

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

Monday, April 24, 2017

7:30 p.m.

AGENDA

Call To Order:

Pledge of Allegiance:

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

Approval of Minutes: Committee Meeting April 10, 2017
Regular Meeting April 10, 2017
Executive Session April 10, 2017

Approval of Disbursements: Warrants 041317, 041817, 041917, 042117, 042417 = \$265,493.59

Financials: March

Police Report: March

Correspondence:

Old Business:

1. Executive Director's Evaluation

New Business:

Board Business:

Staff Reports

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)

Executive Session Action: Real Estate Acquisition

Visitors:

Adjournment:

**MUNDELEIN PARK AND RECREATION DISTRICT BOARD OF
PARK COMMISSIONERS, MUNDELEIN, LAKE COUNTY, ILLINOIS
HELD MONDAY, APRIL 10, 2017 AT 7:30 P.M. AT THE
MUNDELEIN COMMUNITY CENTER ADMINISTRATIVE 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 KNUDSON 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 the Committee Meeting and Regular Meeting minutes from March 27, 2017, second by Commissioner ORTEGA. President KNUDSON 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 032817, 040317, 040417, 040717, and 041017 and in the amount of \$368,487.12 second by Commissioner McGRATH. President KNUDSON 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, ORTEGA and KNUDSON voting yes.

Commissioner DOLAN moved to approve the updated Board Manual, second by Commissioner ORTEGA. President KNUDSON repeated the motion and asked if there were any questions and none were raised. A voice vote was taken with all voting yes.

Commissioner ORTEGA moved to accept the bid from Breezy Hill Nursery in the amount of \$51,390 for landscape work at the new facility, second by Commissioner McGRATH. President KNUDSON repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners ORTEGA, McGRATH, DOLAN, and FRASIER & KNUDSON voting yes.

Commissioner DOLAN moved to adjourn to Executive Session at 7:33 p.m. for the discussion of two personnel issues under Personnel 5 ILCS 120/2 (c)(1), second by Commissioner McGRATH. A voice vote was taken with Commissioners DOLAN, McGRATH, FRASIER, ORTEGA and KNUDSON voting yes.

The regular meeting resumed at 8:24 p.m.

There being no further business, Commissioner ORTEGA moved to adjourn at 8:24 p.m. second by Commissioner McGRATH. The motion was unanimously approved.

Secretary

Mundelein Park & Recreation District
Committee of the Whole
April 10, 2017

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 KNUDSON.

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

Executive Director RESNICK said no new questions had been raised about the updating Board Manual. Commissioner ORTEGA pointed out an incorrect title on the first page. This will be corrected.

The Board reviewed the bids for the landscape work at the new facility.

Executive Director RESNICK shared comments from Village Administrator John Lobaito regarding increasing the value of land in the land/cash ordinance. The Board felt that since the dollar value was given by the Illinois Department of Transportation, it was objective. The Executive Director will check with the Vernon Hills Park District to see if they have adjusted their land value.

The Board was updated on one recent tax appeal.

Executive Director RESNICK requested an Executive Session for the purpose of discussing two personnel items.

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

Secretary

**MEETING REMINDER
MONDAY, APRIL 24, 2017**

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

Action Items

Old Business

1. Executive Director's Evaluation

New Business

Updates

1. Land/Cash Ordinance
2. Steeple Chase Clubhouse and Driving Range Analysis
3. Illinois Department of Commerce Grant
4. Lake County Park District Tax Rate Comparison
5. Annual Meeting
6. Executive Session

Old Business

The Board discussed the Executive Director's performance evaluation and salary adjustment during Executive Session April 10, 2017.

Staff recommends approving the Executive Director's merit increase as discussed.

Updates

The Board has been discussing the possible increase in the land value of our land/cash ordinance. As reported last month, the Illinois Department of Transportation has given the District a land valuation of \$152,000 per acre, while our current ordinance has a value of \$100,000 per acre. The Vernon Hills Park District's current land value rate is \$190,000 per acre but their Mayor has talked to them about increasing that to \$200,000 per acre. The Park District does not have a timeframe for this action but did not feel it would be soon.

Attached is an analysis of expanding the clubhouse and constructing a driving range at Steeple Chase Golf Club. Staff is prepared to answer questions from the Board.

Building Supervisor Joe Albert submitted a grant application for the upgrade of the lighting fixtures in the parking lot at the Community Center. The total cost of the project will be approximately \$18,000. The grant is for \$5,334. This project was included in the 2017 Budget and Workplan.

Each year the County sends out rates for all taxing bodies in the County. It is interesting to see where our rate compares to other Park Districts. At .478105, we are well below the average of .612950. A list of all Park District rates is included.

Just a reminder, the annual meeting for the Board is May 8th.

I am requesting an Executive Session to discuss possible land acquisition. .

**Mundelein Park & Recreation District
Memorandum**

TO: Board of Commissioners

FR: Margaret Resnick, Executive Director
Bill Brolley, Golf Operations Manager
Linda Miller, Superintendent of Business Services & Technology

RE: Steeple Chase Expansion Analysis

DT: April 20, 2017

During the development of the Master Plan and Strategic Plan, the Board and staff ranked capital improvement priorities. Both exercises had the expansion of the clubhouse and construction of a driving range at Steeple Chase Golf Club as high priority. While both of these could benefit the District, we had not completed a cost/benefit analysis. The Board asked staff to complete this exercise and the results follow this memo.

There were several assumptions made while completing this exercise. First, we researched the average size and cost of weddings in the area. Second, we used an average of \$200 per square foot for construction and calculated this on the entire structure as the building will be completely redone. Third, we used industry averages for construction of parking lots (option A is a deck with only the second story based in the calculations and option B would require using the practice area or purchase land which is not in the calculations). And fourth, we were not able to obtain construction pricing for a tiered driving range, so used \$180,000. This figure assumes \$10,000 per lower level hitting station and \$20,000 for the second level stations. There would be six stations per level. We do not know whether waterway permits will be required, or if this would be allowed.

Based on these figures, the driving range would be profitable in five years and the clubhouse would be profitable right away if we were to issue G.O. Bonds after a successful referendum.

There are three financing options. We have the ability to issue approximately \$20,000,000 in debt, but would need a referendum for anything more than \$500,000. The driving range we could issue non-referendum bonds, pushing us to the ceiling of our non-referendum debt. If we issue \$6,000,000 the annual payment would be \$450,000 and if we issue \$9,000,000 the annual payment would be \$676,000. This would increase our tax rate .05 to .07 roughly.

**Capital Requirements
Steeple Chase Banquet Facilities**

Capital	Description	Option 1	Assumptions	
		Add Second Floor Parking to Existing Lot in dollars	Sq Foot	\$/Sq Foot
Building and Land Improvements				
	Club House Renovation	6,000,000	30,000	200
	Parking Lot	3,420,000	114	30,000
	Building and Land Improvements Total	9,420,000		
Furniture, Fixtures & Equipment				
	Kitchen Equipment	28,000		
	Kitchen Cookware/Cutlery	2,200		
	Dining Room/Buffer Furniture & Fixtures	20,000		
	Smallwares	10,000		
	Interior Decoration	25,000		
	Contingency for FFE (15%)	12,780		
	FFE Total	97,980		
Total Capital Requirements		9,517,980		
	Return on Investment in Years	97.00		

Capital	Description	Option 2	Assumptions	
		Add Additional Parking Lot for 125 Vehicles in dollars	Sq Foot	\$/Sq Foot
Building and Land Improvements				
	Club House Renovation	6,000,000	30,000	200
	Parking Lot	312,500	125	2,500
	Building and Land Improvements Total	6,312,500		
Furniture, Fixtures & Equipment				
	Kitchen Equipment	28,000		
	Kitchen Cookware/Cutlery	2,200		
	Dining Room/Buffer Furniture & Fixtures	20,000		
	Smallwares	10,000		
	Interior Decoration	25,000		
	Contingency for FFE (15%)	12,780		
	FFE Total	97,980		
Total Capital Requirements		6,410,480		
	Return on Investment in Years	65.33		

**Projected Annual Budget
Steeple Chase Banquet Facilities**

<i>Description</i>	<i>in dollars</i>	<i>Assumptions</i>			
Rental Parties	540,000	<i># Rentals</i>	<i>Quantity</i>	<i>\$/Plate</i>	
Operating Income	540,000	40	150	90	
<i>Cost of Goods Sold</i>					
COGS 40%	216,000				
<i>Labor ***</i>		<i># Staff</i>	<i>Pay Rate</i>	<i>Hours/Event</i>	<i>#Events</i>
Food & Beverage Manager - Full Time	50,000	1	50000/yr		
Head Chef - Full Time	53,000	1	53000/yr		
Line Cook/Back Kitchen	8,424	3	11.70	6	40
Bartenders	6,440	2	11.50	7	40
Servers	11,760	4	10.50	7	40
Payroll Taxes	9,916	7.65% Total Wages			
Benefits (Health Ins & Pension)	59,390	IMRF=Full Time Payroll *13% + Health Ins @ \$23,000/yr for 2 FT			
<i>Other Expenses</i>					
Utilities	1,500				
Supplies	5,500				
Supplies - Cleaning	2,000				
Supplies - Paper & Plastics	9,000				
Equipment Maint & Repair	3,500				
Facility Cleaning					
Liquor License					
Linen/Laundry	3,600				
Uniforms	900				
Glassware/China/Silverware	950				
Operating Expenses	441,880				
Net Income	98,120				

*** Source: US Bureau of Labor Statistics

**Steeple Chase Driving Range
Revenue/Expense Projections**

Start Up Expenses

Construction	\$	180,000
Ball Dispenser	\$	6,000
Ball Washer	\$	1,500
Balls	\$	7,500
Buckets	\$	500
Floating Greens	\$	15,000
Matts	\$	4,800
Boat	\$	1,000
Total	\$	<u>201,300</u>

Annual Operations

Revenue

Golfers (30%)	\$	50,400
Walk Ups	\$	<u>10,500</u>
Total	\$	60,900

Expense

Replacement Balls	\$	2,500
Replacement Mats	\$	2,400
Ball Retrieval	\$	<u>10,000</u>
Total	\$	14,900
Surplus	\$	46,000



Illinois
Department of Commerce

& Economic Opportunity

OFFICE OF ENERGY & RECYCLING

Bruce Rauner, Governor

Mr. JOE ALBERT, BUILDING MAINTENANCE SUPERVISOR
Mundelein Park & Recreation Dist
1401 N MIDLOTHIAN RD
MUNDELEIN, IL 60060-1149

April 13, 2017

Re: 10306 Mundelein Park & Recreation Dist

Dear Mr. ALBERT:

The Department is in receipt of your Public Sector Energy Efficiency Pre-approval Application to install energy efficiency equipment at the Mundelein Park & Recreation Dist. Your Application 10306 has been reviewed and was found to meet all the necessary requirements to proceed with the proposed project. Please refer to APP 10306 for all correspondence regarding this project.

This letter will serve as your formal Notice to Proceed for this project. Funds reserved for your project are estimated to be \$5,334.00. The Final Application and the final documentation must be submitted by May 8, 2017, to ensure processing. It is your responsibility to verify that equipment meets the required specifications. Appropriate Program Specifications should be provided to the vendor before you purchase equipment.

Please be advised that final documentation must include: Final Application/Certification, equipment specifications and copies of related invoices. Your facility may be selected for a verification site visit.

Please indicate your agreement with these terms by signing this letter and returning to Dan Wheeler, Department of Commerce & Economic Opportunity, Illinois Energy Now, 500 E. Monroe 11th Fl, Springfield, IL 62701. Save resources and scan the signed Notice to Proceed and e-mail to Dan.Wheeler@illinois.gov.

Sincerely,

Approved by: _____

(Signature)

A handwritten signature in blue ink, appearing to read "Dan Wheeler".

(Date)

Dan Wheeler
Illinois Energy Now

(Printed Name)

**Lake County Park Districts
2017 Tax Rates**

Agency	Rate
Barrington	0.749786
Buffalo Grove	0.491695
Deerfield	0.542154
Foss	0.837212
Grandwood	0.600982
Grayslake	0.504147
Gurnee	0.504374
Highland Park	0.528764
Lake Bluff	0.481312
Lindenhurst	0.457756
Mundelein	0.478105
Round Lake	0.786839
Vernon Hills	0.419441
Wauconda	0.466226
Waukegan	1.034094
Wheeling	0.803976
Wildwood	0.504535
Zion	1.186369

Averages 0.612950

Agency	Highest/Lowest
Zion	1.186369
Waukegan	1.034094
Foss	0.837212
Wheeling	0.803976
Round Lake	0.786839
Barrington	0.749786
Grandwood	0.600982
Deerfield	0.542154
Highland Park	0.528764
Wildwood	0.504535
Grayslake	0.504147
Gurnee	0.504374
Buffalo Grove	0.491695
Lake Bluff	0.481312
Mundelein	0.478105
Wauconda	0.466226
Lindenhurst	0.457756
Vernon Hills	0.419441

MEMORANDUM

To: Chief Eric Guenther

Cc: Deputy Chief Monahan
Deputy Chief Hansen

From: Sergeant Brian Kisselburg

Date: Sunday, April 09, 2017

Re: Park District Report – March 2017

There were twelve (12) calls for service in the area parks during the month of March, which is consistent with park district activity during this time of year. The majority of the calls were minor in nature and included suspicious circumstances/vehicles, parking complaints, animal complaints, and an assist rescue.

There were a total of 123 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 weather and decline in use of the parks.

The following gives more detail about several of the calls for service during March 2017:

- On 03/07/17, Officer Smith took a suspicious circumstance call at Parkview for a phone call which was made by an employee's son. The caller advised that the Park District should monitor the employee for possible child abuse. It was determined that the caller has emotional issues and advised that they would call to make trouble for the employee. The employee was able to get an Order of Protection and he was advised not to call anymore. There was no indication that the employee did anything wrong nor were there any previous complaints about the employee.
- On 03/11/17, Officer McElroy responded to the Diamond Lake Sports Complex to assist rescue with a subject having a medical issue. The subject advised that he had used cocaine and was not feeling well. The subject was transported to Condell and his vehicle was left in the parking lot.
- On 03/13/17, CSO Kumpula was dispatched to the Diamond Lake Sports Complex for a vehicle parked in the lot that appeared to be there overnight (the vehicle from the above mentioned call). CSO Kumpula made contact with the vehicle owner who had a medical emergency and left the vehicle in the lot. The vehicle was later removed by a family member.
- On 03/17/17, Officer Waites located an occupied vehicle at Lewandowski Park. Officer Waites made contact with the occupants and smelled the odor of cannabis. Officer Waites later located cannabis in the vehicle and cited one of the occupants for possession of cannabis.

Courage. Pride. Commitment.

- On 03/20/17, Officer Hernandez responded to Parkview for a report that there was an odor of cannabis in the locker room and later in a hallway by the basketball courts. Officer Hernandez checked both areas and spoke to some subjects playing basketball who denied any drug use.
- On 03/26/17, Officer Callaghan located an occupied vehicle parked at Lewandowski Park. Officer Callaghan made contact with the occupant who advised that he was just reflecting on life. There was no indication of any criminal activity and the occupant was advised of the park hours.

Officers will continue to perform walk-throughs at Park View to deter unwanted subjects from attending, 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 2017 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 2017

	2017	2016
Golf Revenue (March)	\$ 6,773	\$ 13,910
Merchandise (March)	\$ 2,654	\$ 3,954
Food & Beverage (March)	\$ 1,302	\$ 1,912
Miscellaneous (March)	\$ 3,052	\$ 2,935
Gift Card (March)	\$ 865	\$ 610
Total March Revenue	\$ 14,646	\$ 23,321
Golf Revenue (4/1- 4/17)	\$ 45,005	\$ 35,126
Merchandise (4/1- 4/17)	\$ 4,769	\$ 7,931
Food & Bev. (4/1- 4/17)	\$ 6,213	\$ 6,347
Miscellaneous (4/1- 4/17)	\$ 2,870	\$ 8,014
Gift Card (4/1-4/17)	\$ 1,105	\$ 929
Total Revenue April 1-17	\$ 59,962	\$ 58,347
Golf Revenue (y.t.d.)	\$ 51,778	\$ 49,036
Merchandise (y.t.d.)	\$ 8,759	\$ 13,649
Food & Beverage (y.t.d.)	\$ 7,515	\$ 8,259
Miscellaneous (y.t.d.)	\$ 6,646	\$ 10,955
Gift Card (y.t.d.)	\$ 2,893	\$ 1,873
Total Revenue (Y.T.D. 4/17)	\$ 77,591	\$ 83,772
Paid rounds (March)	186	378
Paid rounds (4/1-4/21)	1,042	860
Paid rounds year to date (4/21)	1,228	1,238

We were down rounds in March mostly due to rain, the last seven days of March we had a total of 11 rounds. Rounds are up in April so far even with all the rain and cold weather. We have been fairly lucky most of the really nice days have been on the weekends. Hopefully it will stop raining and we can start drying out. The miscellaneous line is down in April by about \$5,200. This is because our TPGL group that play on both Saturday and Sunday have not paid for their loyalty program yet. I think they are paying this coming weekend. Last year they had paid already, which would add about \$6,000 to the bottom line and put us even with last year.

The League on Monday nights started playing on April 17th, they have 36 players signed up for their league this year which is four less than last year.

We have the Spring Scramble coming on April 22nd. We have 18 teams signed up, last year we had 15 signed up. The 18 teams is the most teams we have had in the last seven or eight years.

We will be closed on Monday April 24th for aeration and will open at 10:00 on Tuesday the 25th.

March Comparison for the past 5 years

	2013	2014	2015	2016	2017
Total Revenue	\$1,100	\$4,469	\$16,099	\$23,321	\$14,646
Rounds	0	0	168	378	186

MEMO TO: Board of Park Commissioners

FROM: Ron Doruff, Golf Course Superintendent

SUBJECT: Golf Course Grounds Report – April, 2017

We have had a good start to the season, except for the weather. All of the crew members have returned except for two college students. The irrigation system had minimal startup problems and we didn't have any winter turf damage. Other than a few branches here and there, the trees seemed to have made it through the winter also. All areas except for the rough have had their first couple of mowings and with the warmer temperatures arriving, those areas are starting to green up.

On Sunday night (April 23), we have scheduled our regular aerification of greens. On Monday we will be shoveling up the plugs and filling the aerification holes. The collars have been aerified already on April 17. We usually do the collars the week before the greens. The tees, around the greens, and the intermediate rough will also be aerified. Aerification releases carbon dioxide from the soil, provides firmer and smoother putting greens and fairways, promotes root growth, and reduces organic matter.

We still have not completed re-sanding one of the sand traps on #7 because of the wet conditions. Once it dries up enough, we will be installing new sand in the trap and sodding the bad areas that were damaged when we originally removed the sand from the traps.

We have many herbicide, pesticide, and fertilizer applications to apply. Due to the wet conditions, we are a little behind in these areas. Once the weather cooperates we will catch up in these areas including spraying dandelions.

The cart paths seem to have taken a beating over the winter. There are many pot holes, cracks, and separations to be taken care of. These areas will be evaluated and the worst will be taken care of first.

What a difference a year makes as far as the number of geese on the course. There aren't the groups like we have had in the past. It's more scattered couples. Hopefully this trend will continue and be more manageable that is was in previous years.

To: Board of Commissioners

From: Derek Solberg, Superintendent of Buildings and Grounds

Re: Parks Department Report – April 2017

The Illinois Department of Commerce & Economic Opportunity IL ENERGY NOW programs has reviewed and approved the Pre-Approval Application submitted for the installation of high efficiency lighting at the Community Center parking lot. Building Maintenance Supervisor Joe Albert is overseeing the application process and the installation of the lighting.

Any usable items from the Chalet have been removed in anticipation of the building demolition. This includes the water heater, refrigerator, light timer controllers and any plumbing and electrical fixtures that can be re-used in another building.

Diamond Lake and the Boat Launch have been prepared for the season. Piers and safety buoys have been installed. The Boat Ranger staff is being assembled and will be a combination of returnees and new team members. An orientation and training will be held in mid-May. New staff will also spend time on the water with experienced staff as they become familiar with the lake and the position.

Barefoot Bay and the Spray Park are being prepared for the upcoming season. The main pool and dive well have been cleaned and are being filled. The Lazy River is being cleaned. Decks, deck chairs and other items are being cleaned as well. Refinishing of the water slides started April 18th and will continue, dry weather permitting, until completed.

Planning and pricing for building maintenance projects throughout the District is ongoing. Anticipated work includes flooring at the Regent Center, entry way renovation at Kracklauer Dance Studio and scheduled rooftop HVAC unit replacement at the Community Center. All of this work will be contracted out.

Equipment and vehicle maintenance has included preparation and start-up of all of the grounds equipment used throughout the season. After mowers were completed other implements and machines were brought in for service and any needed repairs. Following removal of the 1-ton salt hopper, the bed of the Ford F-350 that serves as the salt truck has been sandblasted, sanded and will be repainted. The updated coating will be a material that features increased resistance to corrosion.

Building landscaping has improved in the past month. The contractor hired to complete this work has started off well. All sites have been cleaned up, edged, pre-emergent herbicide applied and mulch installed.

Grounds work is ongoing and the first mowing of the season began April 17th. Water fountains are being started up, infields groomed, and fields prepared for AYSO and other organizations. The Garden Plots have been too wet to cultivate as of this writing and will be as soon as possible. The seasonal staff is being assembled for this part of the department as well.

To: Park District Board of Commissioners
From: Rita D. Kipp, Superintendent of Recreation
Re: April Board Report 2017

PROGRAMS

Spring programs are winding down. Emphasis now is on the dance recital, completion of Learning Center, and the start of summer. Dance recital is scheduled for the weekend of May 20 and 21. Learning Center has an open house scheduled for April 20 and plans for "graduation" have begun.

REGISTRATION

Boat launch key purchases increased in March as the pier went into Diamond Lake; park and picnic shelter rentals have also seen an increase. Barefoot Bay early bird membership sales were brisk through the end of March. The department was busy with proofing and correcting the summer brochure and sending out end of session program evaluations. We received about a 13% return rate on the most recent group of evaluations sent out. In addition to all of the "normal" duties the registration manager created a process for purchasing dance recital tickets online, took over the special events/party coordinator data input responsibilities, cleaned up memberships for Park View, and created training sheets for staff to better answer camp questions for online customers. Registration data is attached.

LEAGUES

Softball leagues are scheduled to begin April 24th. Still waiting on some late team payments but it appears we will have three leagues with 23 teams total, one more team than last year.

SPECIAL EVENTS

The Spring Egg Hunt was held on Friday, April 14th. The event was HUGE and everything went well. North Shore University Health provided a \$1,000 sponsorship so our new Special Events coordinator added a mini petting zoo to the event and it was well received. In addition, Jewel provided bags and was there handing out cookie coupons, fruit, etc. and Ronald McDonald was onsite visiting with the children. Our Sponsorship Coordinator secured additional dollars from Knauz Auto Group. The additional funds brought in through sponsorship really allow us to expand what we do with our free events.

Upcoming special events include the Dance Recital, May 20th and 21st, Art in the Park, June 15th, and Community Picnic June 17th.

FACILITIES

Regent Center numbers are attached. Mary Yoho worked the crowd on election day and managed to sign up five new members. Lake County Assessor's office was at the Regent Center to help seniors with the required annual paperwork.

Big and Little and Rec Connection numbers are attached.

Park View numbers are attached. As you can see we have some categories moving positively and some losing some ground. Staff is working on developing a membership referral program to fill some of the gaps. Staff attended a roundtable discussion on the Silver Sneakers or Trivity program. These programs are for 55 years plus and it is a way that health insurance providers will reimburse members for their fitness membership. There is a lot of research that needs to be done before moving forward and staff will continue their investigation.

Aquatic season pass sales numbers are attached. We are above last year's totals for the same time period. Overall hiring is at 74%. This is a bit lower than staff would like so a Facebook promotion has begun. A handful of 2016 staff have not confirmed whether or not they will be returning. Aquatic Supervisor Mike Gerton will be attending a job fair at MHS on April 25th with the HR Manager. The second session of manager training will be April 29th and 30th. Two new events will be added at Barefoot Bay this year, Season Pass holder Appreciation Day on July 31st and a Craft Beer Nigh on July 22nd. (This is in addition to our popular Margarita night scheduled for June 24th.)

TRAINING AND EDUCATION

Scott Schleiden attended the Indiana University Executive Development Program April 9-12. He felt it was an excellent program and hopes to attend year two in 2018.

Our swim lesson coordinators will be attending the Starfish Swim Instructor training program on April 21st & 22nd.

AFFILIATE ORGANIZATIONS

MBSA started their season on April 17th. The second field permit registration day was held on April 8th. AYSO will begin their games on April 22nd.

RECREATION ADVISORY COMMITTEE

Next meeting scheduled for May 2 at 6:00 p.m.

MUNDELEIN PARKS FOUNDATION

Will be scheduling a meeting mid May.

MISCELLANEOUS.

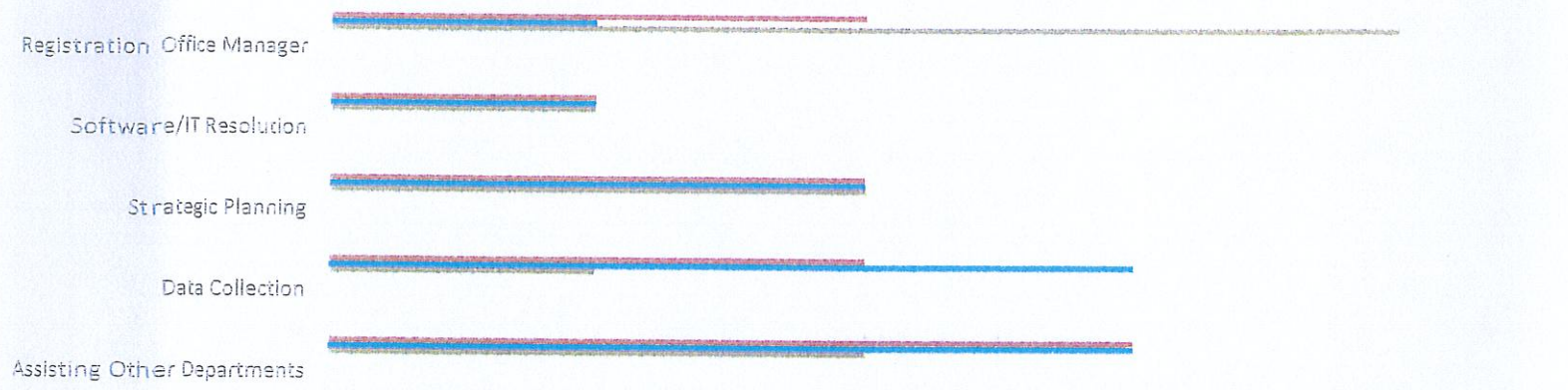
I attended a summer program registration night at West Oak on April 12th. I met with a few parents and discussed our new program being held at West Oak. The program at West Oak received an additional (over & above our \$1,000 grant) donation for scholarship dollars from the Mundelein Afterschool Coalition. The Principal of West Oak, Chris Willeford, and I approached Chief Gunther and asked for some support and he was good enough to give us a \$2,000 donation from the MASC funds. In the next few weeks we will be visiting the lunch hours at West Oak to generate some interest in the program.

Registration Department Report

MARCH 2017

REGISTRATION MANAGER/SOFTWARE ADMINISTRATOR DATA SUMMARY

Registration Manager Monthly Time Allocation



	Assisting Other Departments	Data Collection	Strategic Planning	Software/IT Resolution	Registration Office Manager
Jan-17	30.00%	20.00%	20.00%	10%	20%
Feb-17	30.00%	30.00%	20.00%	10.00%	10.00%
Mar-17	20.00%	10.00%	20.00%	10.00%	40.00%
Apr-17					
May-17					
Jun-17					
Jul-17					
Aug-17					
Sep-17					
Oct-17					
Nov-17					
Dec-17					

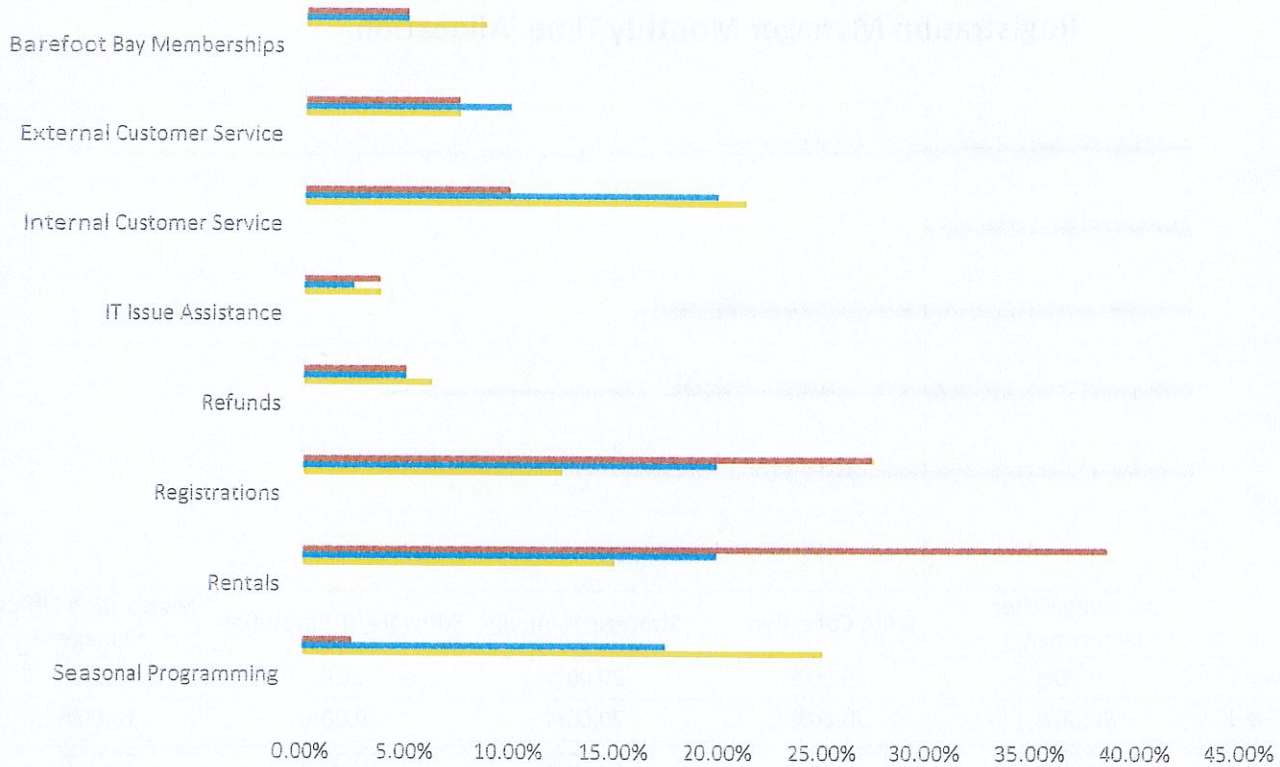
■ Jan-17
 ■ Feb-17
 ■ Mar-17
 ■ Apr-17
 ■ May-17
 ■ Jun-17
■ Jul-17
 ■ Aug-17
 ■ Sep-17
 ■ Oct-17
 ■ Nov-17
 ■ Dec-17

Registration Department Report

MARCH 2017

Registration Staff Data Summary

Registration Office 2017 Monthly Time Allocation



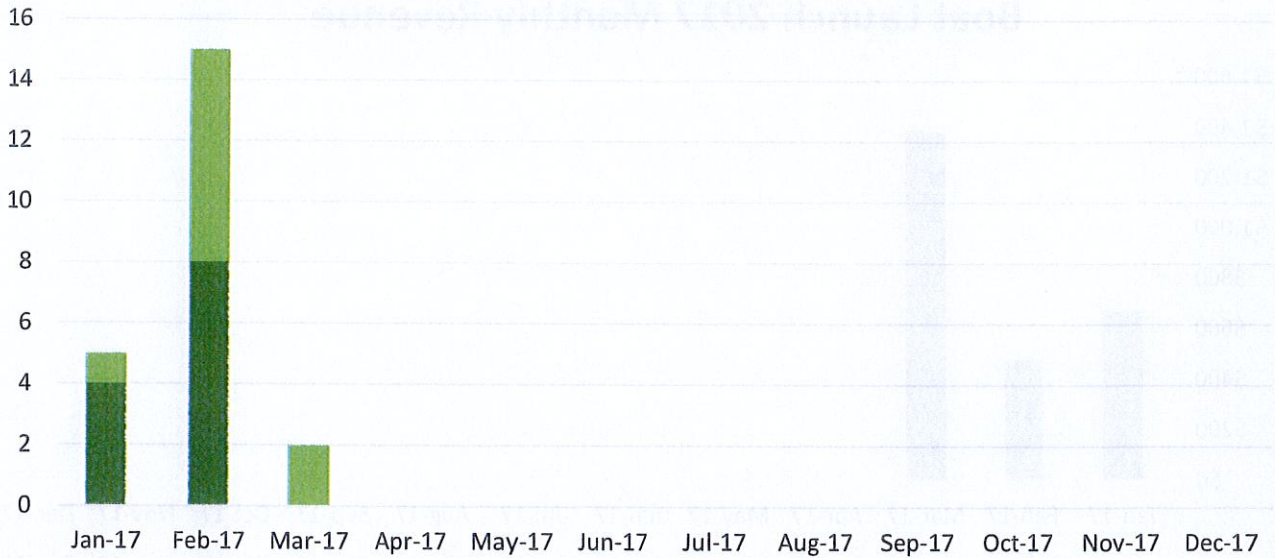
	Seasonal Programming	Rentals	Registrations	Refunds	IT Issue Assistance	Internal Customer Service	External Customer Service	Barefoot Bay Memberships
Jan-17	2.50%	38.75%	27.50%	5.00%	3.75%	10.00%	7.50%	5.00%
Feb-17	17.50%	20.00%	20.00%	5.00%	2.50%	20.00%	10.00%	5.00%
Mar-17	25.00%	15.00%	12.50%	6.25%	3.75%	21.25%	7.50%	8.75%
Apr-17								
May-17								
Jun-17								
Jul-17								
Aug-17								
Sep-17								
Oct-17								
Nov-17								
Dec-17								

Jan-17 Feb-17 Mar-17 Apr-17 May-17 Jun-17 Jul-17 Aug-17 Sep-17 Oct-17 Nov-17 Dec-17

Registration Department Report

MARCH 2017

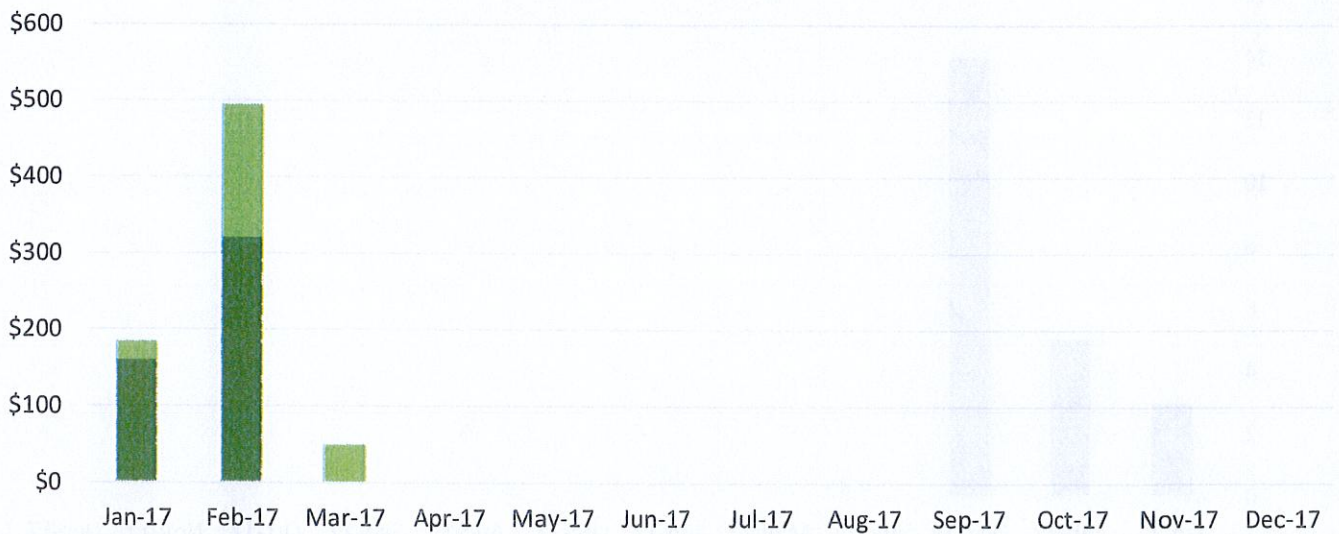
Garden Plot 2017 Monthly Registrations



	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17
Small Plot	1	7	2									
Large Plot	4	8	0									

■ Large Plot ■ Small Plot

Garden Plot 2017 Monthly Revenue



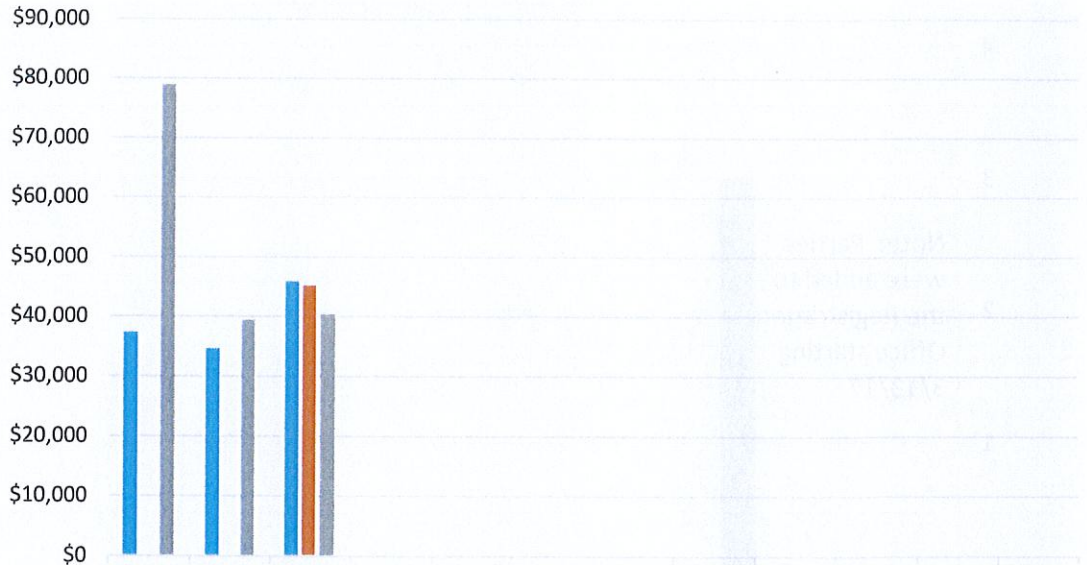
	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17
Small Plot	\$25	\$175	\$50									
Large Plot	\$160	\$320	\$0									

■ Large Plot ■ Small Plot

Registration Department Report

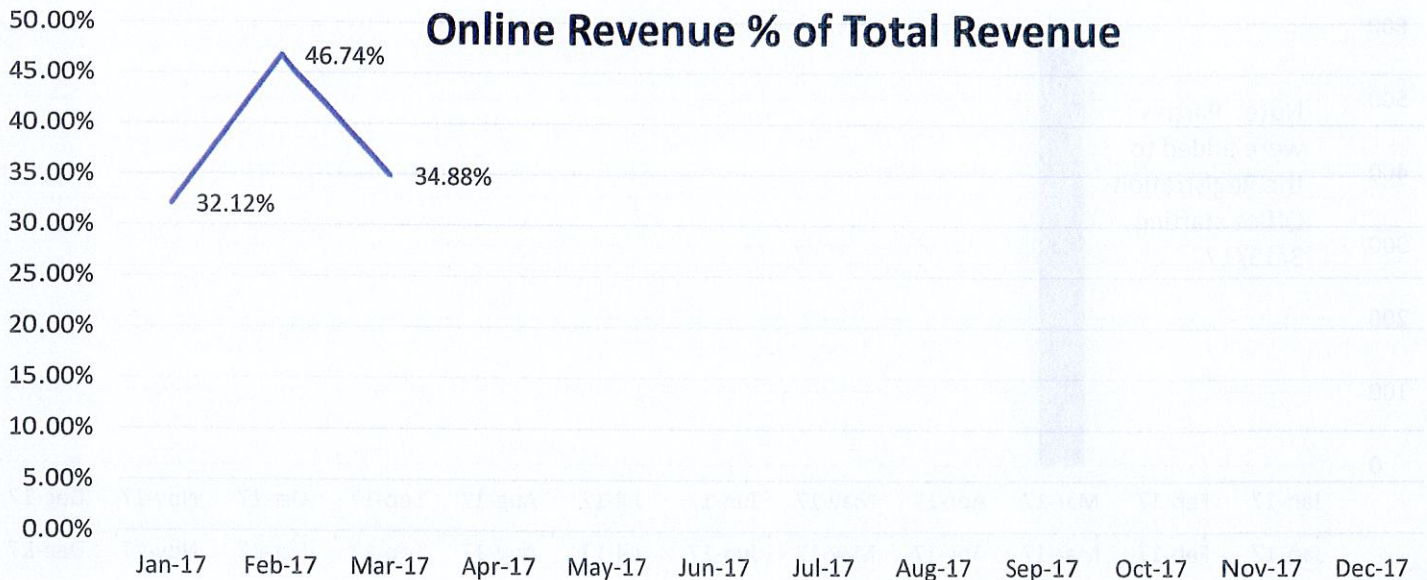
MARCH 2017

Online v Registration Office Cash Receipts Summary



	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17
■ Online	\$37,345	\$34,623	\$45,880									
■ Auto Pay (LC, Parkview, Rec-Conn, BL, and Dance)			\$45,215									
■ Registration Office	\$78,934	\$39,454	\$40,458									

Online Revenue % of Total Revenue



THE REGENT CENTER MEMBERSHIPS

APRIL	Total	Resident	NR	New	DW	Boomer
2013	387	276	111	40	57	79
2014	363	249	114	34	51	96
2015	374	250	124	48	61	117
2016	337	226	111	26	54	98
2017	329	221	108	38	51	116
- 2%						

Big & Little Enrollment

	<u>Total</u>	<u>Full Time</u>	<u>Full Days</u>	<u>½ Days</u>
April 2017	70	30	23	17
April 2016	70	31	26	13
April 2015	79	31	27	21
April 2014	83	33	25	25
April 2013	81	36	24	21

Just a reminder: Full time is defined as 5 full days per week.

Full days refers to 2-4 full days per week.

½ days refers to 2-5 preschool mornings (8:30 – 12:30)

Rec Connection Enrollment

	<u>Total</u>	<u>MCC</u>	<u>Washington</u>
April 2017	176	75	101
April 2016	167	74	93
April 2015	178	83	95
April 2014	180	86	94
April 2013	155	70	85

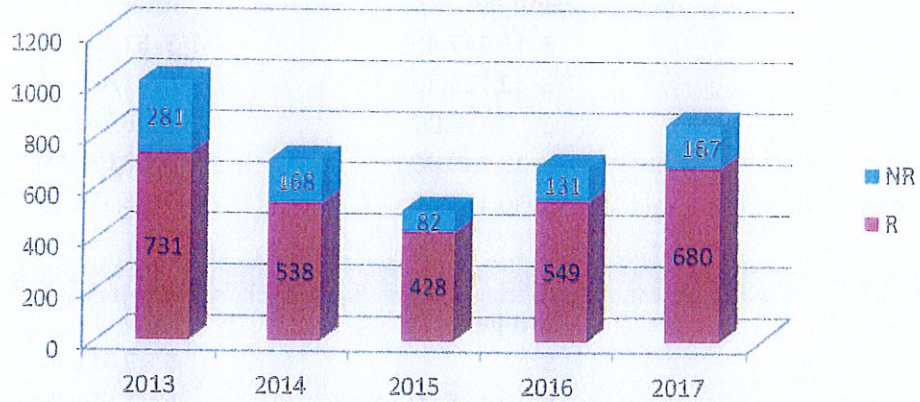
Premium Memberships 2017	January	February	March	April
Annual Memberships (Includes Add'l & add ons)				
Premium Annual	348	397	410	485
Ultimate (Closed - no longer offering)	240	258	182	88
Indoor Pool Annual	228	254	266	305
Group Exercise Annual	87	91	95	100
Child Care Annual	1	1	1	1
Track	246	258	256	254
Total	1150	1259	1210	1233
Monthly Memberships (Include Add'l and add ons)				
Premium Monthly	403	472	482	450
Indoor Pool Monthly	185	236	241	213
Group Exercise Monthly	99	116	123	119
Child Care Monthly	6	6	7	7
Track Monthly * Winter Special	3	3	0	0
Total	696	833	853	789
Person Training Memberships	23	48	47	33

Park View 5 Year Comparison - month of March

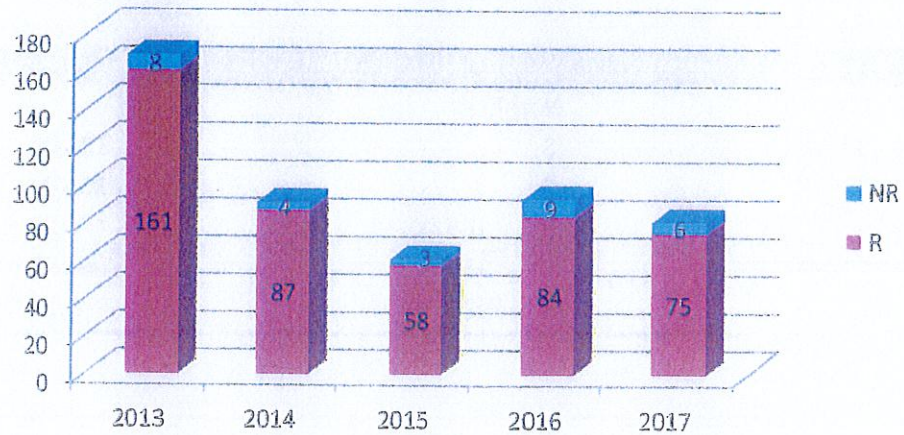
	Year	
	2013	
Revenue	\$59,659	
Expense	\$18,666	
Difference		\$40,993
	2014	
Revenue	\$58,147	
Expense	\$33,023	
Difference		\$25,124
	2015	
Revenue	\$54,722	
Expense	\$51,354	
Difference		\$3,368
	2016	
Revenue	\$48,663	
Expense	\$48,965	
Difference		-\$302
	2017	
Revenue	\$43,666	
Expense	\$53,881	
Difference		-\$10,215
Indoor Pool	2014	
Revenue	\$17,099	
Expense	\$17,518	
Difference		-\$419
Indoor Pool	2015	
Revenue	\$13,672	
Expense	\$12,472	
Difference		\$1,200
	2016	
Revenue	\$9,913	
Expense	\$17,689	
Difference		-\$7,776
	2017	
Revenue	\$9,032	
Expense	\$19,055	
Difference		-\$10,023

November 1st -April 12th Sales

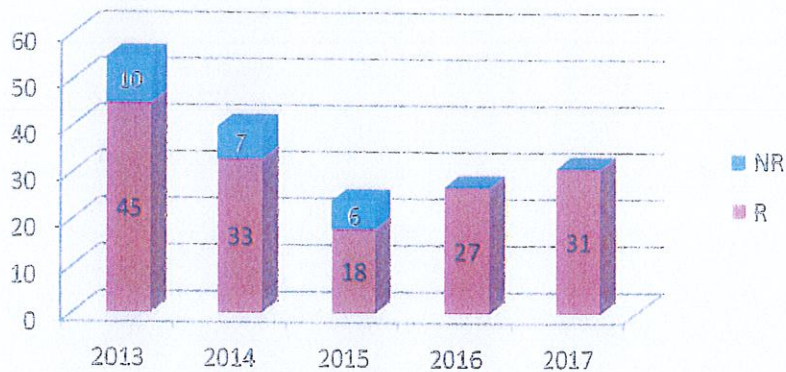
Barefoot Bay Season Passes



Combo Season Passes



Beach Season Passes



November 1 - April 15 Sales

Barefoot Bay Season Pass Revenue			
	Res	Non-Res	Total
2017	\$ 35,233.50	\$ 15,937.95	\$ 51,171.45
2016	\$ 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
2013	\$ 47,670.00	\$ 30,485.00	\$ 78,155.00
Combo Season Pass Revenue			
	Res	Non-Res	Total
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
2013	\$ 11,495.00	\$ 1,040.00	\$ 12,535.00
Beach Season Pass Revenue			
	Res	Non-Res	Total
2017	\$ 330.00	\$ -	\$ 330.00
2016	\$ 305.00	\$ -	\$ 305.00
2015	\$ 305.00	\$ 165.00	\$ 470.00
2014	\$ 510.00	\$ 155.00	\$ 665.00
2013	\$ 665.00	\$ 230.00	\$ 895.00

Beach Season Pass

Mundelein Parks & Recreation District

Memorandum

To: Board of Commissioners

From: Linda Miller, Superintendent of Business Services and Technology

RE: April 2017 Monthly Report

DATE: April 19, 2017

Finance

The final draft of the 2016 Comprehensive Annual Financial Report (CAFR) is in process. We are waiting on the IMRF information which is expected at the end of April to complete the report. The CAFR will be presented to the Board at the June 12 meeting.

Human Resources

Anthony Nitti completed the payrolls for the periods of 3/19/17 – 4/1/17 for 174 employees and 4/2/17 – 4/15/17 for 188 employees. Tony continues to recruit swim instructors and lifeguards for the Indoor Pool, and seasonal staff. The Parkview housekeeping and a Boat Ranger position were filled. The Wellness event planned for April is a Lunch and Learn featuring health eating and fitness videos.

IT

The system setup of all the Aquatic computers for Active software is almost complete. There is one remaining computer to finish. The deployment of the replacement computers is also in progress. There is some server maintenance and WIFI issues which the IT contractor plans to address before the start of our summer season.

Risk Management

Employee Injury/Illness Report - None to Report

Accident/Incident Summary

8 March	Girl, 5	RecConnect – fell backwards off swing and bumped head	First-aid
8 March	Girl, 7	RecConnect – hit with soccer ball in the back of the head	N/A
8 March	Girl, 5	Learning Center – accidentally pushed to the ground by another student, scraped left elbow and bruised left hip	First-aid
10 March	Adult Male	Playing basketball, left knee twisted	First-aid
10 March	Two Adult Males	Swimmers collided in the lane	N/A
10 March	Girl, 9	RecConnect – in the homework room, kicked in the “eye” by another child	First-aid
14 March	Boy, 8	RecConnect – playing and fell and hit left side of his head	First-aid

Accident/Incident Summary

15 March	Adult Female	Cut left arm on loose piece of trim on the pool deck	First-aid
19 March	Adult Female	Walking down the steps from the fitness floor, looking at her phone, and tripped, right ankle swelling	First-aid
10 March	Adult Female	Employee car in the parking lot hit by a car leaving lot – hit and run – damage to the front and rear passenger doors	N/A

Property Loss

31 Mar 2017	Unknown Cost to date	Parkman moving spray rig on the Kubota RTV when it fell off. Damage to spray rig. Part is being fabricated by manufacturer. Hopefully we can repair in house.
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Monthly Summary

The next Monthly Safety Committee Meeting is scheduled for April 26, 2017. Risk Manager Nerissa Brueckbauer conducted a mini-audit of the documents and reports at the Indoor Pool. She provided a few recommendations to the Indoor Pool Manager, but overall her findings were very good. Updates were done to several sections of the Risk Management Manual. The PDRMA Risk Management consultant made a routine field visit on April 17th. He noted things looked good with only a few minor items to rectify. Fall Protection Training will be conducted for Parks staff on April 20th.