

**MUNDELEIN PARK & RECREATION DISTRICT**  
**REGULAR BOARD MEETING**  
**Monday, April 9, 2018**  
**AGENDA**

**Call To Order:**

**Pledge of Allegiance:**

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

**Approval of Minutes:** Committee Meeting March 26, 2018  
Regular Meeting March 26, 2018  
Executive Session March 26, 2018

**Approval of Disbursements:** Warrant 032818  
040318  
040618  
040918  
= \$282,534.02

**Correspondence:**

**Old Business:**

**New Business:** 1. Semi Annual Review of Executive Session Minutes  
2. Resolution 18-04-01 Recognizing IAPD's 90<sup>th</sup> Anniversary

**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  
March 26, 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, McGRATH and ORTEGA. Staff present included Executive Director RESNICK, Golf Operations Manager BROLLEY and Superintendent of Business Services & Technology MILLER.

Executive Director RESNICK reviewed the salary range comparisons. Commissioner ORTEGA asked how the comparable Districts were selected. He was told for the Executive Director and Department Head positions are compared to larger agencies because if someone were to leave, it would be for a larger agency with higher pay. The golf positions are compared to other park districts with comparable courses. The rest of the positions are compared to agencies similar in size and/or budgets.

A comparison of Lake County Park District tax rate was shared with the Board. Commissioner ORTEGA asked why some Districts were so much higher than others. He was told it most likely had to do with their EAV and if they did not have much industrial or retail, the residential properties had to bear the costs.

The Board was reminded of the ribbon cutting for the Dunbar Recreation Center at 10:00am on Saturday, April 7<sup>th</sup>.

Executive Director RESNICK said an Executive Session was requested for purpose of Personnel, Real Estate and Imminent Litigation.

The Board reviewed the staff reports.

*Golf*

President DOLAN asked if the golf course was very wet. Golf Operations Manager BROLLEY said it was drying nicely and there were no cart path restrictions at this time. Commissioner ORTEGA asked about the functions of the new carts. Golf Operations Manager BROLLEY said they were programmed to beep when the rider goes where they are not allowed and will shut off temporarily. President DOLAN asked about the trees donated by the Village. He was told the Village has several trees in pots along Route 45 and Park Street that are decorated by area businesses and civic groups for the winter holidays. After they are donated and the golf course will be receiving 9-14 of these trees. Commissioner ORTEGA asked about the number of goose nests this year compared to last year. Staff did not have the answer but would find out and share the information.

*Parks*

There were no questions.

*Recreation*

President DOLAN commented on the strong performance from the dancers at the recent competition. He asked where the Pee Wee Lacrosse program would be held. Staff did not have this information, but would find out and share the information with the Board. The Board discussed the aggressive goal of 425 members for the Regent Center. Executive Director RESNICK will find out if the goal is the Rec Supervisor's goal or the budgeted target.

*Business Services*

Commissioner ORTEGA asked if there is a report that would show trends of problems at specific parks. He suggested installing cameras at parks with more frequent problems. He was told this could be requested from the Police Department. Generally if Park District staff notice something, it is pointed out to the Police and they increase patrols at that park. This generally alleviates any issues.

The Committee Meeting adjourned at 7:30 pm.

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Secretary

**MUNDELEIN PARK AND RECREATION DISTRICT BOARD OF  
PARK COMMISSIONERS, MUNDELEIN, LAKE COUNTY, ILLINOIS  
HELD MONDAY, MARCH 26, 2018 AT 7:30 P.M. AT THE  
MUNDELEIN COMMUNITY CENTER ADMINISTRATION OFFICES,  
1401 NORTH MIDLOTHIAN ROAD, MUNDELEIN, ILLINOIS**

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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, McGRATH and ORTEGA were present. Staff present included Executive Director RESNICK, Golf Operations Manager BROLLEY and Superintendent of Business Services & Technology MILLER.

Commissioner ORTEGA moved to approve the minutes of the Committee Meeting, Regular Meeting and Executive Session of March 12, 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 030618, 031518, 032018, 032318 and 032618 in the amount of \$708,299.02 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, McGRATH, and DOLAN voting yes.

Commissioner ORTEGA moved to place the February 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 ORTEGA, McGRATH, FRASIER, and DOLAN voting yes.

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

**New Business**

President DOLAN said staff had surveyed District's identified as comparable for the 2018 salary ranges. The report and recommendations were reviewed. Commissioner McGRATH moved to approve the 2018 Salary Ranges as presented by staff including adjustments to Superintendent of Building & Grounds, Superintendent of Recreation, Superintendent of Business Services, Golf Operations Manager, Assistant Golf Course Superintendent, Community Center Manager, Aquatic Supervisor, Registration Manager,

Marketing Manager, Building Technician, Human Resource Manager, Daycare Director, Day Care Teacher I, Day Care Teacher II and Day Care Teacher III, 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 McGRATH, ORTEGA, FRASIER and DOLAN voting yes.

**Board Business**

President DOLAN asked the Board if anyone planned on attending IAPD's Leadership Institute. No one was sure at this time.

President DOLAN announced service anniversaries: Debbie McInerney, 2 years; Myra Tatarowicz, 19 years; Matt Wells, 9 years; Theodore Costa, 20 years; Candy O'Connell, 2 years; Brad Vlcek, 1 year; Christa Lawrence, 2 years; and Derek Solberg, 9 years.

Commissioner FRASIER moved to adjourn to Executive Session at 7:36 p.m. for the purpose of personnel 5 ILCS 120/2 (c)(1); Purchase or Lease of Real Estate 5 ILCS 120/2 (c)(5) and Imminent or Pending Litigation 5 ILCS 120/2 (c)(11), second by Commissioner ORTEGA. A roll call vote was taken with Commissioners FRASIER, ORTEGA, McGRATH and DOLAN voting yes.

The Regular Board meeting reconvened at 7:50 p.m.

There being no further business, Commissioner ORTEGA moved to adjourn at 7:50 p.m. second by Commissioner McGRATH. The motion was unanimously approved.

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Secretary

**MEETING REMINDER  
MONDAY, APRIL, 2018**

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

**Action Items**

New Business

1. Semi Annual Review of Executive Session Minutes
2. Resolution 18-04-01 Recognizing IAPD's 90<sup>th</sup> Anniversary

**Updates**

1. First Quarter Marketing Report
2. Supervisor's Symposium

**New Business**

All sealed Executive Session minutes have been reviewed. Attached is a list of all minutes and the topic. The list indicates which minutes should remain sealed due to confidentiality and which can be released.

*Staff recommends releasing Executive Session minutes that are no longer confidential. These include 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.*

The Illinois Association of Park Districts is celebrating their 90<sup>th</sup> Anniversary. The Board asked that a Resolution be drafted for adopting recognizing the organization.

*Staff recommends approving Resolution 18-04-01 recognizing IAPD's 90 years serving park and recreation agencies in Illinois.*

**Updates**

The first quarter Marketing Report is enclosed. While the drop in Facebook reaches and engagements looks bad, this is due to the changes made at Facebook that drastically reduced "organic" reach. People must now seek out our posts or if others leave comments, our posts will show in their newsfeed. The good news is, the number of people who "like" our page continues to increase. We are also pleased our Open and Click through rate has increased on Constant Contact (eblasts).

Just an FYI, I will be presenting at IPRA's Supervisor Symposium April 13<sup>th</sup>. I am presenting with two other Executive Directors and our session is titled "Steps to Becoming a Superintendent".



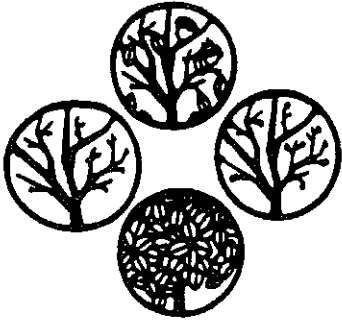
**Executive Session Minutes to release:**

January 14, 2013 – Acquisition of Real Estate  
January 28, 2013 – Acquisition of Real Estate (some previously released)  
February 11, 2013 – Acquisition of Real Estate (some previously released)  
April 14, 2014 – Acquisition of Real Estate (release some items pertaining to acquired real estate)  
October 26, 2015 – Acquisition of Real Estate  
March 14, 2016 – Acquisition of Real Estate & Personnel (release portion pertaining to real estate)  
October 10, 2016 – Acquisition of Real Estate (release portion pertaining to acquired real estate)  
April 24, 2017 – Acquisition of Real Estate  
May 8, 2017 – Acquisition of Real Estate  
August 28, 2017 – Real Estate and Personnel (release personnel portion)

**Executive Session Minutes to hold:**

September 11, 2006 – Personnel  
November 11, 2006 – Personnel  
December 5, 2006 – Personnel  
December 6, 2006 – Personnel  
April 28, 2008 – Pending Litigation and Employee Compensation (hold pending litigation)  
June 14, 2010 – Acquisition of Real Estate  
September 13, 2010 – Acquisition of Real Estate  
April 25, 2011 – Employee Compensation, some items previously released  
May 23, 2011 – Employee Compensation, some items previously released  
February 13, 2012 – Personnel, some items previously released  
March 26, 2012 – Personnel, some items previously released  
June 11, 2012 – Employee Performance  
June 25, 2012 – Employee Performance  
September 9, 2013 – Employee Compensation  
October 28, 2013 – Acquisition of Real Estate  
April 14, 2014 – Acquisition of Real Estate  
June 9, 2014 – Acquisition of Real Estate  
November 24, 2014 – Employee Performance  
April 13, 2015 – Employee Performance  
September 28, 2015 – Acquisition of Real Estate  
March 14, 2016 – Keep portion relating to Personnel  
May 9, 2016 – Acquisition of Real Estate and Succession Planning  
July 25, 2016 – Acquisition of Real Estate and Employee Compensation  
August 8, 2016 – Employee Compensation  
October 10, 2016 – Acquisition of Real Estate  
October 24, 2016 – Acquisition of Real Estate  
November 28, 2016 – Employee Performance  
April 10, 2017 – Employee Performance  
May 22, 2017 – Pending Litigation  
August 28, 2017 – Real Estate and Personnel (keep real estate portion)  
February 12, 2018 – Personnel  
March 12, 2018 – Personnel  
March 26, 2018 – Real Estate, Personnel, Imminent Litigation

Reviewed April 9, 2018



# 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

## Resolution 18-04-01

**WHEREAS**, the Mundelein Park & Recreation District has been a proud member of the Illinois Association of Park Districts since 1956; and;

**WHEREAS**, the Mundelein Park & Recreation District has experienced the value and benefits of being a member of the Illinois Association of Park Districts through successful applications from the Open Space and Land Acquisition and Development State Grant Program, the Power Play Grant Program, the Park and Recreation Construction Grant Program, and attendance at the annual Soaring to New Heights State Conference, Legislative Conference, Legal Symposium, and Parks Day at the State Fair, and;

**WHEREAS**, the Mundelein Park & Recreation District has benefited tremendously from the legislative advocacy efforts of the Illinois Association of Park Districts by fostering relationships with members of the Illinois General Assembly to ensure that the best interests of Illinois park and recreation agencies are at the forefront of all legislation to ensure that the members of the Illinois Association of Park Districts are able to serve their communities and improve the quality of life for all residents of Illinois;

**NOW, THEREFORE**, BE IT RESOLVED THAT the Board of Commissioners of the Mundelein Park & Recreation District hereby extends our heartfelt appreciation and congratulations to the Illinois Association of Park Districts in recognition of their 90<sup>th</sup> Anniversary serving the park, recreation, conservation and special recreation agencies in the State of Illinois.

Resolved this 9<sup>th</sup> day of April, 2018.

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Kevin Dolan, President Board of Commissioners  
Mundelein Park & Recreation District



# MARKETING CHANNEL HIGHLIGHTS

	Jan 2018	Feb 2018	Mar 2018
<b>Facebook – MPRD</b>			
Total Likes	3214	3238	3285
Total followers	3218	3232	3290
Total Monthly Reach	524,143	463,261	419,093
Monthly Engagement	128,208	51,120	50,740
<i>****Social Media can be mercurial. Facebook made major changes in January 2018 to practically eliminate organic reach that is not created by conversations and shares on a post.</i>			
<b>Definitions</b>			
<b>Total Likes:</b> Lifetime: The total number of people who have liked your Page. (Unique Users)			
<b>Total Followers:</b> A follower sees our posts in their News Feed.			
<b>Monthly Reach:</b> 28 Days: The number of people who have seen any content associated with your Page. (Unique Users)			
<b>Monthly Engagement:</b> 28 Days: The number of people who engaged with your Page. Engagement includes any click or story created. (Unique Users)			
<b>Twitter</b>			
	Jan 2018	Feb 2018	Mar 2018
Impressions	7,900	5,541	4,790
Followers	736	739	746
Top Tweet	Learning Center Fundraiser	March Madness	Flashlight Egg Scramble
<b>Instagram</b>			
	Jan 2018	Feb 2018	Mar 2018
Followers	391	408	419
<b>Website</b>			
	Jan 2018	Feb 2018	Mar 2018
Number of Sessions	8,100	6,478	8.5 K
Number of Users	5,200	4,323	5.6K
% Visits-Returning Visitor	30.1%	28.5%	29%
% Visits-Unique Visitor	69.9%	71.5%	71%
Page Views	20,066	17,200	20,455
Most Visited Page	Home	Home	Home
2nd Most Visited Page	Park View	Regent	Indoor Pool
3rd Most Visited Page	Indoor pool	Park View	Barefoot Bay
% mobile v. desktop v. tablet	40.8desktop, 54.4 mobile, 4.8 tablet	42.7 desktop, 51.7 mobile, 5.6 tablet	38.2 Desktop, 56.5 mobile, 5.4 tablet



Digital Online Brochure		
	Views	Subscribers
Winter/Spring Brochure 2017/18	5489	566
Summer 2018		
Fall 2018		

Constant Contact e-newsletters Subscribers			
	January	February	March
Total Subscribers		9569	9655
Subscribed through Activenet Permissions	110 through email to Current Activenet users <i>(**Needed to do this to get permissions--Activenet used to default to Opt-in now it is changed to default to Opt-out allowing us to subscribe those who do not select Opt-out)</i>	45	86
Subscribed through website	9	9	10
Subscribed by Text (new in Feb)	--	2	1
Total monthly Subscribes	110**	56	97
Total monthly Unsubscribes	12	19	4

Constant Contact e-newsletters Current Active List total: 8111						
		Industry Average: 16.4%	Industry Average: 6.9%		How viewed	
Topic	Date	Open Rate	Click Rate	Unsubscribe	Desktop	Mobile
January Newsletter	Jan 1	27%	18%	12	41%	59%
February Newsletter	Feb 1	31%	16%	4	43%	57%
Adult Softball	Feb 20	42%	3%	0	46%	54%
St. Patrick's Day Event	Feb 15	36%	8%	0	46%	54%
Restorative Yoga	Feb 10	40%	6%	1	40%	60%
Mini Triathlon	Feb 6	40%	4%	1	46%	54%
Youth Sports Prog.	Feb 6	38%	14%	1	41%	49%
March Newsletter	Mar 1	24%	12%	3	50%	50%
Egg Events	Mar 8	36%	12%	0	46%	54%

\*greater click rates on the monthly newsletter are due to the addition of a Park District jobs link