

**MINUTES**  
**Mundelein Park & Recreation District**  
**Public Hearing**  
**December 28, 2020**

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The Public Hearing of the Board of Park Commissioners of the Mundelein Park and Recreation District was called to order at 6:45 p.m. Due to COVID-19, the meeting was held via Zoom and if anyone was interested in receiving the audio, he/she can contact Ron Salski, Executive Director at 847-388-5460.

President Ortega directed the secretary to call the roll. Present were Commissioners DOLAN, FRASIER, KNUDSON, McGRATH and ORTEGA.

Staff present included Executive Director SALSKI, Assistant Golf Superintendent KIVISTO, Superintendent of Buildings & Grounds SOLBERG, Superintendent of Recreation LaPORTE and Superintendent of Business Services & IT McINERNEY, Marketing Manager LAWRENCE. Guest(s) present included Christine Lopez.

President ORTEGA stated a motion was necessary to open the Budget and Appropriation Public Hearing. Commissioner FRASIER moved to open the Budget and Appropriation Public Hearing 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, FRASIER, McGRATH, DOLAN, KNUDSON, and ORTEGA voting yes.

President Ortega asked if there were any comments from the public. Executive Director SALSKI stated that no one requested to be a part of the virtual meeting and/or submitted a question.

President Ortega asked if there were any comments for the Board Members. None.

President ORTEGA stated a motion was necessary to close the Budget and Appropriation Public Hearing. Commissioner KNUDSON moved to close the Budget and Appropriation Public Hearing second by Commissioner FRASIER. 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, FRASIER, DOLAN, McGRATH and ORTEGA voting yes.

President ORTEGA requested a motion to adjourn the Budget and Appropriation Public Hearing. Commissioner KNUDSON moved to adjourn second by Commissioner McGRATH. A roll call vote was taken with Commissioners KNUDSON, McGRATH, DOLAN, FRASIER and ORTEGA voting yes. The Public Hearing adjourned at 6:48 p.m.

  
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Secretary

**MINUTES**  
**Mundelein Park & Recreation District**  
**Committee of the Whole**  
**December 28, 2020**

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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. Due to COVID-19, the meeting was held via Zoom and if anyone was interested in receiving the audio, he/she can contact Ron Salski, Executive Director at 847-388-5460.

Present were Commissioners DOLAN, FRASIER, KNUDSON, McGRATH and ORTEGA.

Staff present included Executive Director SALSKI, Assistant Golf Superintendent KIVISTO, Superintendent of Buildings & Grounds SOLBERG, Superintendent of Recreation LaPORTE and Superintendent of Business Services & IT McINERNEY, Marketing Manager LAWRENCE.

Executive Director SALSKI presented the impacts of the minimum wage and indicated the challenges with the expense. He asked Superintendent LaPORTE to expand on the challenges in specific areas. Superintendent LaPORTE discussed Barefoot Bay and camps. Commissioner KNUDSON asked about the minimum wage scale and Superintendent LaPORTE mentioned it is \$1 per hour with a maximum of \$15 in 2025. President ORTEGA asked if this was a reason for the increase in memberships. Commissioner DOLAN asked about the membership for the Spray Park and whether the \$2 resident fee should even be charged due to the insignificance of revenue. He mentioned that the goodwill may outweigh the revenue received. Board Members agreed. Executive Director SALSKI mentioned that staff has been trying to recapture some of the minimum wage and/or other increased expenses. Commissioner McGRATH mentioned that the district has more time to make decisions as it planned to be discussed in a few months. Executive Director Salski mentioned that the Park and Recreation District was anticipating compression issues more in 2022 based on the current ranges.

President ORTEGA discussed the process to review the various manuals i.e., Personnel Policy Manual, Board Policy Manual, Administrative Policy Manual, Park Regulations and all other manuals. He stated that each Board Member received a flash drive to review all the manuals and asked if there were questions. Board Members did not have questions. President ORTEGA mentioned that the district will separate procedures versus policies. Commissioner McGRATH asked if the district has procedures. Executive Director SALSKI stated that the district does not have a specific binder but there are some procedures within the policies. President ORTEGA stated staff will bring forth revisions in 2021 and 2022 based on new laws, issues and occurrences.

Executive Director SALSKI discussed the process for the Community Wide Survey and the survey was focused on the future than current satisfaction rankings. He stated the strategy was due to COVID and future planning opportunities. Commissioner DOLAN asked reasons for not including specific parks and outlined concerns for sending out the survey as COVID is still impacting families/individuals. Executive Director SALSKI stated that staff included parks with

most use and the timeframe aligned Board and staff future planning. He stated that the survey can be pushed back and will review the timeline. Commissioner FRASIER asked if there planned to be a cover letter and if so, it may be a good idea to include a statement about answering questions in a non-COVID environment. Commissioner KNUDSON stated the survey seemed more comprehensive than previous years. Executive Director SALSKI mentioned the survey was more comprehensive because it focused on the future and NIU was generous to allow additional pages. President ORTEGA had a question about the format and adding more parks within a specific question. Executive Director SALSKI stated the district has an agreement to keep within specific number of pages.

Visitors: Christine Lopez.

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

A handwritten signature in blue ink, appearing to read "Ron Salski", is written over a horizontal line.

Secretary

**MINUTES**  
**Mundelein Park and Recreation District**  
**Regular Board Meeting**  
**December 28, 2020**

*\*Due to COVID-19, the meeting was held via Zoom*

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The Regular Board 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. Present were Commissioners DOLAN, FRASIER, KNUDSON, McGRATH and ORTEGA.

Staff present included Executive Director SALSКИ, Assistant Golf Superintendent KIVISTO, Superintendent of Buildings & Grounds SOLBERG, Superintendent of Recreation LaPORTE and Superintendent of Business Services & IT McINERNEY, Marketing Manager LAWRENCE.

Commissioner McGRATH moved to approve the minutes of the Public Hearing, Committee Meeting and Regular Meeting from December 14, 2020, second by Commissioner KNUDSON. President ORTEGA repeated the motion and asked if there were any additional corrections or additions and none were made. A roll call vote was taken with Commissioners McGRATH, KNUDSON, DOLAN, FRASIER and ORTEGA voting yes.

President ORTEGA read the Warrants needed to be approved. Commissioner FRASIER moved to approve Warrants 122020, 122520 and 122820 in the amount of \$223,247.37 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 FRASIER, DOLAN, KNUDSON, McGRATH and ORTEGA voting yes.

President Ortega requested a motion for the financial report. Commissioner DOLAN moved to place the November Financial Report on file, second by Commissioner McGRATH. A roll call vote was taken with Commissioners DOLAN, McGRATH, FRASIER, KNUDSON and ORTEGA voting yes.

President Ortega requested a motion for Police report. Commissioner FRASIER moved to place the Police Report on file, 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 FRASIER, McGRATH, DOLAN, KNUDSON and ORTEGA voting yes

President ORTEGA introduced the approval of 2021 Budget and Work Plan. Commissioner McGRATH moved to approve the 2021 Budget and Work Plan, second by Commissioner DOLAN. President ORTEGA repeated the motion and asked if there were any questions and none were raised.

President ORTEGA introduced the approval of 2021 Budget and Appropriation Ordinance 20-12-02 agenda item. Commissioner McGRATH moved to approve the 2021 Budget and Appropriation Ordinance 20-12-02, second by Commissioner FRASIER. President ORTEGA repeated the motion and asked if there were any questions. Commissioner DOLAN stated the district moved from 10% to 20% within each line item. Executive Director SALSKI stated it was common to appropriate 20% or more avoiding any amendments. Commissioner KNUDSON had concerns about raising to 20% when the district was a 10% appropriation. He was concerned that residents may believe our budgeted expenses are increasing. Executive Director SALSKI mentioned there is a difference between budget, appropriation, and tax levy and he was concerned the potential for the Board to potentially keep approving amendments due to a low threshold. He stated that he is still accountable for the budget and not appropriation ordinance. Commissioner DOLAN provided background on the differences and avoiding amendments. President ORTEGA requested a roll call vote. A roll call vote was taken with Commissioners McGRATH, FRASIER, DOLAN, KNUDSON and ORTEGA voting yes.

President ORTEGA introduced the Ordinance Code Revisions – Rules and Regulations agenda item. Commissioner DOLAN moved to approve sections of Chapter 5 of the Ordinance Code – Rules and Regulations stated in the memorandum. A second by Commissioner McGRATH, followed by President ORTEGA repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners DOLAN, McGRATH, FRASIER, KNUDSON and ORTEGA voting yes.

President ORTEGA introduced the Part-Time Ranges agenda item. Commissioner KNUDSON moved to approve the Part-Time Ranges. A second by Commissioner DOLAN, followed by 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, McGRATH, FRASIER and ORTEGA voting yes.

President ORTEGA introduced the Review of Semi-Annual Executive Session agenda item. Commissioner FRASIER moved to approve not releasing the semi-annual minutes as stated. A second by Commissioner McGrath, followed by 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, McGRATH, KNUDSON, DOLAN, and ORTEGA voting yes.

## **Staff Reports**

### *Golf*

Commissioner FRASIER expressed his appreciation and commended the entire golf staff. Assistant Superintendent KIVISTO recapped a list of projects and stated it has been a team effort with all operations.

### *Parks*

Superintendent SOLBERG discussed the sled hill and ice rink. Commissioner McGRATH asked what temperatures do the coils work. Superintendent SOLBERG stated at 45 degrees or less and the sun can cause some challenges. Superintendent SOLBERG complimented Brian Jeske and staff on getting the ice ready and maintaining good conditions. Commissioner McGRATH asked about the possibilities of a warming hut. Executive Director SALSKI stated that it was planned to be considered in Fall, 2021. Commissioner KNUDSON asked if participation was good. Superintendent SOLBERG mentioned the ice has been good for 2-3 weeks and skaters have been using. Commissioner DOLAN asked why the lights don't stay on until 10 p.m. each night. Superintendent SOLBERG stated that in years past, neighbors would complain about lights and noise so the district was trying to be good neighbors.

### *Recreation*

President ORTEGA commended staff that they adapted well during the year. Commissioner KNUDSON had a question about the Foundation balance. Superintendent LaPORTE stated some funds are allocated for e-learning.

### *Business Services*

Superintendent McINERNEY discussed the grants and Commissioner FRASIER commended staff for the two grants. Board Members agreed.

President ORTEGA acknowledged service anniversaries of Kelli Schillaci, Erica DeLuca, April Lee, Nerissa Brueckbauer and retirement of Denise LaBeef.

Visitors: Christine Lopez.

There being no further business, Commissioner DOLAN moved to adjourn at 8:14 p.m. second by Commissioner McGRATH. A roll call vote was taken with Commissioners DOLAN, McGRATH, FRASIER, KNUDSON and ORTEGA voting yes.

  
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Secretary

