

**MUNDELEIN PARK & RECREATION DISTRICT**  
**REGULAR BOARD MEETING**  
**Monday, May 14, 2018**  
**AGENDA**

**Call To Order:**

**Pledge of Allegiance:**

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

**Approval of Minutes:** Committee Meeting April 23, 2018  
Regular Meeting April 23, 2018  
Executive Session

**Approval of Disbursements:** Warrant 042718  
050318  
050418  
050518  
050818  
051418  
= \$677,719.02  
051518

**Correspondence:**

**Old Business:**

**New Business:** 1. Accept 2017 Audit and Comprehensive Annual Financial Report  
2. Award Contract for Purchase of HVAC Equipment  
3. Approve Social Media Policy for Administrative Manual  
4. Approve Wellness Policy for Personnel Policy Manual  
5. Board Officer Elections

**Board Business:**

**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  
April 23, 2018

The Committee of the Whole meeting of the Board of Park Commissioners of the Mundelein Park and Recreation District was called to order at 7:00 pm by President DOLAN.

Present were Commissioners DOLAN, FRASIER, KNUDSON, McGRATH and ORTEGA. Staff present included Executive Director RESNICK, Golf Operations Manager BROLLEY, Golf Course Superintendent DORUFF, Superintendent of Buildings & Grounds SOLBERG, Superintendent of Business Services & Technology MILLER and Superintendent of Recreation LaPORTE.

Executive Director RESNICK informed the Board a soil boring report was received for the area at Steeple Chase where a driving range is being considered.

The District is upgrading its Wi-Fi and the Board was asked to approve the purchase of 14 access points as well as approve three year licenses for them.

There were several pieces of equipment at Steeple Chase that staff are recommending be disposed of by selling.

The first quarter financial report was presented to the Board. President DOLAN asked that future reports show projected year end impact. Simply stating a purchase was not made, does not give the reader enough information to know if the line will be within budget the remainder of the year. President DOLAN said identifying year end impact will be especially important in the recreation department and adding a column "Estimated Year End Impact" would be helpful. Commissioner ORTEGA asked about the purchase of tools at the golf course. Will this early purchase cause the line to go over budget for the year or will this early purchase replace something planned for later in the year? He was told it does replace a later planned purchase.

The Board discussed the timing of the report. Staff does not have much time to analyze the financials between the time the month is closed and the report is due to the Board. Moving forward the quarterly financial report will be presented to the Board at the first meeting of the second month of the quarter.

The Committee Meeting adjourned at 7:30 pm.

---

Secretary

**MUNDELEIN PARK AND RECREATION DISTRICT BOARD OF  
PARK COMMISSIONERS, MUNDELEIN, LAKE COUNTY, ILLINOIS  
HELD MONDAY, APRIL 23, 2018 AT 7:30 P.M. AT THE  
MUNDELEIN COMMUNITY CENTER ADMINISTRATION OFFICES,  
1401 NORTH MIDLOTHIAN ROAD, MUNDELEIN, ILLINOIS**

---

The regular scheduled meeting of the Board of Park Commissioners of the Mundelein Park and Recreation District, Mundelein, Lake County, Illinois, was called to order at 7:30 p.m. by President DOLAN and he asked the assemblage to rise and recite the Pledge of Allegiance.

He then directed the secretary to call the roll. Commissioners DOLAN, FRASIER, KNUDSON, McGRATH and ORTEGA were present. Staff present included Executive Director RESNICK, Golf Operations Manager BROLLEY, Superintendent of Business Services & Technology MILLER and Superintendent of Recreation LaPORTE.

Commissioner ORTEGA moved to approve the minutes of the Committee Meeting, Regular Meeting and Executive Session of April 9, 2018, second by Commissioner McGRATH. President DOLAN repeated the motion and asked if there were any corrections or additions and none were made. A roll call vote was taken with Commissioners ORTEGA, McGRATH, FRASIER and DOLAN voting yes.

Commissioner FRASIER moved to approve Warrants 040318, 040518, 041218, 041718 042018, and 042318 in the amount of \$611,036.29 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.

Commissioner KNUDSON moved to place the March Financials on file, 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 KNUDSON, McGRATH, FRASIER, ORTEGA and DOLAN voting yes.

Commissioner FRASIER moved to place the March Police Report on file, second by Commissioner ORTEGA. President DOLAN repeated the motion and asked if there were any questions. A roll call vote was taken with Commissioners FRASIER, ORTEGA, KNUDSON, McGRATH and DOLAN voting yes

**Correspondence**

A letter was sent to the District's construction management firm, W.B. Olson thanking them for the work they did on the Dunbar Recreation Center

**New Business**

President DOLAN said staff was recommending the purchase of 14 access points to improve Wi-Fi at the District and the access points each have a three year license.

Commissioner KNUDSON moved to approve the purchase of 14 Cisco access points and the three year license for \$9,450.00 for the equipment and \$2,590.00 for the licenses, second by Commissioner FRAISER. President DOLAN repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners KNUDSON, FRASIER, McGRATH, ORTEGA and DOLAN voting yes.

President DOLAN said staff had identified several pieces of equipment that were no longer used at the golf course. Commissioner McGRATH moved to declare the following as surplus equipment and to dispose of through auction, sealed bid or online sales: Toro 3000 Triplex, three vibrating rollers, Toro 3020 Sand Pro, John Deere 935 (without front deck mowers), Vrisimo flail mower, Aerway pull behind aerator and Aeria vator tractor mount; second by Commissioner ORTEGA. President DOLAN 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.

### **Staff Reports**

#### *Golf*

President DOLAN asked about the Scramble. Golf Operations Manager BROLLEY said there are 17 teams signed up. He added that when the golf course moved to online tee times, this helped participation in the Scramble. President DOLAN asked if the golf course was going to have any problems being short staffed this season. Golf Course Superintendent DORFUFF said the summer months were covered, but more spring and fall staff would be helpful. Commissioner ORTEGA asked if it was typical for staff to be returning to the course so late in the year. Golf Course Superintendent DORUFF said with the cold and snow, they weren't needed as early as usual.

#### *Parks*

Commissioner ORTEGA asked if the gym floor work would affect Park View operations. Superintendent of Buildings & Grounds SOLBERG said the removal process did not affect members as much as expected and the installation should only affect the two days the finish will be applied. President DOLAN asked about the Diamond Lake Sports Complex being more remote and possibly experiencing more vandalism. Superintendent of Buildings & Grounds SOLBERG said this hasn't been the case. Parks with more foot traffic typically see more vandalism.

#### *Recreation*

President DOLAN commented on the great registration figures from the Dunbar grand opening. Commissioner KNUDSON asked how the revenue from that day compared to a typical day. Superintendent of Recreation LaPORTE said it was closer to a month's worth of registration. President DOLAN asked if rentals at Sandburg were slowing down because of the availability of the Dunbar Recreation Center. He was told they were slowing down because of the warmer weather allowing teams to be outside.

Commissioner ORTEGA asked if there were any other registration increases at Dunbar beside parties. Superintendent of Recreation LaPORTE said the building was currently being used mainly for Rec Connection and dance classes and was not being rented out yet. President DOLAN asked if we charged for use of the building for professional organization or was it a professional courtesy and a chance to expose the building. He was told it was the later. Commissioner ORTEGA asked if there plans to improve the Regent Center financial performance. Superintendent of Recreation LaPORTE said memberships had done well the last two months and the Supervisor was networking with other agencies to promote trips and programs.

*Business Services*

President DOLAN asked what a dew whip was. He was told it is a piece of equipment used to remove dew from the grass. The dew whip was on the back of a trailer and the employee bent over and was cut by it.

President DOLAN announced service anniversaries: Linda Miller, 3 years; Dian Woo, 14 years; Steve Yeazell, 19 years; Ron Doruff, 20 years; and Bill Brolley, 18 years.

There being no further business, Commissioner ORTEGA moved to adjourn at 7:46 p.m. second by Commissioner McGRATH. The motion was unanimously approved.

---

Secretary

**MEETING REMINDER  
MONDAY, MAY 14, 2018**

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

**Action Items**

New Business

1. Accept 2017 Audit and Comprehensive Annual Financial Report
2. Award Contract for Purchase of HVAC Equipment
3. Approve Social Media Policy for Administrative Manual
4. Approve Wellness Policy for Personnel Policy Manual
5. Board Officer Elections

**Updates**

1. Competitive Youth Basketball Program
2. Driving Range Project
3. Ice Rink Project
4. Union Negotiations
5. Executive Session

**New Business**

Enclosed is the 2017 Audit completed by Lauterbach & Amen, L.L.P. Once again they found no major deficiencies. There are two recommendations in their Management Letter. The first pertains to a new requirement to report Post-Employment Benefits Other Than Pensions. This requirement goes into effect in this fiscal year and will be included as required. The second recommendation refers to the additional expense for tax refunds to property owners that were de-annexed and expenses exceeding budget in the Capital Fund. The District has retired bonds, so there will be no additional refunds. The Capital expenses were over budget because the Dunbar Recreation Center project was ahead of schedule. A representative from Lauterbach & Amen will be at the Committee Meeting to answer any questions the Board may have. We will once again be submitting the Comprehensive Annual Financial Report to the Government Finance Officers Association to be considered for the Certificate of Achievement for Excellent in Financial Reporting.

*Staff recommends the Board accept the 2017 Audit so that it may be filed with the State Comptroller's Office and the Lake County Clerk's Office.*

The current budget includes HVAC equipment replacements as follows: two roof top units at Mundelein Community Center, three roof top units at Diamond Lake Beach and replacement of the furnace, evaporator coil and outdoor condenser unit at Steeple Chase Golf Club. Total budget for this work is \$50,400. After the work was bid, staff learned the Village of Mundelein will require the installation of a GCFI outlet on the roof at the Diamond Lake Recreation Center. This should cost a few hundred dollars. The following bids were received:

<b>Company</b>	<b>Bid</b>
Cahill Heating & Air Conditioning, Lake Bluff, IL	\$42,875
YMI Group, Elk Grove Village, IL	\$58,300
Jensen's Plumbing and Heating, Woodstock, IL	\$61,300
Pro Temp of Illinois, Burr Ridge, IL	\$62,800
CORE Mechanical, Inc., Chicago, IL	\$66,710
Oak Brook Mechanical Services, Elmhurst, IL	\$97,600

*Staff recommends accepting the bid from Cahill Heating & Air Conditioning in the amount of \$42,875 and authorizing Superintendent of Buildings & Ground Derek Solberg to request a change order to install a CFCI outlet on the roof at the Diamond Lake Recreation Center.*



The District does not have a policy regarding user on our social media accounts. This is meant as a guide to users who post to our account, informing them what is not acceptable. The enclosed policy has been reviewed by our attorney.

*Staff recommends approving the Social Media Policy that will be in the Administrative Manual and will appear on our social media accounts.*

The District has a Wellness Committee that arranges activities to help employees stay engaged and focuses on healthy lifestyles. The enclosed Wellness Policy better defines the District's philosophy for employee wellness and will be added to the Personnel Policy Manual.

*Staff recommends approving the Wellness Policy for the Personnel Policy Manual.*

As this is the Board's Annual Meeting, the election of officers will be held.

### **Updates**

The Park District has been approached by the independent group running girls competitive basketball. They have requested the Park District take over the league. We are happy to accommodate this group and will beginning running "club" girls basketball program for 5<sup>th</sup>-8<sup>th</sup> grade girls this fall. We have the support and cooperation of the current organizations Board and the High School athletic department.

Williams and Associates have finalized the scope of the driving range project and the next step is conceptual design and cost estimates. I hope to have a timeline for the Board by the meeting.

An initial meeting was held with FGM Architects for the ice rink project on March 15<sup>th</sup>. We requested they create a concept design and cost estimates. Their estimate is expected to be significantly higher than the one staff put together last year as we did not take into consideration the need for a structure to house the ice maintenance equipment (i.e. Zamboni and the need for water and electric).

There have been two meetings with Union representatives regarding the next contract. There has been no proposal submitted yet.

President Dolan has requested an Executive Session to discuss Personnel.

## **XLI. Social Media Policy**

This policy is to set forth guidelines for the utilization of social media and social network sites that enhance park district communication and provides information to the public, without violating individuals' right to free speech. Social media encourages followers to share thoughts, opinions and other comments on our social media platforms. However, all of these "posts" should be done in a respectful manner. Posts will not be edited by staff; but if they are found to be in violation of this policy, the post can be hidden or removed.

Posts (including screen names/profile pictures) can be removed if they contain any of the following:

- Copyright or trademark violations.
- Political campaigns or ballot measures.
- Obscene, profane, violent, threatening, hateful, harassing or offensive language/content.
- Name calling or personal attacks, including discrimination based on race, creed, color, age, religion, gender, marital status, national origin, physical or mental disability, physical appearance, sexual orientation or financial status.
- Defamation or accusations of criminal conduct or immoral activity to a person or people.
- Nudity or sexual content.
- Conduct or encouragement of illegal activity.
- Invasion of an individual's right to privacy.
- Solicitations, advertisements or endorsements.
- Spam.

The Mundelein Park & Recreation District reserves the right to not respond to social media posts that are condemning, negative or unbeneficial to serving the public. Not engaging in these types of responses prevents a continuous negative two-way engagement that is detrimental to the District. In addition, the District is not liable for the content of the posts to its various social media accounts and reserves the right to restrict or remove any content deemed in violation of the Mundelein Park & Recreation District Public Social Media Policy or any applicable law.

In addition, the Mundelein Park & Recreation District can choose to remove a follower if that follower's posts violate the Mundelein Park & Recreation District Social Media Policy.

**Policy should be posted on all social media accounts.**

## **Section 4: Employee Benefits**

# **4.17 Wellness Policy**

The Mundelein Park & Recreation District is committed to providing an environment that supports and promotes wellness and a healthy lifestyle, decreases the risk of disease and enhances the quality of life as part of the total work environment for our employees. The Park District will establish and maintain a Wellness Committee composed of staff members from various departments. The Committee will develop, promote, and oversee a multifaceted plan that encourages staff and their families to strengthen their health and well-being through educational opportunities, wellness activities and self-improvement. The plan will be based on input from park district staff and the District's health insurance provider. The Wellness Committee will focus on these key areas:

- Provide education and training on a variety of wellness topics
- Maintaining and building healthy relationships by creating a supportive environment that encourages open communication and collaboration among staff
- Encouraging positive lifestyle habits and physical activity by incorporating opportunities for healthy eating, physical activity and mental relaxation
- Employ a proactive, sustained commitment to creating and maintaining a work environment incorporating practical ergonomic solutions