGA repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners FRASIER, KNUDSON, DOLAN, McGRATH and ORTEGA voting yes.

Commissioner DOLAN moved to place the April Financials on file, second by Commissioner McGRATH. President ORTEGA repeated the motion and asked if there were any question and none were raised. A roll call vote was taken with Commissioner DOLAN, McGRATH, FRASIER, KNUDSON and ORTEGA voting yes.

Commissioner KNUDSON moved to place the April Police Report on file, second by Commissioner FRASIER. President ORTEGA repeated the motion and asked if there were any questions and none were raised. A voice vote was taken with all voting yes.

Old Business

Newly elected Commissioner McGrath was sworn in by the Executive Director

New Business

The Board reviewed the 2018 Treasurer's Report as prepared by staff. Commissioner KNUDSON moved to approve the 2018 Treasurer's Report as presented, second by Commissioner DOLAN. President ORTEGA repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners KNUDSON, DOLAN, FRASIER, McGRATH and ORTEGA voting yes.

President ORTEGA explained that a request was made for a private rental at Diamond Lake Beach for a company picnic and they requested to be allowed to consume alcohol. Commissioner McGRATH moved to approve a variance allowing alcohol at Diamond Lake Beach during this rental, second by Commissioner KNUDSON. President ORTEGA repeated the motion and asked if there were any questions and none were raised. A roll voice was taken with all voting yes.

President ORTEGA said staff was recommending adding to the scope of the contract regarding the build out on the first floor of the Community Center to include renovations in the hallway. Commissioner KNUDSON moved to a change to the existing contract with Brown & Root to include hallway renovations in the amount of \$24,998.88, second by Commissioner McGRATH. President ORTEGA repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners KNUDSON, McGRATH, DOLAN, FRASIER and ORTEGA voting yes.

There being no further business, Commissioner DOLAN moved to adjourn at 7:34 p.m. second by Commissioner KNUDSON. The motion was unanimously approved.

Secretary

**MEETING REMINDER
MONDAY, JUNE 24, 2019**

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

Updates

1. Developer Donations
2. Property Transfer to District 75
3. Stand Up Committee Recognition

Action Items

1. Award Contract for Removal of Tennis Courts at Leo Leathers Park
2. Award Contract for Sealcoating

Updates

Recently we have had several requests either from developers or the Village to reduce our developer donation. Two years ago we increased the per acre price from \$100,000 to \$152,000 based on an appraisal from the Illinois Department of Transportation. I would like to get feedback from the Board about these recent requests.

We should be closing soon the property transfer to District 75. As a reminder, this is the small parcel behind Mechanics Grove School that they are purchasing from the Park District to install a solar farm.

The Park District was recognized for our support of the Stand Up Committee's efforts to help maintain a safe, sober community for our youth.

Action Items

Bids were received for the demolition of the tennis courts at Leo Leathers Park. Budget for this project is \$65,000. We will be surveying residents around the park to determine what elements, if any, to put in place of the courts.

Company	Base	Alt. 1	Alt. 2	Alt. 3	Total
DK Contractors Pleasant Prairie, WI	\$32,028	\$2,000	\$1,000	\$3,000	\$38,028
Fowler Enterprises Elgin, IL	\$36,850	\$4,000	\$2,000	\$2,000	\$44,850
Allstar Asphalt Inc. Wheeling, IL	\$41,500	\$4,000	\$2,000	\$2,000	\$50,400
Mark Meade Excavators Grayslake, IL	\$53,220	\$10,135	\$2,884	\$2,884	\$69,123
Green Demolition Contractors Chicago, IL	\$64,800	\$15,000	\$3,500	\$2,000	\$85,300
Maneval Construction Co. Ingleside, IL	\$82,800	\$4,000	\$1,500	\$1,200	\$89,500
Misfits Construction Co. Chicago, IL	\$73,300	\$7,800	\$4,320	\$4,320	\$89,740

Staff recommends awarding a contract to DK Contractors in the amount not to exceed \$38,028 for the demolition of the tennis courts at Leo Leathers Park.


Bids were accepted for sealcoating at the Ambria Lift Station, Community Sled Hill lot, Barefoot Bay main lot and overflow lot, path to Barefoot Bay, and Community Park Softball lot. The low bidder did not attend the pre-bid meeting (not mandatory) and did not submit their bid on the correct form or include a price for the alternate. Work with this firm in the past was not satisfactory. For these reasons, they are not being recommended. The budget for this project is \$23,520. The additional \$1,000 is available in Roadway Maintenance in the Parks Department budget.

Company	Base Bid	Alternate	Total
Patriot Maintenance Inc., Mundelein	\$16,450	NA	\$16,450
Kaplan, Ingleside	\$22,331	\$2,250	\$24,581
MML Premier, St. Charles	\$24,379.10	\$600	\$24,679.10
Chicagoland Paving, Lake Zurich	\$25,540	\$750	\$26,290
Pavement Systems, Blue Island	\$29,582	\$810	\$30,392

Staff recommends awarding a contract to Kaplan in an amount not to exceed \$24,581.

MEMORANDUM

To: Chief Eric Guenther

Cc: Deputy Chief Monahan 

From: Sergeant Paul Dempsey PD# 51

Date: Thursday, June 13, 2019

Re: Park District Report –May 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 a suspicious vehicle, two burglar alarms, and criminal damage to property.

Due to programs Issues Park checks by officers were unavailable for this time period.

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

- On 05/15/19, Sgt. Kisselburg was on bike patrol and observed a suspicious vehicle at the Skate Park. Sgt. Kisselburg made contact with the driver who was cited for possession of cannabis.
- On 05/21/19, Officer Guenther responded to the Diamond Lake Park District-Boat Launch for a burglar alarm. Officer Guenther checked all the gates, which were not damaged and locked. Unknown reason for the alarm.
- On 05/29/19, Ofc. Glogovsky responded to the Diamond Lake Park District for a burglar alarm. The alarm was set off in error by an employee. While on scene officers noticed a damaged double pane window in front of the building. The damaged appeared to be done by some sort of ball as the impacted area appeared to be softball sized. No suspect information. Extra patrol request.

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 May 2019 Park District reports for your review.

Please contact me if you have any questions.

CERTIFICATE OF RECOGNITION



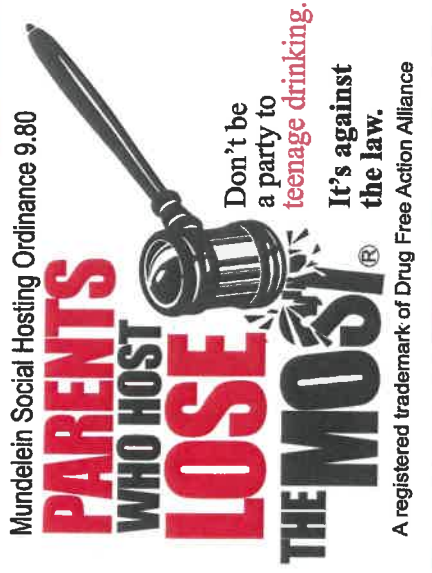
PROUDLY PRESENTED TO

Mundelein Park & Recreation District

WE RECOGNIZE YOUR CONTINUOUS SUPPORT DURING OUR "PARENTS WHO HOST
LOSE THE MOST" CAMPAIGN. THANK YOU FOR KEEPING OUR YOUTH SAFE FROM
ALCOHOL AND OTHER DRUGS.

June 13, 2019

DATE



A handwritten signature in black ink, appearing to read "E. Guenther".

ERIC GUENTHER
POLICE CHIEF

To: Board of Park Commissioners

From: Bill Brolley, Golf Operations Manager

Subject: Steeple Chase Operations – June 2019

	2019	Budget	2018
Golf Revenue (May Totals)	\$111,473	\$139,189	\$133,009
Merchandise (May Totals)	\$ 9,280	\$ 9,563	\$ 10,106
Food & Bev. (May Totals)	\$ 17,120	\$ 21,757	\$ 22,374
Miscellaneous (May Totals)	\$ 2,350		\$ 4,267
Gift Card	\$ 1,214		\$ 2,369
Total Rev. for the month of May	\$141,437	\$170,509	\$172,125
Golf Revenue (6/1- 6/18)	\$111,160		\$121,156
Merchandise (6/1- 6/18)	\$ 6,985		\$ 9,399
Food & Bev. (6/1- 6/18)	\$ 20,431		\$ 26,796
Miscellaneous (6/1- 6/18)	\$ 657		\$ 1,098
Gift Card (6/1-6/18)	\$ 2,991		\$ 3,891
Total Rev. June 1-18	\$142,224		\$162,340
Golf Revenue (y.t.d.)	\$298,012		\$323,498
Merchandise (y.t.d.)	\$ 37,655		\$ 33,239
Food & Bev. (y.t.d.)	\$ 49,847		\$ 58,557
Miscellaneous (y.t.d.)	\$ 9,981		\$ 13,188
Gift Card (y.t.d.)	\$ 10,537		\$ 10,419
Total Rev. (Y.T.D. 6/18)	\$406,032		\$438,901
Paid rounds (May)	2,329		2,753
Paid rounds (6/1-6/18)	2,249		2,350
Paid rounds year to date (6/18)	6,311		6,721

We set a new record for the month of May rain totals, not a good record for the golf business. We had rain 23 of the 31 days in May and it was forecasted another two days that we didn't get rain. We were up close to \$18,000 in total revenue going into the month of May and then we had the worst May we have ever had since opening. We were down 424 rounds and down just over \$30,000 in total revenue compared to May 2018. June has started out a little bit of the same with the rain and the cold weather. Father's Day usually our busiest day of the year we had mist most of the morning with temps in the upper 50's and ended up with 180 players but we started off with 246 booked. For the year to date we are down 410 rounds and about \$32,000 in total revenue compared to last year.

With all of the weather conditions that we have gone through this year, particularly all of the rain, the course is excellent condition. The grounds crew has done a great job and we have received many comments about how nice the greens are rolling.

We have had some good size outings recently. Last week we had an outing for a school district in Lake Zurich for 100 golfers, on Monday the 17th we had the IAPD outing and we are hosting the Mundelein High School Football fund raiser outing on Thursday the 20th with 120 golfers.

We have the Super Scramble coming up on July 13th.

May Comparison for the past 5 years

	2015	2016	2017	2018	2019
Total Revenue	\$182,366	\$177,673	\$144,786	\$172,125	\$141,437
Rounds	3,003	2,862	2,401	2,753	2,329

MEMO TO: Board of Park Commissioners
FROM: Ron Doruff, Golf Course Superintendent
SUBJECT: Golf Course Grounds Report – June, 2019

It seems like we are finally getting caught up with mowing and other projects we were unable to complete because of the bad weather. The rough was like US Open length. It was hard to get through it because we were getting stuck so often with our rough and bank mowers. Like I said initially, I believe we are caught up and hopefully the weather will cooperate to be more normal so we can be on a more controlled schedule.

With drainage being a big topic, we have installed another drain at the start of #6 fairway to alleviate some of the drainage problems from the residences. We have also been working on the drain line for the big trap on #4 that is blocked up with willow tree roots. We are installing a new section to help drain the large trap on #4.

We have finished injecting all of the Ash trees. This should be good for another two years. At that time, we will see if the Emerald Ash Borer is still active in our area to make the decision if we should inject the trees in 2021.

The goose control contractor has done an outstanding job. We have very few geese on our course. The geese have lost their flying feathers and will stay in their present locations. The contractor will keep an eye on things over the summer and will restart our contract in mid-August when the geese will start to fly and migrate to other areas.

As you can see we have only one fountain currently. They have been a real challenge this year. Both cables have been damaged by muskrats chewing through them and causing more damage than just a damaged cable. Hopefully they will both be up and running by this meeting or soon after.

The willow tree on #6 adjacent to Mr. Bruno's yard has not been trimmed yet. I have hired a tree trimmer to trim it. He is waiting for the ground to dry so he does as little damage on the golf course as possible. I contacted him last week and encouraged him to get it done sooner than later. He said he would trim the tree as soon as possible and will move it up on the list.

All greens, tees and fairway applications have been completed and are up to date. We have received our new sprayer and we should be receiving our new tractor in July after Board approval.

To: Board of Commissioners

From: Derek Solberg, Superintendent of Buildings and Grounds

Re: Parks Department Report – June 2019

Work is complete on the removal and installation of playground equipment at Fairhaven and Hanrahan Parks. Hanrahan Park was the first to be addressed. Following a safety audit by an independent contractor the playground was ready to re-open soon after Memorial Day. Demolition of the Fairhaven site began on May 24 and the playground was re-opened on June 8. This project went as good as could be expected. MPRD funding for the equipment purchases at the two sites 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.

Bids have been opened for seal coating and striping at Community Park as well as tennis court demolition at Leo Leathers Park. Community input will be solicited to aid in determining the best use for the space created by removing the tennis courts.

Holcomb Park has some punch list items to be addressed and staff are working with the contractor to resolve them as soon as possible. One good thing about a lot of rain recently is the new turf has been getting plenty of water without the aid of irrigation and is growing in well.

Outdoor aquatic facilities are up and running for what is hoped to be a busy season at Barefoot Bay, Diamond Lake Beach and the Spray Park. This is a big task and has taken three solid months to complete. Cleaning, painting, installing signage, installing shade structures and other preparations are on the list. Other department staff have been assisting as well, especially in the area of maintaining the landscaping at all three sites. Daily maintenance and operation of the facility is critical to ensure that the facilities are in prime condition each day.

Building Maintenance staff are working as needed with contractors to complete the NovaCare buildout on the 1st floor of the Community Center. Staff are also preparing for the renovation of two offices on the 3rd floor as well as the indoor pool shut down in late July and early August. Building Maintenance Supervisor John Rogers has successfully completed Building Operator Certification Level I training. In the past two months the course provided 74 hours of professional education in building operation and maintenance.

Park grounds care continues as staff is active outside in the parks. Mowing is one focus recently as regular rainfall has kept the grass growing. Much of the time for some crew members has been keeping the grounds maintained in that way. This is normal for May and has continued into June. Annual flowers have been planted at Community and Kracklauer Parks.

Maintenance staff have helped with a number of events in the past weeks including the Summer Concert Series, Big Wheel Race/Movie in the Park and Beach Bash. Next are the Freedom Classic and Community Days.

Memorandum

To: Park District Board of Commissioners
From: Matt LaPorte, Superintendent of Recreation
RE: June 17, 2019

Programs

The busy summer season is underway with several new programs underway and our camps and facilities ready. Unfortunately, the cool and wet weather in May and June has affected the start of the summer recreation season in adverse ways. Staff are being proactive and reducing expenses and staffing costs where possible, without sacrificing quality or the experience for the participant.

Trails Summer Day Camp welcomed 15 new counselors for this year. We have taken advantage of lower than expected enrollment to give the new counselors the opportunity to gain experience and work with veteran staff. This will ensure that all of the new staff are well trained and prepared to lead a group on their own once enrollments begin to increase. The January Polar Vortex and additional snow days caused an extension of the school year for District 75 and 76, and Freemont Township School District 79 students were in school until June 12; these changes to the school year have contributed to our lower than expected numbers for camp. Additionally, the extended school year led to the cancellation of our No School camp days for the Rec Connect program at the end of May. Looking ahead to late June, the enrollment numbers for weeks three and four for Trails summer camp are higher but still behind the averages seen in the past few years. The teen Odyssey Experience program is in its second year with enrollments matching last year's enrollment of 55 spaces filled, or an average of 11 teen campers per day. Last, this year for the first time our camp staff and aquatics staff teamed up to offer indoor swim lessons for campers. We have nine campers registered for the current session and ten for the next session beginning June 24. This addition has been well received by parents and staff.

The Mundelein Dance program continues to have an excellent year. Enrollment in the summer dance program has grown from 83 participants last year to 143 this year. We added four classes to the summer dance program and experience higher enrollments in most of the other dance classes. This is a great sign for the fall 2019-2020 long term dance program year. On the outreach front, several members of our Petite and Junior Dance Company (ages 7-11) performed at the Schaumburg Boomers game on June 8. They had a great time dancing and then stayed and watched the game together. The Dance Company will once again participate in the Mundelein Community Days Performance on July 4 and the program will be featured on the District's float in the parade. Last, several members of the dance staff are spending time each week visiting the Trails Day Camp to teach dances to some of the campers. They then perform the dances in front of fellow campers and parents at the end of the week. This has been a way to promote the program to new audience and add value to the camp program.

As for Athletics, the wet weather has impacted field usage for the affiliate groups. MBSA held their annual Memorial Day Tournament over the holiday weekend. They ended up needing to utilize the adult softball fields and lights to get the extra games in. Their regular season ended on June 8. Travel teams will continue to play over the summer before the fall league begins in August. Lake County Stallions

summer flag football begins June 15 and runs through July 20. AYSO has been forced to cancel a couple of weeks due to the field conditions. They played their last week on June 15 and will host a summer camp the week of July 15-19 on the lower soccer fields, before starting back up in late August for the fall season.

Summer enrollment changes are happening at Big & Little Child Development Center. Eight new children have enrolled and seven children have left the program for kindergarten. Encouragingly seven more children will start in July. With so many changes, we are watching the budget closely for the next two months to see what the impact of all the enrollments and withdrawals will have on the budget. This is all normal this time of year and staff manage expenses conservatively to account for the unpredictability this time of year. To help promote the program, Big & Little Director Laurie Gembara, has worked with the Marketing staff to place feather flags for child care and the Learning Center. These will be placed at the spray park and beach. Additionally, we will be offering a special promotion in August at Big & Little. The registration fee (a \$25.00 value) will be waived for all child care enrollments through the end of August. Learning Center Preschool camp is in full swing at the Regent Center. The first three-week session had 18 children enrolled. This is a little down from last year's program but overall a solid number of participants to make budget. Last, the enrollment for Rec Connection for the fall is ongoing. We currently have 111 students registered for the fall, which is right where we were at last year at this time.

Finally, the new Cultural Arts programs continue to do well with two theater classes running in June and two baking classes also going on. The District's Safe N' Smart Camp, a collaborative three-day camp with the Police and Fire Departments begins the week of June 24 with enrollment at 23 campers, an increase from last year. Overall the summer is busy with several more miscellaneous Cultural Arts programs all running, featuring options for cooking, baking, art instruction and STEM camps.

Events & Parties

The busy summer events season is starting to pick up. On June 13 staff led the first of three, FREE Art in the Park events at the playground at Dunbar Recreation Center. Approximately 55 children and adults attended this event. Participants made a Father's Day Tie, a festive card for dad, and had fun making various spray paint crafts. Next in June is the Big Wheel Race and a Movie in the Park on June 20. The movie is Wonder Park. The Beach Bash Event will be held on Saturday, June 22. Unfortunately, this year the cardboard regatta race has been cancelled due to very low interest, as we only received one boat entry. The ninja warrior course has exploded in interest though, with over 60 participants signed up. The kids compete for fun over a variety of obstacles. Each participant receives a participation award and all proceeds go to the Mundelein Parks Foundation. Additional Beach Bash activities include Zumba and Yoga on the beach, a sand castle contest, a Spike Ball demo, family challenges, a visit from Old No. 1 Fire Engine, and the evening ski show. If we get good weather, the day will be filled with fun activities for the whole family. Additionally, staff are putting together the final plans for the annual Freedom Classic 5K. The race will take place on Thursday, July 4 at Community Park.

As for Birthday parties, they remain very popular for the District. Through June 15 we have held 37 parties with six more booked in July and seven yet to be finalized.

Last, the summer walking season has finally arrived which has led to increased participation in the GO Mundelein walking initiative. The June 6 walk at the Regent Center brought out 17 people to walk the trail around the pond. The next walk will be held June 18 at Kracklauer Park. Group walks take place twice a month throughout the summer.

Rentals

May was a very busy month for facility rentals thanks to spring birthdays and graduations. We had 11 rentals at the Regent Center, up from 8 last year and we brought in nearly \$4,000 in revenue. Dunbar had two room rentals in May. Boat launch passes are down a little this year with 63 permits issued, whereas, last May 78 passes were issued. Last, only four shelter rentals were requested.

Facilities

Regent: Membership increased by 32 members this month to a total of 372 members. This is 25 more than the 347 members we had last year in May. Of our 372 members we have 235 residents, 64 new members, 165 are Baby Boomers and 65 are from Dell Web. We averaged 290 visits a week in May for a total of 1,448 visits. This was an increase from the 1,317 visits we received in April. The upcoming June 18 trip to Milwaukee will run with 27 people. Highlights of the trip include a visit to the Milwaukee Art Museum, the Pabst Mansion, a visit to the Quadracci Pavilion and a meal at Mader's Restaurant.

Aquatics: At the indoor pool, we have recently had turnover with Aquatics Coordinator, Josh Aguilar, leaving for a full-time opportunity within another industry. We have opened the position and have received interest from several well-qualified candidates. We are currently conducting interviews and hope to have the position filled by the end of June. Operations continue to run smoothly overall. The next round of swim lessons will begin the week of June 17 for Tuesday and Thursday classes. These sessions are practically full with a total of 40 of the available 42 spaces filled. The Saturday lessons began on May 25 are still going on and will run weekly until July 20. We have 44 kids signed up for those lessons. The two week intensive Outdoor Swim Lessons also start the week of June 17 at Barefoot Bay. Some moderate improvements to the indoor pool are planned for July 20-August 3, during which we will remove the Sundeck surface from the pool deck and repaint the surface with a new rubber-based anti-slip product called Tuff Coat. During this period we will also take the opportunity to paint the indoor pool and do some minor repairs in the hot tub. Members will be able to use the Vernon Hills Park District indoor pool during this time. In return, we will host their members during August 4-11 for their scheduled pool closure.

Weather has been the main culprit for a tough start to the outdoor aquatics season. With average max temperatures so far for June only at 71 degrees we have not had much success drawing big crowds to the facilities. Season pass sales numbers are down across all three passes. Through June 13 we have sold 1,368 Barefoot Bay passes, 38 Beach passes and 94 Combo passes, for a total of \$93,605. Last year we sold 1,568 Bay passes, 45 Beach passes and 134 Combo passes for a total of \$107,553, through the same period. Visits, day pass sales and concession sales are also way down. The good news is we are 98% hired for the season. Another highlight is the Groupon Deal sold out once again. This is the reason for daily admissions revenue being so high for the month of May. There are a few events coming up at the aquatics facilities including Leroy's Birthday Celebration on June 30, Beach Bash on June 22 and Craft Beer and Margarita nights at the Bay in July.

Community Center/Fitness: Memberships increased by 9% in May due to the success of the Student and 90 Days for \$90 summer promotions. A total of 80 of these two types short term memberships were sold. We are also happy to report that we added two new Healthy Minds, Healthy Bodies participants this month. This brings our membership total up to 2,139 members. Visits to the center were a little down this month, probably the result of closing for a few days and the busy end of the school year period for families. There were 9,982 visits in May, down from the 11,109 in April but overall, our May visits are up 17% from May 2018. Group exercise also dropped off a bit with only 1,944 visits during the

month, down from 2,401 in April. We are up 40% from last year though. As for fitness programs, we ran all 8 classes we offered, more than double the number of classes and revenue we did last year. Our 21% off Personal Training promotion was a huge success as well, generating \$6,000 in revenue from the sale and just over \$10,500 for the month.

The community center interior design refresh continues. This month's projects included the ongoing NovaCare space work, which is expected to be completed the week of June 24. Additionally, the center was closed during May 23-25 for the gym floor resurfacing. Our members took it in stride and we received minimal negative comments. During this time staff painted the back hallway on the first floor and spin studio, and locker room benches were sanded and refinished. Showers and bathrooms were also deep cleaned during this period. A special thanks goes out to our Parks Department staff for assisting with these projects.

**Mundelein Parks & Recreation District
Memorandum**

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

Finance

The Annual Treasurer’s Report for the 2018 fiscal year was filed with Lake County, and the 2018 Annual Financial Report was filed with Lake County and the Illinois Comptroller’s Office. Finance has been busy handling the summer increase in revenue and payable processing.

Human Resources

Sarah Bannon and I completed the payrolls for the periods of 05/12/19 - 05/25/19 for 328 employees, and 05/26/19 – 06/08/19 for 397 employees.

We have many new hires for areas such as swim instructors, golf, Barefoot Bay, camp counselors, maintenance and Kidz Center. We continue to recruit for an Administrative Assistant, dance instructors, fitness floor attendants and instructors, party staff attendant, and golf maintenance staff.

IT

Our IT consultant worked on issues with ActiveNet, credit card readers and bad wiring for the Spray Park computer. He set up the phones and ran lines for NovaCare. He completed a phone server update for us and coordinated the replacement of the phone in the elevator with a cellular phone. This will enable us to move forward with cancelling our current POTS lines and move to an eFax service.

Risk Management

The next safety committee meeting will be held June 26th.

Annual All Staff Training was held May 30, 2019. The guest speaker was Paul Timm, a board-certified Physical Security Professional (PSP), president of RETA Security, Inc., and a nationally acclaimed expert in school security.

Three staff from Mundelein Parks and Recreation District attended ALICE Training for instructors on the 4th and 5th of June. This was valuable training that they will bring to the District. ALICE stands for Alert-Lockdown-Inform-Counter-Evacuate. This is a departure from the Run-Hide-Fight protocol that is currently in place, and it will require a considerable investment in training time and some monetary consideration.

Property Loss Report

29 May	Diamond Lake	Plate glass “admissions” window broken in the front of the building. Police report.	\$200- \$300
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Risk Management (continued)

Employee Injury/Illness

None.

Accident/Incident Summary

20 May	Park View	Adult Female, tried to straddle the moving free motion treadmill with one foot on and one foot off. Went off of the back. Scraped knee, but refused first-aid.
21 May	Indoor Pool	Staff arrived to the men's indoor pool locker room floor being covered in fecal matter – extensively – appropriate protocol was carried out to clean the room. Supt of Bldgs & Grounds and Asst Supt of Recreation were informed.
28 May	Indoor Pool	Adult Male, dehydrated and stood too quickly exiting the hot tub. Fell. First-aid. Gatorade and rest.
3 Jun	Park View	5 youth playing basketball said an individual on the court was very aggressive and saying he had been in the Marines and would beat them up. Asked the Community Center Manager to place a requirement for the Behavior Policy to be given to the individual if he returns. He had signed the Guest Waiver for the drop-in use of the basketball court, and we were therefore able to identify him. Update: behavior policy given to individual by Community Center Supervisor.
5 Jun	Park View	An identified individual came in for a Boat Launch key without the required documentation. When the Front Desk staff told him he could not buy a Boat Launch key without it, he became verbally abusive and threatening. He finally left when the staff went to pick up the phone to call 9-1-1. On 6 June I asked the Community Center Manager to call the non-emergency number of the MPD and request an officer talk to the two staff members and provide guidance on whether the individual should be "trespassed" from our properties. The responding officer knew the individual and thought we should do so. He indicated MPD would make the notification in the next two days. (Officer Schmidt). The Front Desk, the Bay, the Beach and the Boat Rangers have all been informed. I asked that he not be engaged in any way. If he appears, immediately call 9-1-1. Update: Individual, spouse and son were all trespassed from the Park District and informed of such by the police.
5 Jun	Camp	Girl 7, fell while trying to grab the zipline bar at Dunbar. Fell on her back. First-aid given. Ice pack.
6 Jun	Camp	Girl 7, fell while on the zipline and broke her wrist. Taken by parents to ER following day. Parents were notified when it occurred. First-aid. Ice pack. This was the second incident on the zipline in the first week of Camp. We are taking appropriate measures to be sure children are able to get on the equipment themselves and support their own weight on it. We are keeping

Risk Management (continued)

		a close eye to see if this becomes a recurring place of incident.
5 Jun	Camp	Girl 7, going down the slide and hit her head on the metal pole. First-aid. Ice Pack.
12 Jun	B & L	Girl, 2.5, tripped on carpet by sink and fell bumping her head on the tile floor, right side. First-aid. Ice pack.
12 Jun	Indoor pool	Girl, 7, at swim lessons, lack of color and shakiness. First-aid. Gatorade.
11 Jun	Camp	Girl, 11, biking and tire slid on gravel. Scraped right and left knees. First-aid. Clean and bandage.