

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

Monday, April 23, 2018

7:30 p.m.

AGENDA

Call To Order:

Pledge of Allegiance:

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

Approval of Minutes: Committee Meeting April 9, 2018
Regular Meeting April 9, 2018
Executive Session April 9, 2018

Approval of Disbursements: Warrants – 040318, 040518, 041218, 041718, 042018, 042318
= \$611,036.29

Financials: March

Police Report: March

Correspondence: Letter to W.B. Olson

Old Business:

New Business: 1. Approve 3 Year License for Access Points for Wi-Fi
2. Declare Equipment as Surplus

Board Business:

Staff Reports

Service Anniversaries March: Linda Miller 2015 (3); Diane Woo 2004 (14); Steve Yeazell 1999 (19);
Ron Doruff 1998 (20); Bill Brolley 2000 (18);

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 begin 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 9, 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.

Executive Director RESNICK informed the Board that all sealed Executive Session minutes had been reviewed and any that were no longer confidential or sensitive were recommended for release. President DOLAN asked what was the criteria. Executive Director RESNICK said the philosophy of the District has been if the topic was related to an employee and that employee was still with the District or still lived in the area, the minutes would remain sealed. If the topic was settled, the purchase of real estate for instance, those minutes would be released.

The Board reviewed the first quarter Marketing Report. Executive Director RESNICK said staff was hoping to be able to start comparing year to year, but with changes at Facebook, this was going to be difficult.

Commissioner ORTEGA asked what Facebook engagement meant. It was explained this is when the viewer reacts to a post either by commenting, liking or sharing. He also commented on that the statistic showing people use desktops more than tablets was surprising, but the fact that mobile phones were the most used was not.

An Executive Session was requested for the purpose of Purchase or Lease of Real Estate.

The Committee Meeting adjourned at 7:20 pm.

Secretary

**MUNDELEIN PARK AND RECREATION DISTRICT BOARD OF
PARK COMMISSIONERS, MUNDELEIN, LAKE COUNTY, ILLINOIS
HELD MONDAY, APRIL 9, 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..

Commissioner McGRATH moved to approve the minutes of the Committee and Regular Meeting and Executive Session of March 26, 2018, second by Commissioner ORTEGA. 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 032818, 040318 040618 and 040918 in the amount of \$282,534.02 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 FRASIER, ORTEGA, KNUDSON, McGRATH and DOLAN voting yes.

New Business

President DOLAN said all sealed Executive Session Minutes have been reviewed and several were recommended for release. Commissioner ORTEGA moved to release Executive Session minutes that are no longer confidential from January 14, 2013; January 29, 2013; February 11, 2013; April 14, 2014 (portions pertaining to real estate); October 26, 2015; April 24, 2017; May 8, 2017; and August 28, 2017, second by Commissioner McGRATH. President DOLAN repeated the motion and asked if there were any questions and none were raised. A voice vote was taken with all voting yes.

President DOLAN introduced Resolution 18-04-01 recognizing IAPD for 90 years of service. Commissioner KNUDSON moved to approve Resolution 18-04-01, second by Commissioner McGRATH. President DOLAN repeated the motion and asked if there were any questions and none were raised. A voice vote was taken with all voting yes.

Board Business

Commissioner ORTEGA said the Day of Play was a huge success and that all staff should be commended for their hard work.

Commissioner FRASIER said there was a very strong turnout for the Open House to discuss possible designs for the park in the Holcomb neighborhood.

Visitors

Two residents asked about the possibility of offering rowing lessons. Alex explained that he was a professional coach in Belarus before he moved to the United States and also coached at the Chicago Park District. The Board had several questions about the equipment necessary and if Diamond Lake would be a good location. There was discussion of renting a boat to display at the Beach Bash (formerly Community Picnic) to see if there was interest. Igor gave his contact information to Executive Director RESNICK.

Ron Greenberg congratulated the District on the success of the Day of Play at the Dunbar Recreation Center.

President DOLAN announced there would be an Executive Session for Purchase or Lease of Real Estate 5ILCS 120/2 (c)(5). Commissioner ORTEGA moved to adjourn to Executive Session at 7:51 p.m., second by Commissioner McGRATH. A roll call vote was taken with Commissioners ORTEGA, McGRATH, FRASIER KNUDSON and DOLAN voting yes.

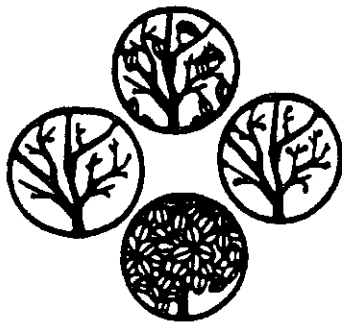
The Regular Meeting reconvened at 8:10 p.m.

There being no further business, Commissioner ORTEGA moved to adjourn at 8:14 p.m. second by Commissioner McGRATH. The motion was unanimously approved.

Secretary

MUNDELEIN PARK & RECREATION DISTRICT

1401 N. Midlothian Road • Mundelein, IL. 60060 • (847) 566-0650 • Fax (847) 566-8557



**MUNDELEIN
COMMUNITY CENTER**
1401 North Midlothian Road
(847) 566-0650

**BAREFOOT BAY
FAMILY AQUATIC CENTER**
1461 North Midlothian Road
(847) 566-8661

**BIG & LITTLE CHILD
DEVELOPMENT CENTER**
1401 North Midlothian Road
(847) 388-5440

**DIAMOND LAKE
RECREATION CENTER**
1016 Diamond Lake Road
(847) 566-5650

THE REGENT CENTER
1200 Regent Drive
(847) 566-4790

**PARK VIEW HEALTH
& FITNESS CENTER**
1401 North Midlothian Road
(847) 388-5430

**STEEPLE CHASE
GOLF CLUB**
200 North La Vista Drive
(847) 949-8900

April 5, 2018

Mr. Dave Olson
W.B. Olson, Inc.
3235 Arnold Lane
Northbrook, IL 60062

Dear Dave:

When we chose W.B. Olson as our construction manager for the Dunbar Recreation Center, we made the best decision! We are so happy with the way the building has turned out and look forward to our ribbon cutting in two days.

During design and construction, John Emser was excellent about keeping us informed on every aspect of the project. He ran our bi-weekly construction meetings efficiently and was always considerate of our time.

Kevin Shuttleworth was a wonderful Superintendent. No matter what the issue, I always felt like Kevin had our best interest in mind. It truly felt like he worked for "us".

Without hesitation I would hire W.B. Olson again and will gladly share our positive experience with colleagues. Thank you for everything Dave, it was a pleasure working with your firm.

Sincerely,

Margaret Resnick
Executive Director



**MEETING REMINDER
MONDAY, APRIL 23, 2018**

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

Action Items

New Business

1. Approve 3 Year License for Access Points for Wi-Fi
2. Declare Equipment as Surplus

Updates

1. First Quarter Financial Report

New Business

Per the 2018 Budget and Workplan, the District's wi-fi is being upgraded. We will be purchasing 14 Cisco access points and each has a three year license. Because it is longer than one year, the Board must approve.

Staff recommends approving 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.

The Golf Course Superintendent no longer has need for several pieces of equipment and would like to dispose of them through auction, sealed bid or online sales.

Staff recommends declaring the following as surplus equipment;: Toro 3000 Triplex, three vibrating rollers, Toro 3020 Sand pro, John Deere 935 (without front deck mower), Vrisimo flail mower, Aerway pull behind aerator and Aeria vator tractor mount.

Updates



The first quarter Financial Report for the Corporate Fund is attached. This includes Administration, Parks, Golf, Special Recreation, Museum, Police, Liability and Audit. Since the financials were not available until April 16, there was not enough time to review all of the Recreation Fund. This report will be available at the next Board meeting.


Account	Budget	Actual	\$ Var	% Var	Fav/Unfav	Com
Admin Revenue						
10-11-100-30-4801 Interest Investment	\$ 2,400.00	\$ 6,095.84	\$ 3,695.84	153.99%	FAV	Inter
Expenditures						
10-11-100-36-5210 Professional Services	\$ 9,417.91	\$ 6,248.14	\$ (3,169.77)	-33.66%	FAV	Paym
10-11-100-36-5211 Legal Services	\$ 3,428.57	\$ 5,828.63	\$ 2,400.06	70.00%	UNFAV	Publi
10-11-100-36-5212 Computer Services	\$ 22,698.00	\$ 13,529.56	\$ (9,168.44)	-40.39%	FAV	Servi
10-11-100-38-5330 Continuing Ed	\$ 6,222.22	\$ 3,386.32	\$ (2,835.90)	-45.58%	FAV	Usec
10-11-100-38-5335 Board Expense	\$ 6,214.65	\$ 4,009.20	\$ (2,205.45)	-35.49%	FAV	Usec
Corporate Admin Bottom Line	\$ (81,496.44)	\$ (59,901.97)	\$ 21,594.47	-26.50%	FAV	
Parks Revenue						
10-12-110-30-4807 Ins Claims Reimburs	\$ -	\$ 3,245.47	\$ 3,245.47		FAV	insur
Expenditures						
10-12-110-34-5111 Salaries	\$ 57,163.00	\$ 44,322.74	\$ (12,840.26)	-22.46%	FAV	Did r
10-12-110-34-5118 Full Time OT	\$ 2,900.00	\$ 4,375.42	\$ 1,475.42	50.88%	UNFAV	Staff
10-12-110-36-5210 Professional Serv	\$ 3,200.00	\$ 1,331.25	\$ (1,868.75)	-58.40%	FAV	Less
10-12-110-38-5314 Computer Supplies	\$ 2,450.00	\$ -	\$ (2,450.00)	-100.00%	FAV	Have
10-12-110-38-5330 Continuing Ed	\$ 4,400.00	\$ 3,336.62	\$ (1,063.38)	-24.17%	FAV	Grou
10-12-110-38-5345 Uniforms	\$ 3,250.00	\$ 1,681.14	\$ (1,568.86)	-48.27%	FAV	Fewe
10-12-110-38-5348 Chem-Fertilizer	\$ 2,000.00	\$ 382.00	\$ (1,618.00)	-80.90%	FAV	Less
10-12-110-38-5361 Playground Eq Mt	\$ 2,900.00	\$ 1,088.11	\$ (1,811.89)	-62.48%	FAV	Have
10-12-110-38-5362 Small Tools	\$ 8,195.00	\$ 1,530.36	\$ (6,664.64)	-81.33%	FAV	Have
10-12-110-38-5375 Grounds Maintenance	\$ 2,100.00	\$ 5,922.20	\$ 3,822.20	182.01%	UNFAV	Unex
Parks Bottom Line	\$ (294,862.14)	\$ (268,066.34)	\$ 26,795.80	-9.09%	FAV	
Golf Revenue						
10-13-115-21-4103 Non Res Weekday	\$ 3,558.63	\$ 6,592.00	\$ 3,033.37	85.24%	FAV	Wee
10-13-115-21-4104 Non Res Weekend	\$ 3,786.88	\$ 1,550.00	\$ (2,236.88)	-59.07%	UNFAV	Bad v
10-13-115-24-4206 Sales Merchandise	\$ 4,887.50	\$ 6,512.47	\$ 1,624.97	33.25%	FAV	Sales
10-13-115-30-4804 Discounts-Rebates	\$ 1,387.50	\$ 2.69	\$ (1,384.81)	-99.81%	UNFAV	Rece
Expenditures						
10-13-115-38-5316 Custodial Supplies	\$ 1,320.00	\$ -	\$ (1,320.00)	-100.00%	FAV	Orde
10-13-115-38-5328 Merchandise Invent	\$ 2,325.00	\$ 8,402.98	\$ 6,077.98	261.42%	UNFAV	Boug
10-13-116-34-5125 F&B Wages	\$ 1,911.00	\$ 292.00	\$ (1,619.00)	-84.72%	FAV	No sl
10-13-116-38-5320 Beverage Inventory	\$ 3,150.00	\$ 1,461.32	\$ (1,688.68)	-53.61%	FAV	Orde
10-13-117-34-5125 Course Wages	\$ 11,500.00	\$ 8,210.38	\$ (3,289.62)	71.39%	FAV	No sl
10-13-117-38-5314 Computer Supplies	\$ 1,200.00	\$ -	\$ (1,200.00)	0.00%	FAV	Equip
10-13-117-38-5348 Chems-Frtlzrs	\$ 5,000.00	\$ 3,294.72	\$ (1,705.28)	65.89%	FAV	Norn
10-13-117-38-5360 Equip Mt Supplies	\$ 7,000.00	\$ 3,477.67	\$ (3,522.33)	49.68%	FAV	Less
10-13-117-38-5362 Small Tools	\$ 400.00	\$ 1,651.60	\$ 1,251.60	412.90%	UNFAV	Took
Golf Bottom Line	\$ (162,104.08)	\$ (149,814.78)	\$ 12,289.30	92.42%	FAV	
Special Rec Expenses						
10-28-470-80-5811 Capital Equip ADA	\$ 4,500.00	\$ 87.00	\$ (4,413.00)	1.93%	FAV	Have
10-28-470-80-5831 Capital Improv Bldg	\$ 1,327.72	\$ -	\$ (1,327.72)	0.00%	FAV	Have
10-28-472-38-5340 HMHB Operating Exp	\$ 1,499.40	\$ 339.00	\$ (1,160.40)	22.61%	FAV	Lowe



MEMORANDUM

To: Chief Eric Guenther

Cc: Deputy Chief Monahan 
Deputy Chief Hansen 

From: Sergeant Paul Dempsey 

Date: Thursday, April 12, 2018

Re: Park District Report –March 2018

There were seven (7) calls for service in the area parks during the reporting period, which is consistent with park district activity during this time of year. The majority of the calls were minor in nature and included criminal damage to property, field interview, suspicious persons/circumstances/vehicles, burglary alarm and a disturbance.

There were a total of 39 park checks initiated by the patrol officers during this month. There were no patterns or crime trends discovered during this month. The numbers of calls and checks were consistent with the cold weather and a decreased use of the parks.

The following gives more detail about several of the calls during the reporting period:

- On 03/02/18, Officer Hall responded to Maurice Noll Park for a criminal damage to property report. Park District employee reported unknown subjects twisted off two branches to a recently planted tree. It was unknown when the damage occurred. Extra patrol requested. No suspect information.
- On 03/17/18, Officer Bond responded to Community Park for a possible disturbance. Complainant heard what sounded like pounding on a vehicle. Ofc. Bond located the vehicle and three juveniles. The juveniles were turned over to their parents. The driver was issued an ordinance violation for trespassing in the park after hours.
- On 03/17/18, Officer Waites located an occupied vehicle at the Diamond Lake Sports Complex. The four subjects advised they were just talking. One subject was issued AHO citations for possession of cannabis and possession of tobacco. One subject was charged with manufacture/delivery of cannabis, possession of cannabis and possession of drug paraphernalia. One subject was charged with possession of a controlled substance.
- On 03/24/18, Officer Hernandez responded to Park View Center for a burglary alarm report. Officer Hernandez spoke with an employee who advised the alarm was set off in error by the cleaning crew. No evidence of criminal activity.
- On 03/25/18, Officer Calero located an occupied vehicle at Fort Hill Heritage/Skate Park after hours. Officer Calero spoke with the three occupants who advised they were playing Pokémon. They were advised of the park hours and they left the area.

Courage. Pride. Commitment.

- On 03/25/18, Officer Stadler located an unoccupied vehicle at Community Park-Barefoot Bay parking lot. Officer Stadler made contact with the driver who advised he was visiting a friend in the area and parked his vehicle in the parking lot. Subject was issued a parking citation for parking his vehicle after hours.
- On 03/30/18, Officer Hall responded to Park View Fitness Center for a burglary alarm report. Officer Hall located an unlocked door to the swimming pool facilities. Interior of the building was checked and no evidence of criminal activity. Park District employee arrived and advised an employee forgot to secure the door.

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 2018 Park District reports for your review.

Please contact me if you have any questions.

To: Board of Park Commissioners

From: Bill Brolley, Golf Operations Manager

Subject: Steeple Chase Operations – April 2018

	2017	2018
Golf Revenue (March)	\$ 6,773	\$ 14,429
Merchandise (March)	\$ 2,654	\$ 4,770
Food & Beverage (March)	\$ 1,302	\$ 1,820
Miscellaneous (March)	\$ 3,052	\$ 1,709
Gift Card (March)	\$ 865	\$ 1,015
Total Revenue (March)	\$ 14,646	\$ 23,743
Golf Revenue (4/1- 4/17)	\$ 45,005	\$ 10,657
Merchandise (4/1- 4/17)	\$ 4,769	\$ 3,578
Food & Beverage (4/1- 4/17)	\$ 6,213	\$ 1,388
Miscellaneous (4/1- 4/17)	\$ 2,870	\$ 798
Gift Card (4/1-4/17)	\$ 1,105	\$ 701
Total Revenue April 1-17	\$ 59,962	\$ 17,122
Golf Revenue (ytd)	\$ 51,778	\$ 25,361
Merchandise (ytd.)	\$ 8,759	\$ 10,122
Food & Bev. (ytd)	\$ 7,515	\$ 3,219
Miscellaneous (ytd)	\$ 6,646	\$ 4,412
Gift Card (ytd)	\$ 2,893	\$ 2,494
Total Rev. (YTD 4/17)	\$ 77,591	\$ 45,608
Paid rounds (March)	186	383
Paid rounds (4/1-4/17)	1,042	274
Paid rounds year to date (4/17)	1,228	657

We were up about 200 rounds in March compared to 2017 and up in total revenue by \$9,000. April is a far different story, weather has just been terrible. In the first 17 days of April we have had 8 days with zero golfers and 15 days with less than 25 golfers. In the first 17 days of 2017 we had 7 days with less than 25 golfers and only 1 day with zero golfers. The weekends have been really bad with snow, rain, wind and cold temps. I did see on the news this morning that May is expected to be warmer than normal, let us hope. As I'm writing this we are expecting 1 to 3 more inches of snow today.

The League on Monday nights was supposed to start playing on April 9, they have been postponed because of weather the last few weeks. They will have about 36 players again this year.

We have the Spring Scramble coming on April 21st. We have 19 teams signed up, last year we had 18 signed up.

We will be closed on Monday the 23rd for aeration and will open at 10:00 on Tuesday the 24th.

March Comparison for the past 5 years

	2014	2015	2016	2017	2018
Total Rev.	\$4,469	\$16,099	23,321	14,646	23,743
Rounds	0	168	378	186	383

MEMO TO: Board of Park Commissioners
FROM: Ron Doruff, Golf Course Superintendent
SUBJECT: Golf Course Grounds Report – April, 2018

What happened to spring? I know we usually don't have much of a spring, but this is the worst I can remember. We mowed greens more in March than we have the first half of April. The course is in good shape. All we need is some growing weather and everything should be good.

With the storm the weekend of April 14th we had cold, snowy, rainy, icy, and windy conditions. There was mostly minor damage to some out of bounds tree areas even with all of the bad conditions. There are a few sizeable limbs and lots of debris but not any total tree loss or potential uprooting.

The irrigation has been turned on and for the most part is in pretty good shape. There are always some small issues such as problems with heads that will not turn when the water is flowing, and some heads that won't turn on and off mostly because of the air in the irrigation lines. The irrigation pumps short cycle (turn on and off quickly) because of the need to be cleaned so the valves fit better. The new irrigation computer system has been installed and is ready to go. The irrigation pond was treated for weeds in November of last year after the system was turned off and blown out instead of the typical treatment in February. This allows me to use the irrigation water when I'm ready for it. I won't need to have it tested to be sure it is safe to use on the course.

With the weather the way it has been, the crew size has been kept to a minimum. None of the seniors (the fairway and rough mowing employees) have not stated yet. Some of the regular seasonal staff is still in Mexico and of course the college students are still in school. Once the weather breaks, they will be called in to start the season.

We found the time and weather to aerate the green collars on April 13th. The greens are scheduled to be aerated on April 22 with all of the accompanying processes such as top dressing to fill the holes. The top dressing will be completed on April 23. Hopefully the weather will be good for this work. There are a large number of jobs we need to complete just to catch up. We need to fertilize, verticut, aerate the tees, approaches and intermediate rough, not to mention spraying.

To: Board of Commissioners

From: Derek Solberg, Superintendent of Buildings and Grounds

Re: Parks Department Report – April 2018

The Parks Department was pleased to be able to participate in the Day of Play/Grand Opening event at the Dunbar Recreation Center on April 7th. The information table for the department saw steady traffic flow as a result of the excellent attendance at the event. Parks staff assisted with event setup, traffic control and tear down. Staff also assisted in set-up and tear down for the Egg Hunt on March 30th.

Demolition of the Community Center gym floor is underway and is expected to be completed by April 20th. The new flooring materials are scheduled to be delivered middle of the week of April 23rd and installation is scheduled to begin April 30th. The installation will last into the month of June.

At Barefoot Bay, two new pool heaters are being installed following the project being bid out. Bids for HVAC replacements at the Community Center, Diamond Lake Recreation Center and Steeple Chase clubhouse are currently being accepted. Bids will be opened on April 26th.

Grounds work has been progressing as able and depending on weather. The walking trails at Diamond Lake Sports Complex have been re-mulched. Prescribed burns were conducted at Community and Wilderness South Parks. Park infields and the Garden Plots have been worked and are ready for use. Diamond Lake Boat Launch piers have been installed for the season as have tennis nets and windscreens throughout the District.

PDRMA introduced a program to purchase podium ladders and the Parks Department is taking advantage of it. These modified A-frame ladders offer a safer, more comfortable work space. PDRMA is reimbursing up to \$500 for the purchase of one or more of these ladders.

The Park District bid and started a contract with a cleaning service to clean the Community Center and Dunbar Recreation Center. This contract has started off well and both parties are quickly getting up to speed with working together. The landscape maintenance contract work that began in 2017 is underway again. The areas covered by this contract are landscaping at the Community Center, Regent Center, Kracklauer Dance Studio and Park, Fort Hill Heritage Museum, Diamond Lake Recreation Center and Memorial Park.

A tree inventory of the managed trees in the District has been completed. In 2017 the Park District received funding from the U.S. Forest Service through the Chicago Region Trees Initiative. The inventory will be incorporated into a tree management plan for the District. The final count was close to 3,500 trees.

John Rogers and Brad Vlcek completed basic chainsaw safety training. They along with Ted Costa and Tony Elsasser attended advanced chainsaw safety training as well. Steve Yeazell completed training and passed testing to re-certify as a Certified Pool Operator. Nathan Neuwirth completed the Certified Playground Safety Inspector course.

Memorandum

To: Park District Board of Commissioners
From: Matt LaPorte, Superintendent of Recreation
RE: April 2018

The grand opening of the Dunbar Recreation Center was the highlight for the month. We estimated over 1,000 people attended the event. The "Day of Play" featured games and demos of the various activities offered by the District. The format of the day, along with the discounts led to \$54,000 in registration sales. Day camp, Barefoot Bay passes, fitness memberships and various program enrollments were the main registrations.

Programs & Events

Special events overall have done very well with participation and revenue this year. The District hosted the March 29 Flashlight Scramble for pre-teens and received 33 participants for this paid event. The Spring Egg Hunt on Friday, March 30 was also a success with approximately 1,200 people in attendance. This event featured crafts, games, a petting zoo, and egg hunts. Our next event will take place on Sunday, April 22 celebrating Earth Day. The District is partnering with SWALCO to host this event and will feature an eco-concert, nature crafts, art projects, nature education and free sapling trees (red and burr oaks) to the first 125 people. SWALCO is also coordinating the recycling drop off for paint, textiles, bikes and paper shredding. The Library will also be involved with a craft material drop off.

I am also happy to share the success of our redeveloped birthday party program. Special Events Coordinator Kelli Schillaci has revamped our birthday party packages to include hands off party planning for parents and creative themes such as Donuts and PJs, Dinosaur Party, NERF battle and many more. These parties are held at Dunbar and are another way to showcase the facility for rentals. To this point in the year, she has held 10 parties, which is half way to modest goal for the year. The Day of Play mock party set up attracted an additional list of 27 interested parents that are being contacted for future parties.

Staff are actively hiring for Trails Day Camp. Staff training is set for the last week of May. Camp begins June 4 at the Dunbar Recreation Center. There are currently 57 children registered for week one and 83 registered for week two. Graduation for the Learning Center will be held at Washington School on May 10. A Dine and Donate event will be held at Luke's on April 26. The dance team will compete in their final competition for the year on April 14 & 15. This is the Hall of Fame competition, and the one in which our dance team typically wins several awards. The annual dance recital will be held on May 19 & 20 at Mundelein High School.

MBSA was scheduled to start their season on April 16 but was postponed due to weather. AYSO will begin games at Community Park on April 21. Practices have been pushed back due to weather. AYSO will be using the fields until June. Adult Summer Softball registration is ongoing right now. Leagues are scheduled to begin the week of April 23 weather depending. Currently, there are only 16 teams registered which is down from 23 last year.

Registration & Rentals

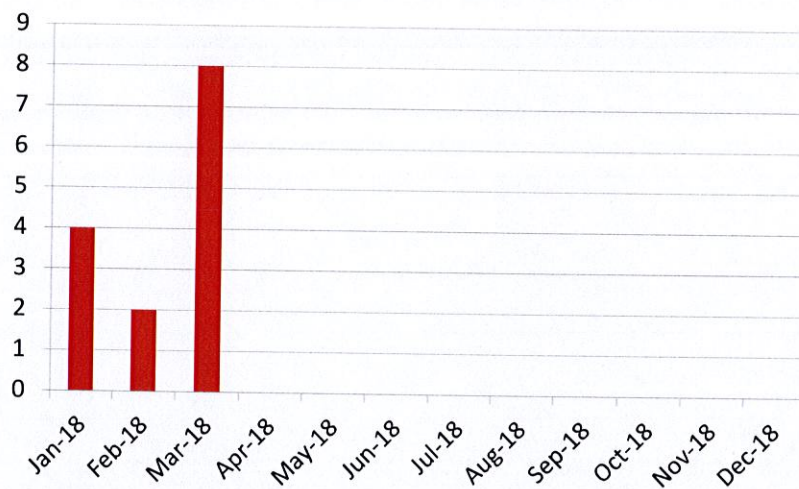
As expected Sandburg gym rentals are winding down. A total of 245 hours have been rented to groups such as Mundelein Feeder Basketball, MBSA softball and baseball, AYSO, Lake County Stallions, Lake County Lighting and Wauconda Feeder Basketball. This has led to \$7,100 in rental revenue.

As anticipated, the Regent Center rentals have picked back up. After a slow start, rentals are on track with the budget once again. Activities normally held at the Regent Center are being shifted to the Dunbar Recreation Center to fill up Dunbar with activity and free up the Regent Center for added rental availability.

Garden plot reservations have been extremely popular this year with nearly all the plots sold, only 3 large plots and 7 small plots remain out of a total of 36 available plots.

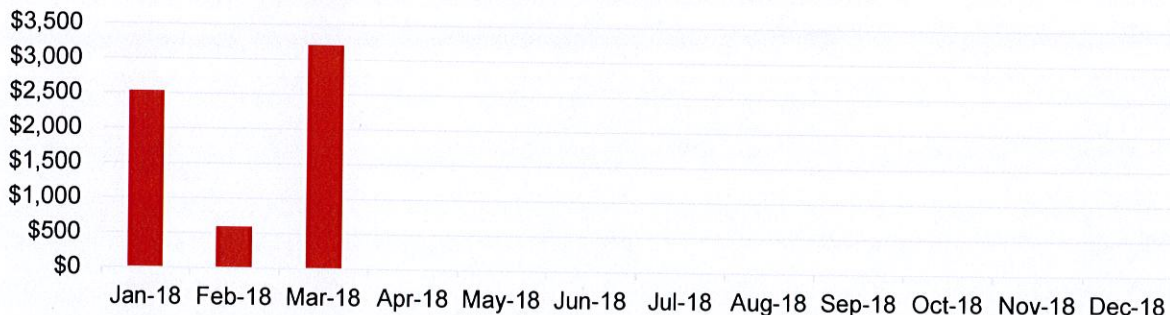
Shelter reservations have begun to slowly pick up with four reservations placed this month. Boat lunch permits have also started to come in with 18 permits being purchased.

Regent 2018 Monthly Rentals



	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18
■ Regent Center	4	2	8									

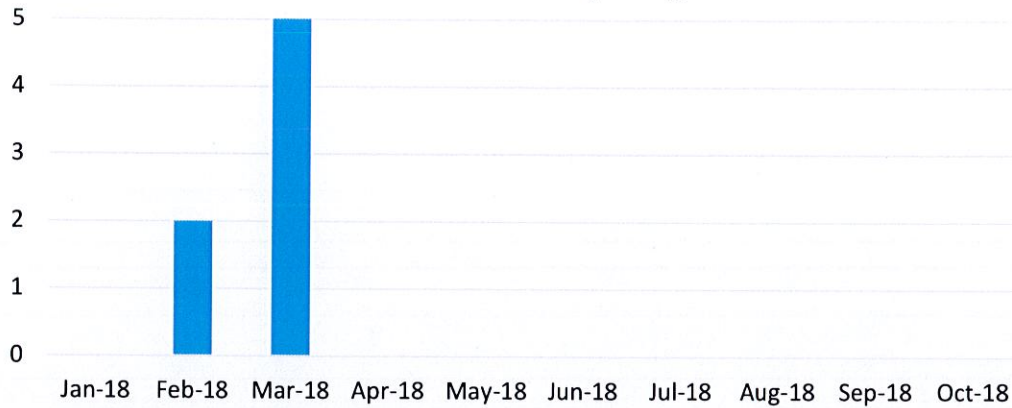
Regent 2018 Monthly Rental Revenue



	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18
■ DRC	0.00	0.00	0.00									
■ Regent Center	\$2,533	\$595	\$3,210									

■ Regent Center ■ DRC

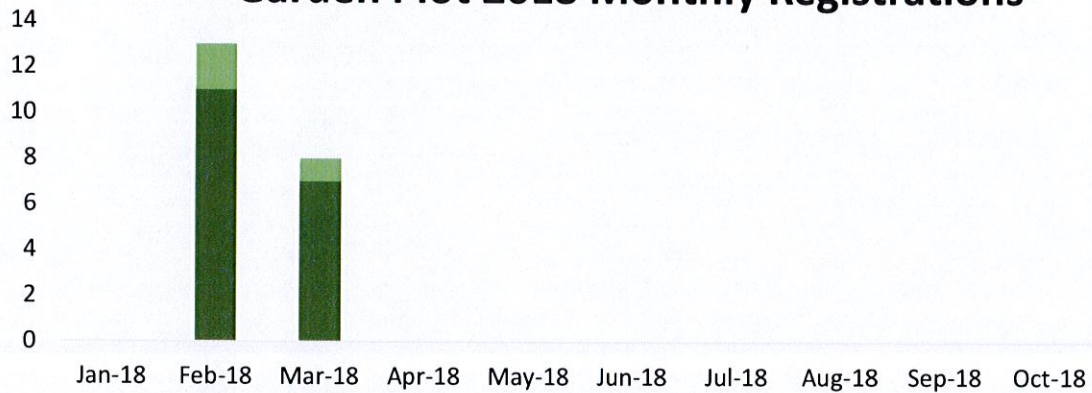
Boat Launch 2018 Monthly Registrations



	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18
NonResident	0	0	4							
Resident	0	2	14							

■ Resident ■ NonResident

Garden Plot 2018 Monthly Registrations



	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18
Small Plot		2	1							
Large Plot		11	7							

■ Large Plot ■ Small Plot

Facilities (Regent, Park View, Big & Little and Rec Connection, Barefoot Bay & Beach, Dunbar Recreation Center)

Regent: Membership numbers at the Regent Center increased for the third straight month. Membership flyers were sent out to a group of non-returning members for 2017. This effort resulted in an additional 10 memberships sold. The Regent Center has also seen a steady amount of visitation and attendance in programs, as noted in the chart below. March saw the Center receive 1,253 visits from seniors for the offered programs. The Regent Center also hosted the AARP driver program in March and the April 3 elections. These were great opportunities to hand out materials and promote the senior programs to potential new members.

The Regent Center Membership Statistics

March	TOTAL	RES	NONRES	NEW	DELWB	BOOMER
2014	337	229	108	27	44	81
2015	338	230	108	32	55	102
2016	322	216	106	20	53	93
2017	309	210	99	30	46	103
2018	307	202	105	30	52	118

February	TOTAL	RES	NONRES	NEW	DELWB	BOOMER
2014	306	211	95	20	41	77
2015	291	200	91	20	47	88
2016	293	195	98	15	47	83
2017	291	199	92	19	44	94
2018	283	189	94	19	48	114

The Regent Center Daily Attendance Statistics

2018	M	avg	Tu	avg	W	avg	Th	avg	F	avg	Total
Jan	241	80	237	47	296	59	170	43	250	63	1,194
Feb	333	83	239	57	250	62	196	49	232	77	1,250
Mar	329	82	200	67	245	61	174	35	305	76	1,253

Park View Fitness Center: With the current vacancy in the Community Center Manager role, I am currently overseeing operations at Park View. I am using this time to evaluate the business and staffing models; while also evaluating ways to improve the membership sales and reduce expenses. I anticipate opening the position the week of April 25. In other news, Nicole Schaller was recently hired to fill the vacant Fitness Coordinator position. Her duties will be to oversee the personal training, group exercise and fitness equipment areas of the center. Last, I am currently reviewing the purchase/selection of fitness equipment

in order to upgrade the cardio equipment and develop new equipment to enhance personal training revenue.

Big & Little/Rec Connect: Big & Little added two new students in April and one child added an extra day, However, three students withdrew from the program. The good news is that the income derived from the two new students is \$46.00 per week greater than the loss of income from the three that withdrew. So revenue wise, we are ahead. Staff are still conducting tours each week and have a few new commitments for fall enrollment.

The Vision & Hearing Screening held on March 21 resulted in a five year old diagnosed with a severe vision problem. She was referred to an eye doctor for further testing and she came back in two weeks with glasses. The parents were very appreciative that the screening alerted them to this issue.

Ten staff will be attending the Early Childhood workshop at the College of Lake County on Saturday and will be earning 3.5 hours of in-service training to help meet their annual training requirements.

Big & Little Enrollment

	<u>Total</u>	<u>Full Time</u>	<u>Full Days</u>	<u>½ Days</u>
April 2018	61	15	24	22
April 2017	70	30	23	17
April 2016	70	31	26	13
March 2018	62	15	25	22
February 2018	61	16	25	20

Rec Connect: The Rec Connect team hosted the IPRA School Age Committee meeting at the Dunbar Recreation Center on April 12. This marks the third professional meeting held at the Dunbar Recreation Center. Another IPRA meeting for the Facility Management group is scheduled in September. These are great opportunities to show off the facility to fellow Parks & Recreation professionals.

Rec Connection Enrollment

	<u>Total</u>	<u>MCC</u>	<u>Washington</u>
April 2018	164	78	86
April 2017	176	75	101
April 2016	167	74	93
March 2018	164	76	88
February 2018	163	75	88

Barefoot Bay & Diamond Lake Beach: Through April 13 we have sold 1,018 Barefoot Bay season passes, or an increase of 25 from the last month. There have been 22 beach passes, an increase of 19 and 82 combo passes, an increase of 54 combo passes. This has resulted in a total revenue of \$66,730 for the three pass types. This is way up from last year's total of 959 Barefoot Bay passes and \$54,911 at this time.

The aquatics department still has a need for lifeguards but otherwise they are hired up with management staff. Manager training was held on April 7 and 8, with another session to follow on April 21 and 22. Lifeguard training will begin May 4.

Barefoot Bay Season Pass Revenue			
	Res	Non-Res	Total
2018	\$ 43,856.50	\$ 17,340.00	\$ 61,196.50
2017	\$ 35,233.50	\$ 15,937.95	\$ 51,171.45
2015	\$ 29,331.00	\$ 12,133.50	\$ 41,464.50
2015	\$ 27,930.00	\$ 8,815.00	\$ 36,745.00
2014	\$ 35,070.00	\$ 17,980.00	\$ 53,050.00
Combo Season Pass Revenue			
	Res	Non-Res	Total
2018	\$ 4,586.50	\$ 650.00	\$ 5,236.50
2017	\$ 3,410.40	\$ -	\$ 3,410.40
2016	\$ 5,000.00	\$ 535.00	\$ 5,535.00
2015	\$ 4,410.00	\$ 390.00	\$ 4,800.00
2014	\$ 6,210.00	\$ 520.00	\$ 6,730.00
Beach Season Pass Revenue			
	Res	Non-Res	Total
2018	\$ 297.75	\$ -	\$ 297.75
2017	\$ 330.00	\$ -	\$ 330.00
2016	\$ 305.00	\$ -	\$ 305.00
2015	\$ 305.00	\$ 165.00	\$ 470.00
2014	\$ 510.00	\$ 155.00	\$ 665.00

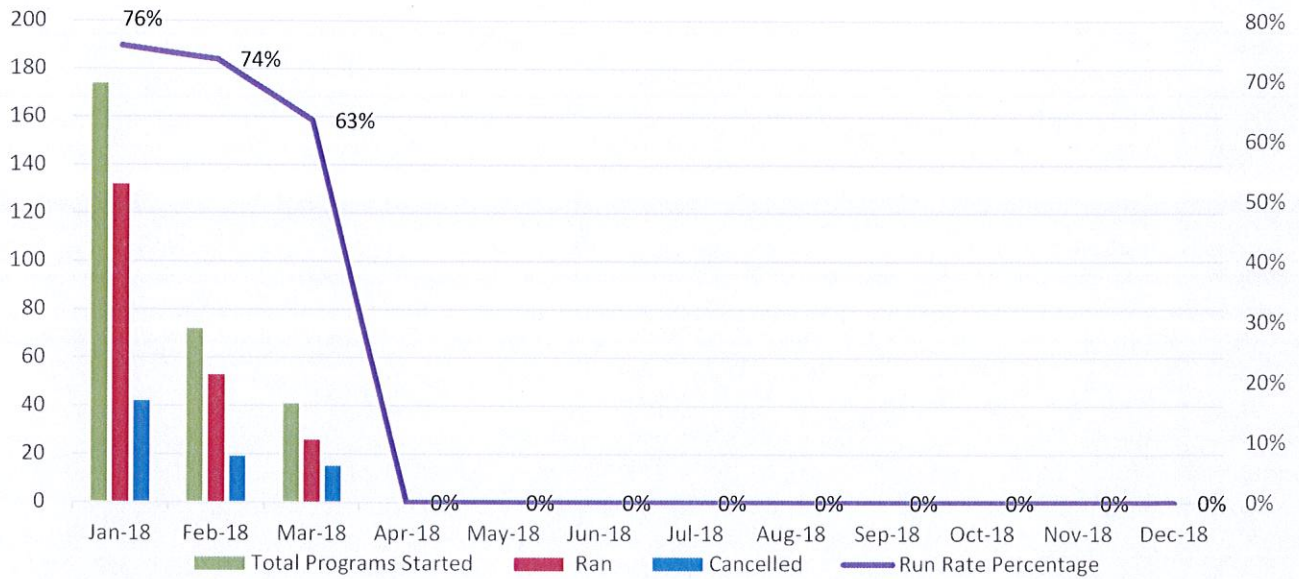
Dunbar Recreation Center: The gymnasium at the Dunbar Recreation Center will be used for programs and a limited number of open gym hours with the construction of the gym floor at the Community Center. Additional programs held during March included birthday parties, several events, youth dance and Rec Connect. Camp is scheduled to begin June 4. Athletic programming will also begin on April 16.

Mundelein Parks Foundation

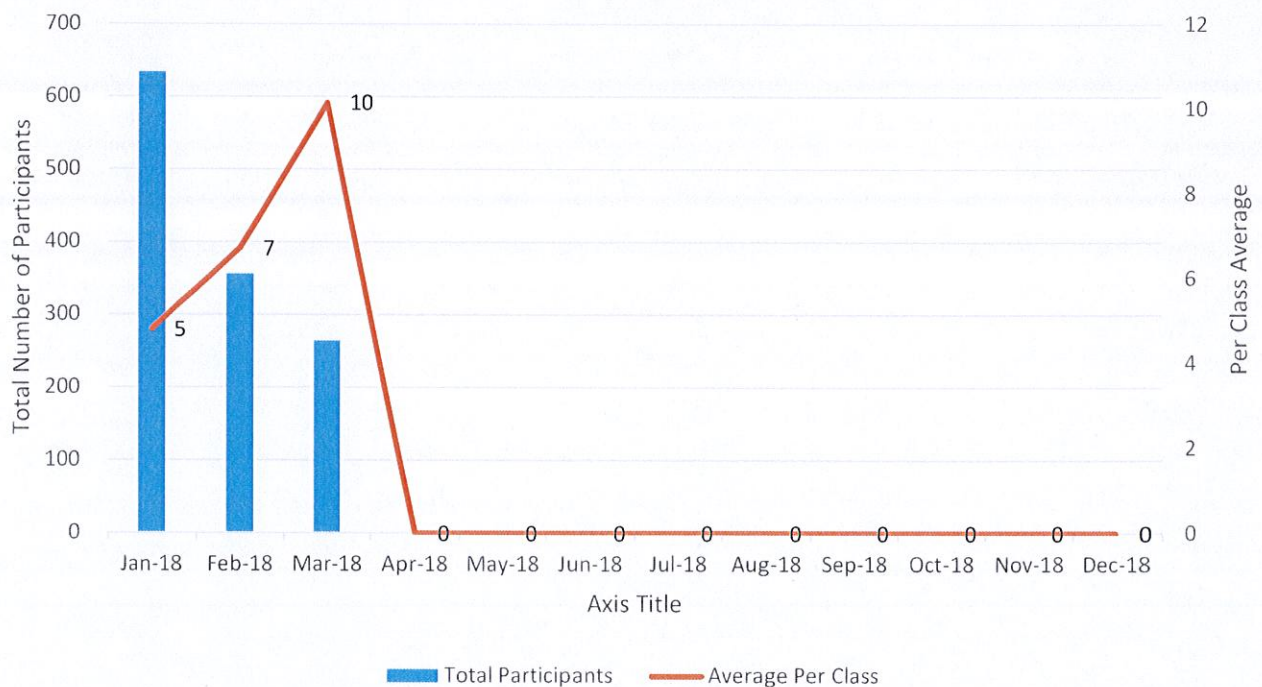
The present Foundation balance is \$9,300.07. Two camp scholarships were approved in the past month, both of which will be absorbed by the camp program.

REGISTRATION REPORTS

Activities Report



Participation Data



Mundelein Parks & Recreation District

Memorandum

To: Board of Commissioners
From: Linda Miller, Superintendent of Business Services and Technology
RE: April 2018 Monthly Report
DATE: April 18, 2018

Finance

We received the IMRF statement for the 2017 Comprehensive Annual Financial Report and the final draft is now being completed.

Human Resources

Anthony Nitti completed the payrolls for the periods of 03/18/18 – 03/31/18 for 162 employees and 04/01/18 – 04/14/18 for 169 employees. We are recruiting for the job positions of swim instructors and lifeguards for the Indoor Pool, Building Maintenance Supervisor, Superintendent of Business Services & Technology., as well as all summer seasonal positions. Anthony recruited at the Day of Play Event held at the Dunbar Recreation Center grand opening. He also coordinated the March wellness bowling event.

IT

The majority of the server upgrades are complete. The shared storage device was installed and implemented, and the migration to virtualized servers is in process. The server cables were remounted and labelled for more efficient server maintenance. The server for the BS&A financial software implementation is being configured. The current financial database underwent a Data Clean and a second preliminary data extract for BS&A is scheduled.

Risk Management

Property Loss Report

None.

Employee Injury/Illness

March 22	Golf	Leaned over and dew-whip in back of the vehicle caught him under the left eye, laceration	Urgent care
April 11	Golf – Clubhouse	Kitchen Manager lifted a case of Gatorade and strained right shoulder.	Report only

Accident/Incident Summary

March 23	Parkview	Boy, 15, jumped for basketball and landed awkwardly on side of left foot	First-aid
April 10	Parkview	Adult female tripped on sidewalk and lacerated her forehead, and bump on back of head	First-aid EMS transported to Condell

Risk Management

Monthly Summary

Training for the month of April is Lock-out/Tag-out and Confined Spaces.

The 2018 Loss Control Review site visits have been scheduled.

PDRMA Safety Considerations at Aquatics Facilities training was attended on April 5th by the Risk Manager and the Aquatics Supervisor.

The double-walled tank for disposal of used oil and such was placed in the garage at Golf Maintenance in accordance with our Spill Prevention Countermeasure and Containment plan. The permit process will take about six weeks.

Annual harness and fall protection equipment are being inspected this month.