

**MUNDELEIN PARK AND RECREATION DISTRICT BOARD OF
PARK COMMISSIONERS, MUNDELEIN, LAKE COUNTY, ILLINOIS
HELD MONDAY, AUGUST 29, 2011 AT 7:00 P.M. AT THE
MUNDELEIN COMMUNITY CENTER ADMINISTRATION OFFICES,
1401 NORTH MIDLOTHIAN ROAD, MUNDELEIN, ILLINOIS**

A Special Meeting of the Board of Park Commissioners of the Mundelein Park and Recreation District, Mundelein, Lake County, Illinois, was called to order at 7:00 p.m. by President McGRATH 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 SIEMERS were present. Staff present included Director RESNICK, Superintendent of Parks CLEVELAND, Superintendent of Recreation KIPP, and Golf Operations Manager BROLLEY.

Old Business

President McGRATH said the purpose of the Special Meeting is the discussion of the District's Master Plan. Commissioner DOLAN asked why there was an assessment for each park. Commissioner SIEMERS said he felt the assessments were good, but that each should have a grade to determine the condition of the park. Commissioner FRASIER said he didn't like the grading idea as this may cause people to think certain areas of town are "better" than others. President McGRATH asked if the purpose of the Master Plan is for information, than the assessments were good but that if it was for planning, more information was needed.

Commissioner DOLAN said he felt the District needed to determine the optimum number of parks to decide if we are serving the community. Director RESNICK said that there really was no optimum number as it was based on the current demographics of our community. There are standards that are set by the National Recreation and Park Association and the District meets or exceeds those, but we need to consider how well we are serving the community.

The Board decided to address each goal and the objectives of those goals. Commissioner SIEMERS suggested that the fourth objective under Recreation Planning regarding program coordination be added to job descriptions. Commissioner DOLAN suggested the acquisition strategies should be more strategic. For instance, the fourth objective regarding the Memorial Tree Program should be moved to the finance section. The Board agreed. He added the sixth objective should include the statement about reviewing the Master Plan every five years. Commissioner SIEMERS said a time frame would ensure it would happen.

Commissioner DOLAN asked how the Board felt about the objective under Financial section on hiring a full time grant writer. Commissioner SIEMERS asked if this would be a highly incentive based position. Director RESNICK said there could be a minimum base pay with a percentage paid for successful grant application. President McGRATH asked if Bard Daudelin was doing this now. Director RESNICK said she was, but it was very limited and based on time. Superintendent KIPP suggested that CLC could be used as a resource for locating grants. Commissioner SIEMERS if there were consultants who did this type of work and suggested that this could be outsourced. Director RESNICK said the research of each grant can be very time consuming and the District needed someone who could invest that time.

Commissioner SIEMERS asked what was meant in the financial objective about privatization. Director RESNICK said this could be having an outside firm run the golf course, or maintain the parks, or run aquatic concessions. She said none of these are being suggested, but the District should periodically review these types of services and determine if it is more efficient to run each of these in-house or not.

Commissioner DOLAN asked about the viability of the Foundation. He feels there has to be a decision on whether the Foundation will be built up or should it be disbanded. Superintendent KIPP said she will reach out to other Districts to discuss ways to improve the Foundation.

Commissioner SIEMERS asked if we have the ability to count the number of visitors to our website. Director RESNICK said she didn't know and would find out.

Commissioner FRASIER said he does not support the objective regarding changing the District's logo because of the cost involved. Director RESNICK suggested that something be added to this objective to indicate it would only happen when financially feasible.

President McGRATH asked about a "point" person for dealing with businesses in town. Superintendent KIPP said that right now it is piecemealed and depends on who is in charge of the event. Director RESNICK said that the staff is working on a sponsorship program to determine the value of sponsorships. Commissioner KNUDSON asked about resident rates for businesses. Superintendent KIPP said the owner of each business is given the resident rates but that there is also a corporate rate for fitness memberships.

Commissioner DOLAN pointed out that under Technology, one of the objectives is to hire a full time technology person. Commissioner SIEMERS asked if the current person was part time, and was told she is. He suggested that there be redundancy in this position to better protect the District. Commissioner SIEMERS asked about developing an intranet. Director RESNICK said this was not something staff had time to develop now.

Commissioner DOLAN asked about employee development. Was there a plan in place for promoting from within versus hiring from outside. Director RESNICK said there was no formal program, but there is a culture promoted to employees that offers them the opportunity to grow. Director RESNICK said there are plans to increase training for front line staff as they are such a vital component. Part of this is to offer conversational Spanish to front desk staff. Commissioner SIEMERS asked if we had encountered problems communicating with customers. Director RESNICK said not a great deal, but there are times when a customer speaks little or no English.

Commissioner DOLAN pointed out that we are not doing a good job serving the Hispanic population. Director RESNICK acknowledged this and explained staff was having a hard time connecting to the Hispanic community members. The goal was to find someone prominent in the community who could serve on the Rec Advisory Committee. We need someone who can bridge the Park District to the Hispanic community.

The revised Mission Statement was reviewed. Director RESNICK said the reason for the change was the current statement sounds too obligatory and the new one was more about how we want to serve the community. It was stated that the new Mission Statement needed to be prominent and each employee needed to know it and “live” it. Commissioner FRAISER suggested it be printed on the back of business cards and posted in many places at each facility.

The staffing vision was reviewed. The biggest change would be the addition of a Superintendent of Revenue Facilities. This would shift responsibility for golf, aquatics, fitness and Big & Little to this new position and Recreation Supervisors, Registrar and Marketing Specialist would report to the Superintendent of Recreation. Commission FRASIER said he thought the Marketing Specialist should report to the Director as they are responsible for marketing revenue facilities and recreation program.

President McGRATH asked what the additional payroll would be on the new vision. Director RESNICK said for just that position, the elimination of the Assistant Superintendent of Recreation and the addition of an Athletic Supervisor, there would probably be \$60,000 additional payroll.

In the Parks Department, the Projects Supervisor position would be eliminated, but a Mechanic position would be added. Commissioner FRASIER asked if this would work with our current staff. Director RESNICK said no, we would hire for the future as current staff leave. Commissioner SIEMERS said the key to success is communication and that this chart appeared to have a good flow.

Director RESNICK asked if the Board would like to have the plan presented for Board approval at the September 12 meeting. The consensus was to make the adjustments discussed this evening and present at the next Board meeting.

Commissioner DOLAN suggested the Board meet two times a year to review the Master Plan to ensure the District continues to adapt to the changing economy and community.

There being no further business, Commissioner KNUDSON moved to adjourn at 8:35 pm, second by Commissioner DOLAN. The motion was unanimously approved.

Secretary