

MUNDELEIN PARK & RECREATION DISTRICT
REGULAR BOARD MEETING
Monday, August 14, 2017
7:30 p.m.

AGENDA

Call To Order:

Pledge of Allegiance:

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

Approval of Minutes: Committee Meeting July 24, 2017
Regular Meeting July 24, 2017

Approval of Disbursements: Warrants 072617, 072817, 073117, 080317
080717, 080817, 081117, 081417 \$ 806,329.25
Warrants 081517 \$ 606.96

Correspondence: Letter From and Reply to Ruth Hutter;
Email From Senator Duckworth's Office

Old Business:

1. Approve Personnel Policy Manual

New Business:

1. OMA Officer Appointment

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 Closed 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 names 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 Chair determines the allowing a speaker to address the Board again will contribute new testimony or evident germane to an issue on the agenda for that meeting.
- C. Unless a representative spokesperson is appointed in the manner described in rule E, 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 comment; and (iii) whether the subject matter is germane to an item on that meeting's agenda. Any person identified as being represented by a group spokesperson shall be deemed to have waived their opportunity to speak independently unless the Chair 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
July 24, 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 p.m. by President DOLAN.

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

Executive Director RESNICK asked if there were any additional questions on the Drone Use Policy that was discussed last meeting. None were raised.

The District's attorney advised that the accessible golf cart at Steeple Chase could be disposed of, but there was no case law in Illinois to support or refute this action.

Executive Director RESNICK explained to the Board that the original bid for slip sheet overlay of athletic courts at Scott Brown and Vaughn-Griglack Parks came in over budget so staff rebid the projects separately and instead of slip sheet at Scott Brown the project will be to remove the courts. Staff will monitor feedback and determine if the neighborhood supports construction of new courts. Commissioner McGRATH asked where the budget figure came from. Superintendent of Buildings & Grounds SOLBERG said from experience with these same types of projects over the past few years. President DOLAN asked if removing these courts would leave the District with too few tennis courts. Executive Director RESNICK said the District has well over the national guidelines. President DOLAN asked if new or renovated courts could be used for pickleball also. He was told they could and that the tennis court at Memorial Park was striped for both sports. Commissioner McGRATH inquired about the slip sheet overlay method. Superintendent of Buildings & Grounds SOLBERG told him it is essentially building a new court on top of the old court, raising the entire surface about eight inches.

The Board reviewed the bids for the cart path work at Steeple Chase Golf Club. Commissioner FRASIER asked about using funds for this project on the athletic courts since the path work came in under budget. He was told this was possible, but not recommended as the funds are in capital and will carry over for next year's projects.

Executive Director RESNICK asked the Board for input on working with The Superlative Group to help with determining naming right values. The Board felt it would be a good idea to seek a proposal only for the valuation phase. They felt the actual selling of the rights could be done best by staff.

The Board was updated on questions regarding the Libertyville Sports Complex outdoor skating rink. President DOLAN asked when staff would have the cost/benefit analysis completed for a rink in Mundelein. He was told it would be presented in September.

The Board reviewed the new Marketing Quarterly report. President DOLAN asked if there was some way to show how these figures compare to goals or expectations. Staff will modify the reports to show how efforts are comparing to performance or goals.

The Committee Meeting adjourned at 7:30 pm.

Secretary

**MUNDELEIN PARK AND RECREATION DISTRICT BOARD OF
PARK COMMISSIONERS, MUNDELEIN, LAKE COUNTY, ILLINOIS
HELD MONDAY, JULY 24, 2017 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, Superintendent of Recreation KIPP, Golf Operations Manager BROLLEY, Golf Course Superintendent DORUFF, Superintendent of Buildings & Grounds SOLBERG and Superintendent of Business Services & Technology MILLER.

Commissioner ORTEGA moved to approve the minutes of the Committee and Regular Meeting of July 10, 2017, 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, KNUDSON and DOLAN voting yes.

Commissioner FRASIER moved to approve Warrants 070717, 071317, 071417, 071517, 071817, 072017 and 072417 in the amount of \$437,917.57, 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 FRASIER, McGRATH, KNUDSON, ORTEGA and DOLAN voting yes.

Commissioner KNUDSON moved to approve Warrant 072517 in the amount of \$333.95, 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 KNUDSON, ORTEGA, FRASIER and DOLAN voting yes and Commissioner McGRATH recusing himself.

Commissioner FRASIER moved to place the June financials on file, 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.

President DOLAN introduced the proposed Drone Use Policy that will be added to the Park District Ordinance Book. Commissioner KNUDSON moved to approve the Drone Use Policy, second by Commissioner McGRATH. President DOLAN asked if there were any questions and none were raised. A voice vote was taken with all voting yes.

The Board was updated on the condition of the accessible golf cart and its lack of use and disrepair. Commissioner ORTEGA moved to approve the accessible golf cart as surplus equipment and make it available for sale, second by Commissioner KNUDSON. President DOLAN asked if there were any questions and Commissioner KNUDSON asked what if the equipment did not sell at auction. Executive Director RESNICK said staff would take it to the scrap metal dealer. A roll call vote was taken with Commissioners ORTEGA, KNUDSON, FRASIER, McGRATH and DOLAN voting yes.

President DOLAN reviewed the bids for the renovation of the basketball court at Vaughn Griglack Lakewood Heights Park. Commissioner McGRATH moved to accept the low bid from Evans & Sons in the amount of \$32,277, second by Commissioner FRASIER. President DOLAN asked if there were any questions and none were raised. A roll call vote was taken with Commissioners McGRATH, FRASIER, KNUDSON, ORTEGA and DOLAN voting yes.

President DOLAN reviewed the bids for the demolition of the tennis courts at Scott Brown Park. Commissioner KNUDSON moved to accept the low bid from DK Contractors in the amount of \$63,715, second by Commissioner McGRATH. President DOLAN asked if there were any questions and none were raised. A roll call vote was taken with Commissioners KNUDSON, McGRATH, FRASIER, ORTEGA and DOLAN voting yes.

President DOLAN reviewed the bids for the cart path repair work for the 1st, 3rd, 4th, 6th and 15th holes at Steeple Chase Golf Club. Commissioner FRASIER moved to accept the low bid from Meyer Paving in the amount of \$22,529, second by Commissioner KNUDSON. President DOLAN asked if there were any questions and none were raised. A roll call vote was taken with Commissioners FRASIER, KNUDSON, McGRATH, ORTEGA and DOLAN voting yes.

Board Business

Commissioner FRASIER reminded the Board and staff about the IAPD Picnic August 26th in Wheeling. Volunteers are still needed. He complimented staff on the Cardboard Regatta ad in the newspaper. He mentioned IAPD is gathering information on the number of voters in each District to show legislators the current method of getting a referendum on the ballot is too lenient.

Staff Reports

Golf

President DOLAN agreed that the golf course maintenance crew has done a great job keeping the course playable during all the recent flooding. Commissioner FRASIER asked about raising the bridge on the 4th hole to avoid having to close the front nine during floods. Golf Course Superintendent DORUFF said the approach on either side will still sit too low. Commissioner KNUDSON commented that being named the second toughest closing hole for Chicago area golf courses by ChicagoGolfReport.com is very impressive. He asked if there was any permanent damage caused by the flooding.

Golf Course Superintendent DORUFF said no, the crew needed to spray more than typical to avoid mold. President DOLAN asked if it was typical to have staff leaving so early in the season. Golf Course Superintendent DORUFF said there were more time off requests this year and some earlier departures. Commissioner ORTEGA asked if we would hire additional staff next season. Golf Course Superintendent DORUFF said he would if he could get more applicants.

Parks

President DOLAN asked if there was much tree damage from the recent storms. Superintendent of Buildings & Grounds SOLBERG said we lost a couple big trees but not many. There were many more limbs down though.

Recreation

President DOLAN asked if the 5K enrollment was down due to the race not being held on the 4th of July. Superintendent of Recreation KIPP said the reasons are not known, but Antioch held their race on the 4th and was also down a little. Commissioner FRASIER said the Craft Beer Night at Barefoot Bay was very nice. Superintendent of Recreation KIPP said this was a good event for the 30-40 year old age group. Commissioner KNUDSON said he attended the Movie in the Park and thought it went very well. Commissioner FRASIER commented on the Regent Center membership numbers being down 19% from five years ago. Superintendent of Recreation KIPP said staff have a few ideas to improve Senior/Adult involvement. Commissioner KNUDSON asked about the decline of enrollment for the final two weeks of day camp. Superintendent of Recreation KIPP said the camp is moved to the Community Center and enrollment is limited due to space. This will not happen next year when camp is held in the new building.

Business Services

Commissioner KNUDSON asked if there was any concern over the increased number of accident/incident reports. Superintendent of Business Services & Technology MILLER said this was very typical with the increased number of participants this time of year. President DOLAN asked if any of the accidents or incidents were of particular concern. Superintendent of Business Services & Technology MILLER said staff did a very good job handling each appropriately. Commissioner FRASIER suggested replacing the water fountain at the Beach rather than running the water first thing every day to clear the lines. Executive Director RESNICK said the problem may be in the lines and not the fountain so that would involve much more work for the same result.

President DOLAN announced the following service anniversaries; Anthony Nitti, 2 years; Scott Schleiden, 16 years; and Mike Vitale, 10 years.

There being no further business, Commissioner ORTEGA moved to adjourn at 8:00 p.m. second by Commissioner McGRATH. The motion was unanimously approved.

ruth hutter

127 s. Emerald ave.

Mundelein, il 60060

847-345-9491

ruthut56@gmail.com

July 24, 2017

Margaret Resnick
Executive Director

Dear Ms. Resnick,

Here is a copy of a response from you to a letter I wrote to you back in 2014 about the Canary Grass growing in Wilderness Park. Since I last wrote you it has filled in another 50% of the pond area, and growing each year. yes, it is a very invasive plant. I am seeing it everywhere now, even along the roads, especially 60/83 and all sorts of other places in Mundelein.

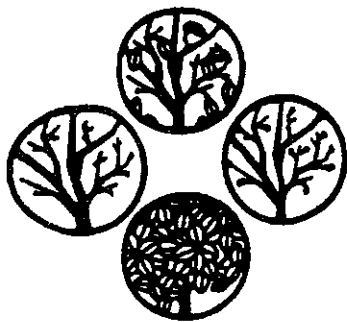
It may look green and attractive to some, but it is very destructive and not a beneficial plant to the environment in any way. Meanwhile, I see Park workers cutting down milkweed and other native species that are extremely beneficial to our environment, insects, birds, etc.

Has there been any movement forward since I last wrote to you on this issue? I think the Village needs to be aware of this invasion too, don't you?

Hope to hear some updates.

Sincerely yours,

Ruth Hutter



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

July 26, 2017

Ms. Ruth Hutter
127 South Emerald Avenue
Mundelein, IL 60060

Dear Ruth:

Thank you for reaching out again with your concerns regarding Canary Grass growth around Wilderness Pond. We believe the plant you are referring to is Common Reed Grass or Phragmites. While there is some Canary Grass on the site, it is not as prevalent as the Phragmites.

The Park District just received the deed for the 20 acres to the north of Wilderness Park, so we can now address the entire area instead of just the 12 acres we previously owned. I'm attaching our management plan for this area so that you can see what we plan on doing to control the growth of invasive plants.

If you have any questions or would like to meet at the site for additional discussion, please feel free to call me. My direct line is 847-388-5460

Sincerely,

Margaret Resnick
Executive Director



Phragmites management at Wilderness beginning August 2017

South Shoreline

- From Gazebo area that goes over the water: (spot treat with 3 gallon sprayer)
- Cut down and remove/burn piles (August)
- Aug/September spray with Aquatic herbicide
- October/November/ December prescribe burn
- May/June/July/ August 2018
- Repeat process with herbicide application to manage growth of common reed

*****From Gazebo area that goes over the water (East shoreline) (spot treat with 3g sprayer)

Dividing this shoreline up when reached the weeping willow on the east shore line as area 1

- Cut down and remove/burn piles (August)
- August/September spray with aquatic herbicide
- October/November/December prescribe burn

***May/June/July/August 2018

Repeat process with herbicide application to manage growth common reed

*****After north of weeping willow along east shoreline (larger broadcast application with 100g sprayer)

- RTV herbicide spray with aquatic safe herbicide
- Cut for burning in October/November/December
- Prescribed burn in October/November/December

The first two points can be reversed when talking about cutting down and then herbicide application. We can spray and then cut down but just easier to apply an application to a plant when it is smaller when you are talking about common reed since it can grow up to 12 ft high.

There is only a small number of select plants in that area native to northern IL but with the amount of the invasive taking over they're not worth saving at this point. We will need to budget for seed or plugs to start to save the shoreline from further eroding the banks. That would be on year 2 if not 3 for seed since this particular plant is hard to manage when it becomes this prevalent.

This area will be ugly for a time. We'll need to post Natural Area Restoration in Progress or like for the duration of the work.



MUNDELEIN PARK & RECREATION DISTRICT

1401 N. Midlothian Road • Mundelein, IL 60060 • 847-566-0650 • 847-566-8557 fax

www.mundeleinparks.org

August 27, 2014

**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

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

Ruth & Bill Hutter
127 South Emerald Avenue
Mundelein, IL 60060

Dear Mr. & Mrs. Hutter,

Thank you for your letter regarding the reed canary grass growing in the area in and around Wilderness Park. Our Parks Department is aware of this invasive plant and will be taking steps over the next several years to address the issue.

Because of the proximity of homes to the wetlands at Wilderness, a prescribed burn will have to be very carefully managed. We are looking into the possibility of conducting a burn next year. We will also be mowing, seeding and hand weeding in an attempt to control the growth of this and other invasive plants at this location and several others.

At this time, we do not own the entire wetland. The portion to the north of Wilderness is owned by the developer of the Tall Grass subdivision. Once the Army Corp of Engineers has approved the condition of this property, we will take ownership. I anticipate that to be happening within the next year. At that time, we will begin implementing a plan for the whole area.

Again, thank you for sharing your concerns. It is wonderful to see neighbors so invested in the community.

Sincerely,

Margaret Resnick
Executive Director



Margaret Resnick

From: Farvour, Beth (Duckworth) <Beth_Farvour@duckworth.senate.gov>
Sent: Tuesday, August 01, 2017 10:46 AM
To: Margaret Resnick
Cc: Harris, Loren (Duckworth)
Subject: Mundelein Park and Recreation District

Good Day,

Thank you so much for inviting Senator Duckworth to visit your district. I will keep this invite on file for a potential visit in the future. In the meantime, I am connecting you with Loren Harris, who will be available should you have any questions or event opportunities for the Senator.

Thank you again,

Beth Farvour
IL Scheduling Assistant
Senator Tammy Duckworth
(312) 886-3506

**MEETING REMINDER
MONDAY, AUGUST 14, 2017**

**7:00 p.m. Committee Meeting
7:30 p.m. Regular Board Meeting**

Action Items

Old Business

1. Approve Personnel Policy Manual

New Business

1. OMA Officer Appointment

Updates

1. Strategic Plan Review
2. IPRA Environmental Report Card
3. Accreditation
4. Drive Range/Army Corp Meeting
5. Foundation
6. Holiday Display
7. Secret Shop
8. Superintendent Search

Old Business

The District's Personnel Policy Manual has been reviewed by our attorney and the Executive Director and Vice President ORTEGA. All changes and updates have been made.

Staff recommends approval of the Personnel Policy Manual.

New Business

Several years ago the Board appointed the Executive Director as the Open Meetings Act Officer. This requires her to take the annual OMA training. It is advisable to have two OMA Officers.

Staff recommends appointing the Executive Director and Superintendent of Business Services & Technology as OMA Officers.

Updates

In July of last year, the District's Strategic Plan was approved. Attached are the Goals developed and progress made.

Staff completed the IPRA Environmental Report Card again. When the District first completed this report card in 2011 we had a score of 47%. Earlier this year we completed it again and our score was 69%. Staff reviewed some procedures and implemented some new processes to improve our green practices. The Record Card was completed again and our score is 82%

We are very close to completing the Distinguished Accreditation process. Our Mentor, Dan Jones was out August 9th for a run through and he has informed the Committee we will be ready for an October review.

We are still waiting to hear from the Army Corp of Engineers about a "pre-application" meeting for the construction of a driving range at Steeple Chase.

Another park district adds \$1 to every registration for their Foundation. How does the Board feel about this? The Foundation has not been active, but will gear up once the new Superintendent is on board. Rita Kipp has been reviewing the current by-laws and will have recommendations before she leaves.

A resident has requested the Village to add a menorah to the holiday displays. The Village currently has an Ordinance that allows for a holiday display but without a crèche or menorah. They do partner with the Park District for the Tree Lighting Ceremony at Kracklauer Park and have Santa's Cottage at Village Hall Plaza. They are currently considering whether or not to change their Ordinance. How does the Board feel about adding this to the Tree Lighting Ceremony?

*Meeting Reminder
August 14, 2017
Page 3*

The Lake County Director's Group has begun a Secret Shop program. Employees from area Park Districts are going to other agencies and completing reports on their experience. There are companies that provide this service and we thought we would see how it works using fellow park & rec professionals. Our first shop from Barefoot Bay is enclosed.

We received close to 60 applications for the Superintendent of Recreation position. Friday, August 11 we begin interviews. We have selected nine candidates for the first round and anticipate bringing three or four back for second interviews.

Strategic Priority 1: Program Participation and Facility Membership to be more Reflective of Our Community (age/race)

Annual Goals	Timeline	Resources Needed	Staff Assigned
Hire more bi-lingual front line staff (10% of all candidates interviewed must be bi-lingual)	Begin Fall 2016, reach 10% by Fall 2018	Staff awareness of goal, tracking mechanism	Human Resource Manager, Department Heads, Supervisors
Hire more diverse front line staff (10% of all candidates interviewed must be diverse)	Begin Fall 2016, reach 10% by Fall 2018	Staff awareness of goal, tracking mechanism	Human Resource Manager, Department Heads, Supervisors
Develop bi-lingual focus group	Spring 2017	Mano a Mano NICASA	Director, Department Heads
Utilize Hispanic recruitment resources for every opening	Continual	Reflejos, CLC, Churches, PTOs, Clinics	Human Resource Manager
Encourage current staff to learn Spanish	Continual	CLC Classes, staff time	Director, Department Heads, Supervisors
Develop a "FAQ" (frequently asked questions) cheat sheet in Spanish	Spring/Summer 2017	Translator, staff time	Superintendent of Recreation, Marketing Specialist
Develop a Spanish hotline (telephone and website)	Spring/Summer 2017	Translator	Superintendent of Recreation, Marketing Specialist
Recruit at least one Hispanic for the Rec Advisory Committee	Winter 2016/2017	Mano a Mano NICASA	Board, Director, Superintendent of Recreation
Host an annual open house	Spring annually	\$2,000 annually	Director, Department Heads, Supervisors

Update August 2017

Hired 13 bi-lingual staff, 8 individuals over 50 years of age, 3 Asian, 2 African American, 5 Hispanic
Working with Santa Maria Del Popolo, advertised on Indeed

Marketing Manager is taking Spanish classes at CLC

Rec staff developing FAQ

Rec staff developing spring event – Fall 2017 event geared toward the Hispanic market (My Little Pony)

Strategic Priority 2: Improve Staff Communication Through Technology

Annual Goals	Timeline	Resources Needed	Staff Assigned
Expand master calendar to include activities of each department (update monthly)	Spring 2018	Staff time, scheduling software	Superintendents of Recreation and Parks, Marketing Specialist
Review position duties to set priorities of mobile device implementation	25% of positions annually, completed by 2019	Staff time, mobile provider	Department Heads
Research software for maintenance functions	Summer 2017	Staff time	Superintendent of Parks, IT Consultant
Relaunch intranet for employee communication	Fall 2017	Staff time, training, part-time staff ID's	Business Manager, Human Resource Manager
Utilize more texting	Continual	Smart phones, annual budgets	Department Heads, Supervisors

Update August 2017

Added two data hotspots for the agency; one for Recreation which was used for Active offsite processing at Dance Recital; Summer Camp timekeeping and administrative duties at Mechanics Grove; and remote processing for Scott when at our facilities like Carl Sandburg, etc.

Golf's hotspot has been implemented to allow credit card processing for the beverage cart purchases on the golf course. Reviewed Superintendent, Grounds Maintenance Supervisor and Building Maintenance Supervisor positions and added an Ipad and phone data for Grounds Supervisor, testing software for Parks inspections and administrative duties while at Park locations.

Working with IT Consultant on intranet

Strategic Priority 3: Develop Building Maintenance Plan

Annual Goals	Timeline	Resources Needed	Staff Assigned
Identify and document current maintenance procedures	Spring 2017	Staff time	Superintendent of Parks, Building Maintenance Supervisor
Research other agencies' plans	Fall 2017	Staff time	Superintendent of Parks
Develop financial plan to determine funding	Summer 2017	Staff time	Director, Business Manager, Superintendent of Parks
Determine long term use of the buildings (space study and energy audit)	Summer 2018	\$\$??	Director, Department Heads
Research Grants	Continue	Staff time	Director, Department Heads
Research building automation options	Winter 2018/2019	Staff time	Building Maintenance Supervisor
Conduct geographic assessment	Summer 2018	Staff time, software	Director

Update August 2017

Building Maintenance Supervisor completed, preparation of report not complete

Long Range Plan spreadsheets return to Superintendent of Business Services September 6

Strategic Priority 4: Increase participation (people and revenue) by 10%

Annual Goals	Timeline	Resources Needed	Staff Assigned
Increase email database 10%	Annually measured	Staff time	Rec Supervisors, Registration staff, Marketing staff
Mail renewal letters to facility members one month before expiration	Continual	Staff time, postage	Community Center Manager, Aquatic Supervisor
Offer more contests at special events	Minimum 2 per year, beginning 2017	Money for prizes/giveaways, staff time	Rec staff, Foundation
Promote online registration after software launch	Fall 2016	Advertising dollars, staff time	Marketing Specialist
Develop a monthly marketing calendar	Winter 2016/2017	Staff time	Marketing Specialist, Rec staff
Research expansion of facility hours of operation	Spring 2017	Staff time	Community Center Manager, Registration Manager
Add adult targeted special events	Minimum 2 per year, beginning 2017	Program budgets, staff time	Superintendent of Recreation, Supervisors
Develop a Park District loyalty program	Spring 2018	Staff time	Superintendent of Recreation, Supervisors
Partner with other Park District to purchase expensive special event equipment	Continual	Staff time, funds dependent on equipment purchased	Director, Department Heads

Update August 2017

Renewal letters being sent month to members with annual memberships
 Online registration promoted, increased usage documented
 Marketing calendar completed
 Margaritaville and Craft Beer Night held



An Introduction to IPRA's Environmental Report Card



Thank you for taking an interest in the Illinois Park and Recreation Association's (IPRA) Environmental Report Card. The Report Card was created by the Environmental Committee to help park agencies across Illinois assess their environmental impact and stewardship.

As park agencies, we often are the first responders of sustainability, managing green space or natural areas within our communities. Managing these resources and greening our operations is important to ensure we are good stewards of the environment. This Report Card can help!

Use the Report Card to work within your organization and assess your level of environmental stewardship practices. Find out what you are doing, what you are not doing, and most importantly what you can do in the future. There may be multiple departments or bureaus within your organization that will need to give input. So assign one staff person to coordinate filling in the Report Card.

If you can, get input from your organization's leadership team or board members, and explain the benefits of collecting this data using the Report Card. You can't manage what you can't measure, and this Report Card will help you assess your environmental impact. It will help you quantify environmental initiatives or green practices that may be important when applying for grant funding. And it can help identify areas for further assessment that impact your organization's budget such as energy efficiency improvements.

There are two versions of the Report Card. The first Report Card was developed in 2006 in response to IPRA members asking whether or not there was a tool available for agencies to evaluate their management and operations in the area of environmental protection. The original Report Card provided a general scoring and grading system out of a total of 100 possible points to help agencies assess their strengths and weaknesses. That report card will no longer be available, but can be obtained upon request.

This second Report Card, developed in 2011, is an updated version of the first report card and is more specific. There are more possibilities to consider when answering the questions. Because the total possible points are more than 100, the scoring system has changed to percentages rather than points. The grading system to assess your agency is still the same.

The Environmental Report Card is a standard an agency needs to comply with when applying for IPRA's Distinguished Park and Recreation Accreditation. The Environmental Committee's recommendation to agencies that have utilized the first Report Card is to only use it, if you want to, when you need to self-reevaluate your management and operations. This way you are comparing apples to apples. The 2011 Report Card will be the standard, and will be the version required for Accreditation. Because it is more detailed and provides additional choices to the questions, it really is not a comparative tool to the first Report Card.

Once you have completed the Report Card, you will be able to assess your organization's performance as compared to other park agencies in Illinois. Know that you are not alone! The IPRA Environmental Committee meets monthly and is comprised of dedicated green-minded professionals from a variety of park agencies. Let us know how we can help or how you want to get involved.

The Environmental Committee can be reached through the IPRA web-site: <http://www.ilipra.org/>

Good luck!

Environmental Report Card For Park & Recreation Agencies

INSTRUCTIONS: This is a self-evaluative tool. Please look over each category and determine who within the agency would best be able to answer the questions related to that category. Some questions are repeated in different sections. All questions require a simple "YES" or "NO" response. All "YES" responses receive 1 point, unless indicated at the end of the question. A "NO" response receives no points on that question. A "N/A" response receives no points on that question and does not affect your total points because the question does not pertain to your agency or its practices (i.e. Special Recreation Associations filling out the evaluative report card).

GENERAL		YES	NO	N/A	POINTS
1.	Does your agency have an environmental policy/plan or guidelines that help it become more environmentally responsible? (2 points)	<input checked="" type="checkbox"/>			2
	a. Is this policy/plan or set of guidelines/initiatives approved by the board? If you answer YES, proceed to questions 2, 3 and 5. If you answer NO, proceed to questions 4 and 5.	<input checked="" type="checkbox"/>			1
2.	Do all staff members receive an orientation and/or training in regard to your agency's environmental policy/plan?	<input checked="" type="checkbox"/>			1
3.	Has your agency established a staff-led Environmental Committee or 'Green Team' to encourage implementation of environmental efforts by all staff?		<input checked="" type="checkbox"/>		0
	a. Does your Environmental Committee or 'Green Team' review and update board-approved policies/initiatives?		<input checked="" type="checkbox"/>		0
4.	Does your agency have a staff led Environmental Committee or 'Green Team' to encourage implementation of environmental efforts by all staff?				
5.	Does your agency make (or has your agency made) use of IPRA's Model Environmental Policy and/or Environmental Toolkit?	<input checked="" type="checkbox"/>			1

TOTAL POINTS (for this section) of **7** (possible)

ADMINISTRATION AND FINANCE		YES	NO	N/A	POINTS
1.	Does your agency dedicate funds in its annual operations budget to support achievement of environmental goals? (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Recycling		<input checked="" type="checkbox"/>		
	Energy Audits		<input type="checkbox"/>		
	Natural Areas Maintenance/Management		<input checked="" type="checkbox"/>		
	Natural Areas Restoration/Re-creation		<input checked="" type="checkbox"/>		
	Native Landscaping		<input checked="" type="checkbox"/>		
	Storm Water Best Management Practices		<input checked="" type="checkbox"/>		
	Environmentally Friendly Purchasing		<input type="checkbox"/>		
	Alternative Fuel and/or Hybrid Vehicles		<input type="checkbox"/>		
	Energy Conservation		<input checked="" type="checkbox"/>		
	Other: Please List		<input type="checkbox"/>		
	TOTAL NUMBER CHECKED	5 <input checked="" type="checkbox"/>			
2.	In the last 5 years, has your agency dedicated capital funding towards environmental initiatives? (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Natural Area Restoration/Re-creation		<input checked="" type="checkbox"/>		
	Natural Area Public Access		<input type="checkbox"/>		
	Nature Program Facilities		<input type="checkbox"/>		
	Energy Conservation		<input checked="" type="checkbox"/>		
	Permeable Pavement		<input type="checkbox"/>		
	Rain Gardens		<input checked="" type="checkbox"/>		
	Bio-Swales		<input type="checkbox"/>		
	Other: Please List		<input type="checkbox"/>		
	TOTAL NUMBER CHECKED	3 <input checked="" type="checkbox"/>			
3.	In the past 5 years, has your agency applied for grants to fund environmental goals/initiatives (i.e. recycling, environmental education, natural areas restoration, natural areas acquisition, alternative fuel use, energy conservation, etc.)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 <input type="text"/>
4.	Does your agency use a set of guidelines (EPA's Environmentally Preferred Products (EPP) program, Green Seal.org or similar) to assist in purchasing decisions of environmentally preferred products and services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0 <input type="text"/>
5.	Does your agency make conscious efforts within all departments or have written criteria to purchase products that include the following. (1 point for each checked below, with a maximum of 5 points) check all that apply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Minimal Packaging		<input type="checkbox"/>		
	Recycled and Recyclable Content		<input type="checkbox"/>		
	Renewable Resource Content		<input type="checkbox"/>		
	Minimum 30% Post Consumer Materials		<input type="checkbox"/>		
	Energy Star Rated Appliances		<input checked="" type="checkbox"/>		
	Low VOC Furnishings, Paints, etc		<input checked="" type="checkbox"/>		
	Low Toxicity Cleaning products		<input checked="" type="checkbox"/>		
	Locally Produced Materials/Products		<input type="checkbox"/>		
	Other: Please List		<input type="checkbox"/>		
	TOTAL NUMBER CHECKED	3 <input checked="" type="checkbox"/>			
6.	Does your agency seek to identify and purchase from vendors of environmentally friendly products through the IPRA Cooperative Purchase Program or similar program? (2 points)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0 <input type="text"/>

ADMINISTRATION AND FINANCE CONT'D		YES	NO	N/A	POINTS
7.	When seeking proposals for professional services, does your agency request environmental references/qualifications as part of the RFP process (i.e. is the firm to be selected 'green,' or if an A/E or LA firm do they have LEED AP's on staff)?		✓		0
	a. Does your agency ask bidders to provide a Statement of Sustainability to ensure bidders are also incorporating sustainability into their firm's practices, policies and procedures related to waste minimization, energy efficiency, water efficiency, staff and education.				
		YES	NO	N/A	POINTS
8.	Are procedures in place to evaluate positive enduring effects of environmental goals/initiatives?	✓			1
	a. Are procedures in place to examine the cost of impacts and efficiencies of various plans and programs following implementation?	✓			1
		YES	NO	N/A	POINTS
9.	Does your agency collaborate with other agencies/organizations on environmental efforts?	✓			1

TOTAL POINTS (for this section) 1 of 1 (possible)

FACILITY MANAGEMENT & MAINTENANCE		YES	NO	N/A	POINTS
1.	Does your agency provide opportunities for staff to recycle waste products in office areas, lunchrooms, work areas, etc.?	<input checked="" type="checkbox"/>			1
	a. Are staff encouraged to recycle via policies, training, memoranda and notices?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
2.	Does your agency provide opportunities for patrons to recycle waste products in public areas including lobbies, classrooms, facilities, etc.?	<input checked="" type="checkbox"/>			1
	a. Are patrons encouraged to recycle via education, policies, promotion and signage?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
3.	Are recycling containers visible, well marked and easy to locate?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
4.	Are outside concessionaires required to minimize the use of disposable products? (2 points)		<input checked="" type="checkbox"/>		0
	a. Are outside concessionaires required to offer recycling for patrons?				
		YES	NO	N/A	POINTS
5.	Does your agency encourage the use of electronic communication to conserve paper?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
6.	Is staff encouraged to use duplexing or double-sided copying of documents?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
7.	When contracting printing vendors or purchasing from vendors, does your agency specify:	<input checked="" type="checkbox"/>			1
	a. Paper for printing needs that is free of chlorine-bleaching in its manufacturing?				
	b. Paper that contains 30% or more post consumer recycled content?	<input checked="" type="checkbox"/>			
	c. Other: Please List				
		YES	NO	N/A	POINTS
8.	Do restrooms and locker rooms have water saving devices (low flow showers and toilets, and motion activated faucets)? Check only one.				2
	a. Are at least 50% of fixtures low flow or motion activated?				
	b. Are at least 75% of fixtures low flow or motion activated?	<input checked="" type="checkbox"/>			
	c. Are 100% of fixtures low flow or motion activated				
		YES	NO	N/A	POINTS
9.	Do restrooms and locker rooms have hand dryers in lieu of paper towels?	<input checked="" type="checkbox"/>			1
	a. Do 100% of your restrooms/locker rooms have hand dryers?		<input checked="" type="checkbox"/>		0
		YES	NO	N/A	POINTS
10.	Does your agency conduct energy audits?	<input checked="" type="checkbox"/>			1
	a. Following audits, does your agency make changes?	<input checked="" type="checkbox"/>			1
	b. After making changes, does your agency record differences in impact?		<input checked="" type="checkbox"/>		0
		YES	NO	N/A	POINTS
11.	Is energy-efficient lighting used (compact fluorescents, T-8 fluorescents or LEDs)?	<input checked="" type="checkbox"/>			1
	a. Are 100% of new or replacement lighting needs energy-efficient?		<input checked="" type="checkbox"/>		0
		YES	NO	N/A	POINTS
12.	Are lights, where appropriate, on motion activated occupancy sensors?		<input checked="" type="checkbox"/>		0

FACILITY MANAGEMENT & MAINTENANCE CONT'D		YES	NO	N/A	POINTS
13.	Is energy efficiency included as a specification when purchasing/replacing major appliances (i.e. EPA Energy Star rating)?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
14.	Are hot water heaters and hot water pipes insulated?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
15.	Are on-demand/tankless hot water heaters utilized where appropriate?		<input checked="" type="checkbox"/>		0
		YES	NO	N/A	POINTS
16.	Do facility HVAC systems included energy-saving features such as min./max. settings to reduce use during down time, interior recycling, regular cleaning and efficiency inspections, etc.?	<input checked="" type="checkbox"/>			1
	a. Are particulate filters (with MERV8 rating or better) used in HVAC systems?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
17.	Does your agency promote the use of environmentally-friendly, low toxicity and/or fragrance free cleaning products that meet Green Seal, LEED or other standards? (2 points)		<input checked="" type="checkbox"/>		0
		YES	NO	N/A	POINTS
18.	Does your agency seek to minimize the use of petroleum-based cleaners, solvents and inks?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
19.	To improve and protect indoor air quality does your agency seek to purchase low VOCs (volatile organic compounds) products?	<input checked="" type="checkbox"/>			1
	a. Does your agency seek to purchase carpets that meet Carpet and Rug Institute Green Label or other standards?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
20.	Does your agency consider the use of sustainable, reclaimed and/or local materials when remodeling/renovating facilities?	<input checked="" type="checkbox"/>			1
	a. Are building materials removed during remodeling/renovation reclaimed or recycled?		<input checked="" type="checkbox"/>		0
		YES	NO	N/A	POINTS
21.	Does your agency properly dispose of/recycle any of the following per Material Safety Data Sheets (MSDS) or manufacturer's labels (1 point for each checked below, with a maximum of 5 points) check all that apply	<input checked="" type="checkbox"/>			
	Energy Efficient Lighting		<input checked="" type="checkbox"/>		
	Batteries		<input checked="" type="checkbox"/>		
	Electronics		<input checked="" type="checkbox"/>		
	Ink and Toner Cartridges		<input checked="" type="checkbox"/>		
	Paints		<input checked="" type="checkbox"/>		
	Cleaning Products				
	Other: Please List				
	TOTAL NUMBER CHECKED				5
		YES	NO	N/A	POINTS
22.	Does your agency have an integrated pest management program in place to reduce the use of pesticides within facilities? (2 points)		<input checked="" type="checkbox"/>		0
		YES	NO	N/A	POINTS
23.	Does your agency make use of alternative energy systems to provide energy and/or conserve energy, such as passive or active solar systems, wind energy, or geo-thermal energy at any of your facilities? (2 points)		<input checked="" type="checkbox"/>		0

TOTAL POINTS (for this section) of (possible)

FLEET MAINTENANCE AND MANAGEMENT		YES	NO	N/A	POINTS
1.	Does your agency perform regular engine tune-ups and scheduled preventative maintenance of motorized vehicles and equipment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
2.	If you perform regular maintenance, does your agency recycle and/or properly dispose of all vehicle fluids and engine parts?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
3.	Does your agency properly use, store and dispose of hazardous materials according to Material Safety Data Sheets (MSDS) and/or manufacturers labels, as required by law?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
4.	Does your agency have a safety policy and training procedures in place regarding the handling of hazardous waste?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
5.	Does your agency provide the appropriate work environment with appropriate ventilation and safety gear for employees when handling hazardous materials, as required by law?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
6.	Does your agency have a program to conserve fuel and energy with respect to fleet operations (e.g. mileage/fuel efficiency tracking, no idling policy)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
7.	Does your agency actively fund or apply for grants that promote and provide the Means for the use of clean energy (i.e. bio-diesel, liquid propane/LPG, compressed Natural gas/CN, use of electric utility or golf carts, etc.)? (2 points)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2
8.	As part of your Equipment Asset Program, what percentage of your total fleet has been replaced with alternative fuel and/or hybrid vehicles? Check only one.				0
	0% - 0 points	<input checked="" type="checkbox"/>			
	1-10% - 1 point				
	11-20% - 2 points				
	21-30% - 3 points				
	30-50% - 4 points				
	>50% - 5 points				
9.	Does your agency limit the use and refueling of, or not use at all, gas powered equipment and vehicles during ozone action days or when the Air Quality Index exceeds 100 (orange coded days) or higher?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0

TOTAL POINTS (for this section) of (possible)

PARKS & NATURAL RESOURCES MANAGEMENT		YES	NO	N/A	POINTS
1.	Does your agency have natural resource management plans in place for District natural areas?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
2.	Does your agency dedicate funds in its annual operations budget for natural resource best management practices? (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>			
	Restoration of Natural Areas		<input checked="" type="checkbox"/>		
	Re-creation of Natural Areas		<input checked="" type="checkbox"/>		
	Control Exotic Species		<input checked="" type="checkbox"/>		
	Increase Biodiversity/Wildlife Habitat		<input checked="" type="checkbox"/>		
	Storm water Best Management Practices (bio-swales, rain gardens, permeable paving)		<input checked="" type="checkbox"/>		
	Improve Water Quality		<input checked="" type="checkbox"/>		
	Bank Stabilization		<input checked="" type="checkbox"/>		
	Sediment & Erosion Control				
	Integrated Pest Management Program (to reduce pesticide use w/in parks)		<input checked="" type="checkbox"/>		
	Alternative/Biological Pest Control Practices in lieu of traditional chemical solutions				
	Other: Please List				
TOTAL NUMBER CHECKED					5
		YES	NO	N/A	POINTS
3.	Does your agency actively apply for grants to fund natural resource best management practices? (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>			
	Restoration of Natural Areas		<input checked="" type="checkbox"/>		
	Re-creation of Natural Areas		<input checked="" type="checkbox"/>		
	Control Exotic Species				
	Increase Biodiversity/Wildlife Habitat		<input checked="" type="checkbox"/>		
	Storm water Best Management Practices (bio-swales, rain gardens, permeable paving)		<input checked="" type="checkbox"/>		
	Improve Water Quality		<input checked="" type="checkbox"/>		
	Bank Stabilization		<input checked="" type="checkbox"/>		
	Sediment & Erosion Control		<input checked="" type="checkbox"/>		
	Integrated Pest Management Program (to reduce the use of pesticides w/in parks)				
	Alternative/Biological Pest Control Practices in lieu of traditional chemical solutions				
	Other: Please List				
TOTAL NUMBER CHECKED					5
		YES	NO	N/A	POINTS
4.	Does your agency take precautions or protective measures during and after construction/development to protect soils in existing landscapes?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
5.	Does your agency use low environmental impact snow melt products (i.e. beet juice, calcium magnesium acetate)?		<input checked="" type="checkbox"/>		0
	a. If you answered NO, does your agency modify application rates to limit/reduce the impact on surrounding areas?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
6.	Does your agency try to reduce the use of fertilizers and pesticides in parks by: (1 point for each checked below, with a maximum of 4 points) Check all that apply	<input checked="" type="checkbox"/>			
	Utilization of drought and disease resistant native plant species				
	Elimination of mowing in some areas				
	Reduction of the number of applications or using a single-application product		<input checked="" type="checkbox"/>		
	Use of Integrated Pest Management (IPM)				
TOTAL NUMBER CHECKED					1

PARKS & NATURAL RESOURCES MANAGEMENT CONT'D		YES	NO	N/A	POINTS
7.	Does your agency provide a no-mow buffer of native vegetation around water bodies to: (1 point for each checked below, with a maximum of 3 points) Check all that apply	<input checked="" type="checkbox"/>			
	Reduce Erosion		<input checked="" type="checkbox"/>		
	Reduce Non-Point Source Pollution		<input checked="" type="checkbox"/>		
	Deter Canada Geese		<input checked="" type="checkbox"/>		
	TOTAL NUMBER CHECKED			3 <input checked="" type="checkbox"/>	
8.	Is landscaping around facilities designed with energy conservation in mind? (1 point for each checked below, with a maximum of 4 points) Check all that apply	<input checked="" type="checkbox"/>			
	Windbreaks/buffers				
	Shade Trees Along Southern Exposures of Buildings		<input checked="" type="checkbox"/>		
	Shade Trees Around Paved Areas		<input checked="" type="checkbox"/>		
	Drought Tolerant Native Plants		<input checked="" type="checkbox"/>		
	TOTAL NUMBER CHECKED			3 <input checked="" type="checkbox"/>	
9.	Does your agency incorporate native plantings into the landscape at: (1 point for each checked below, with a maximum of 5 points) Check all that	<input checked="" type="checkbox"/>			
	Administrative Offices		<input checked="" type="checkbox"/>		
	Recreational Building Facilities		<input checked="" type="checkbox"/>		
	Aquatic Facilities		<input checked="" type="checkbox"/>		
	Maintenance Facilities				
	Active Use Park Landscapes (i.e. sign beds, entry areas, parking lot islands, beds around playgrounds and shelters)		<input checked="" type="checkbox"/>		
	Golf Courses		<input checked="" type="checkbox"/>		
	TOTAL NUMBER CHECKED			5 <input checked="" type="checkbox"/>	
10.	Is your agency responsive to private landowner activities that impact your agency's natural resource best management practices? (1 point for each checked below, with a maximum of 3 points) Check all that apply.	<input checked="" type="checkbox"/>			
	Encroachment		<input checked="" type="checkbox"/>		
	Illegal Dumping		<input checked="" type="checkbox"/>		
	Other: Please List				
	TOTAL NUMBER CHECKED			2 <input checked="" type="checkbox"/>	
11.	Does your agency properly dispose of any of the following per Material Safety Data Sheets (MSDS), manufacturer's labels or other authority's regulations? (1 point for each checked, with a maximum of 5 points) Check all that apply.	<input checked="" type="checkbox"/>			
	Fertilizers		<input checked="" type="checkbox"/>		
	Pesticides		<input checked="" type="checkbox"/>		
	Excavated material		<input checked="" type="checkbox"/>		
	Construction material		<input checked="" type="checkbox"/>		
	Other hazardous materials: Please List				
	TOTAL NUMBER CHECKED			4 <input checked="" type="checkbox"/>	
12.	Does your agency distribute/have available resources to explain natural resource best management practices?	<input checked="" type="checkbox"/>			1 <input checked="" type="checkbox"/>

TOTAL POINTS (for this section) of (possible)

PLANNING & OPEN SPACE PRESERVATION		YES	NO	N/A	POINTS
1.	Does your agency seek to acquire any of the following types of natural resource areas? (1 point for each checked below, with a maximum of 5 points) check all that apply	<input checked="" type="checkbox"/>			
	Remnant Prairies				
	Wetlands		<input checked="" type="checkbox"/>		
	Rivers, Streams, Tributaries				
	Ponds/Lakes				
	Floodplains				
	Greenways/Corridors		<input checked="" type="checkbox"/>		
	Woodlands		<input checked="" type="checkbox"/>		
	Other: Please List				
	TOTAL NUMBER CHECKED			3 <input checked="" type="checkbox"/>	
		YES	NO	N/A	POINTS
2.	For the above natural resource areas checked, are they identified to be acquired for any of the following reasons? (1 point for each checked below, with a maximum of 5 points) check all that apply	<input checked="" type="checkbox"/>			
	Protect/Provide Habitats		<input checked="" type="checkbox"/>		
	Increase Biodiversity		<input checked="" type="checkbox"/>		
	Improve Water Quality		<input checked="" type="checkbox"/>		
	Control Exotic Species				
	Erosion Control		<input checked="" type="checkbox"/>		
	Other: Please List				
	TOTAL NUMBER CHECKED			4 <input checked="" type="checkbox"/>	
		YES	NO	N/A	POINTS
3.	Does your agency include natural resource best management practices when developing plans for park property? (1 point for each checked below, w/ a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>			
	Restoration of Natural Areas		<input checked="" type="checkbox"/>		
	Re-creation of Natural Areas		<input checked="" type="checkbox"/>		
	Control Exotic Species				
	Increase Biodiversity/Wildlife Habitat		<input checked="" type="checkbox"/>		
	Native Landscaping		<input checked="" type="checkbox"/>		
	Storm water Best Management Practices (bio-swales, rain gardens, permeable paving)		<input checked="" type="checkbox"/>		
	Improve Water Quality		<input checked="" type="checkbox"/>		
	Bank Stabilization		<input checked="" type="checkbox"/>		
	Sediment & Erosion Control		<input checked="" type="checkbox"/>		
	Other: Please List				
	TOTAL NUMBER CHECKED			5 <input checked="" type="checkbox"/>	
		YES	NO	N/A	POINTS
4.	Does your agency actively apply for grants to fund natural resource best management practices and projects? (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>			
	Restoration of Natural Areas		<input checked="" type="checkbox"/>		
	Re-creation of Natural Areas		<input checked="" type="checkbox"/>		
	Control Exotic Species				
	Increase Biodiversity/Wildlife Habitat		<input checked="" type="checkbox"/>		
	Native Landscaping		<input checked="" type="checkbox"/>		
	Storm water Best Management Practices (bio-swales, rain gardens, permeable paving)		<input checked="" type="checkbox"/>		
	Improve Water Quality		<input checked="" type="checkbox"/>		
	Bank Stabilization		<input checked="" type="checkbox"/>		
	Sediment & Erosion Control		<input checked="" type="checkbox"/>		
	Other: Please List				
	TOTAL NUMBER CHECKED			5 <input checked="" type="checkbox"/>	

PLANNING & OPEN SPACE PRESERVATION CONT'D		YES	NO	N/A	POINTS
5.	Does your agency provide access for the public to recreate in natural/preserved areas by means of (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Boardwalks				
	Trails		<input checked="" type="checkbox"/>		
	Fishing Piers		<input checked="" type="checkbox"/>		
	Viewing Platforms		<input checked="" type="checkbox"/>		
	Canoe/kayak launches		<input checked="" type="checkbox"/>		
	Other: Please List				
	TOTAL NUMBER CHECKED	4			
		YES	NO	N/A	POINTS
6.	Does your agency increase public awareness of natural/preserved areas with: (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Interpretive Signs		<input checked="" type="checkbox"/>		
	Educational Brochures/Pamphlets				
	Educational Posters				
	Agency Program Brochure		<input checked="" type="checkbox"/>		
	Website		<input checked="" type="checkbox"/>		
	Events/Programs		<input checked="" type="checkbox"/>		
	Public Meetings				
	Other: Please List				
	TOTAL NUMBER CHECKED	4			
		YES	NO	N/A	POINTS
7.	Does your agency create/maintain relationships with any of the following to ensure community-supported protection of open spaces: (1 point for each checked below, with a maximum of 4 points) Check all that apply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Other Government Agencies		<input checked="" type="checkbox"/>		
	Not-for-Profit Organizations		<input checked="" type="checkbox"/>		
	Private Landowners		<input checked="" type="checkbox"/>		
	Other: Please List				
	TOTAL NUMBER CHECKED	3			
		YES	NO	N/A	POINTS
8.	Does your agency partner with organizations and/or local developers in order to provide information on living around natural resource areas or manmade detention/retention sites?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
		YES	NO	N/A	POINTS
9.	Does your agency's planning and maintenance departments work together to incorporate natural resource best management practices into traditional park and building facility site plans?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1

TOTAL POINTS (for this section) 3 of 3 (possible)

PROGRAMMING		YES	NO	N/A	POINTS
1.	Does your agency own and operate a nature center?		<input checked="" type="checkbox"/>		0 <input type="checkbox"/>
	a. If you answered NO, does your agency provide on-going nature education or nature interpretive programming?	<input checked="" type="checkbox"/>			1 <input type="checkbox"/>
		YES	NO	N/A	POINTS
2.	Does your agency partner to provide specific programming (e.g. Audubon Society, local garden clubs, Master Gardeners, conservation organizations, soil and water conservation districts, extension services, etc.)		<input checked="" type="checkbox"/>		0 <input type="checkbox"/>
		YES	NO	N/A	POINTS
3.	Does your agency provide programs regarding sustainable living (e.g. native or organic gardening, low environmental impact, composting, etc.)		<input checked="" type="checkbox"/>		0 <input type="checkbox"/>
		YES	NO	N/A	POINTS
4.	Does your agency proactively educate residents regarding wildlife issues on ways to avoid conflicts?		<input checked="" type="checkbox"/>		0 <input type="checkbox"/>
		YES	NO	N/A	POINTS
5.	Does your agency inform the community of sustainable landscape options that would help resolve issues? (i.e. algal blooms in ponds and excessive goose droppings on lawns)	<input checked="" type="checkbox"/>			1 <input type="checkbox"/>
		YES	NO	N/A	POINTS
6.	Do staff members consider any of the following "green" criteria when preparing for programs and purchasing program supplies? (1 point for each checked below, with a maximum of 5 points) Check all that apply.	<input checked="" type="checkbox"/>			
	Minimal Packaging				
	Recycled and Recyclable Content		<input checked="" type="checkbox"/>		
	Renewable Resource Content				
	Minimum 30% Post Consumer Materials				
	Low VOC Furnishings, Paints, etc.				
	Low Toxicity Cleaning Products		<input checked="" type="checkbox"/>		
	Locally Produced Materials/Products		<input checked="" type="checkbox"/>		
	Other: Please List				
	TOTAL NUMBER CHECKED				3 <input type="checkbox"/>
		YES	NO	N/A	POINTS
7.	Does your agency clearly communicate its expectation of waste reduction and recycling efforts for: (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>			
	Facility Rentals		<input checked="" type="checkbox"/>		
	Special Events				
	Program Participants				
	Contracted Vendors / Program Instructors		<input checked="" type="checkbox"/>		
	Other: Please List				
	TOTAL NUMBER CHECKED				2 <input type="checkbox"/>
PROGRAMMING CONT'D		YES	NO	N/A	POINTS
8.	Does your agency have and/or support a volunteer program to aid in the following? (1 point for each checked below, with a maximum of 3 points) Check all that apply.	<input checked="" type="checkbox"/>			
	Land Stewardship		<input checked="" type="checkbox"/>		
	Environmental Education		<input checked="" type="checkbox"/>		
	Other: Please List				
	TOTAL NUMBER CHECKED				2 <input type="checkbox"/>
		YES	NO	N/A	POINTS
9.	Are program staff provided training and encouragement from supervisors in energy and resource conservation (e.g. thermostat settings, lights, recycling, etc.)?	<input checked="" type="checkbox"/>			1 <input type="checkbox"/>

PROGRAMMING CONT'D		YES	NO	N/A	POINTS
10.	Does your agency actively fund: (1 point for each checked below, with a maximum of 3 points) Check all that apply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Environmental Programs				
	Interpretive Initiatives (i.e. signage, brochures, displays, etc.)		<input checked="" type="checkbox"/>		
	Other: Please List				
	TOTAL NUMBER CHECKED			<input checked="" type="checkbox"/>	
		YES	NO	N/A	POINTS
11.	Does your agency apply for grants for: (1 point for each checked below, with a maximum of 3 points) Check all that apply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Environmental Programs			<input checked="" type="checkbox"/>	
	Interpretive Initiatives (signage, brochures, displays, etc.)			<input checked="" type="checkbox"/>	
	Other: Please List				
	TOTAL NUMBER CHECKED			<input checked="" type="checkbox"/>	
		YES	NO	N/A	POINTS
12.	Does your agency clearly communicate its expectation of energy conservation programs for: (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Facility Rentals				
	Special Events				
	Program Participants / Facility Users				
	Contracted Vendors / Program Instructors				
	Other: Please List				
	TOTAL NUMBER CHECKED			<input checked="" type="checkbox"/>	

TOTAL POINTS (for this section) of (possible)

GRAND TOTAL OF ALL THE SECTIONS COMBINED

TOTAL POSSIBLE POINTS

PERCENTAGE

GRAND TOTAL POINT REVIEW

90% - 100% Your agency is an environmental leader in the field and has reason to be proud.

70% - 90% Your agency is doing a very good job, and should keep up the good work. Look at those questions for which you answered NO, and develop strategies to address those.

50% - 70% Your agency is doing a good job, and certainly more than most public agencies. Look at those questions for which you answered NO, and develop a strategy to address those.

30% - 50% Your agency is doing OK, and should be proud of what it has accomplished, but still has much to work on.

30 or less Your agency has no where to go but up in terms of improving its environmental practices.

FINAL QUESTION – Does your agency have a representative on IPRA's Environmental Committee? YES or NO

Signature _____

Date _____

Board review and approval for Distinguished Park and Recreation Accreditation _____

Date _____

Mundelein Park District		
Barefoot Bay Aquatic Park 1461 N. Midlothian Road	Scoring: Yes = 1 No = 0 Overall Score: 23/26 88%	
Question	Score	Answer
Shop Date		
Day of Shop		
Time of Shop		
ENVIRONMENT		
Was parking available?	1	
Was the landscaping well maintained?	1	
Were the exterior grounds free of debris?	1	
CHECK-IN		
Were you promptly greeted in a friendly manner?	1	
If busy with another customer, did the attendant acknowledge you?	1	
Was the attendant wearing an appropriate uniform?	1	
Was the attendant wearing a name tag?	0	
Name or description of attendant		Female asian straight hair below shoulder
Was the attendance neat in appearance?	1	
Was the attendant courteous?	1	
Were you asked for proof of residence, senior, etc?	0 NA	accepted passes
Were you offered a receipt?	0 NA	
RESTROOM/LOCKER ROOM FACILITIES		
Was the floor clean?	1	
Were the sink and counter dry?	1	
Was the mirror clean?	1	
Was hand soap available?	1	
Was the commode clean?	1	
Were sufficient paper products available?	1	
Was there a locker available?		
Was the shower stall clean?	1	changing stalls had debris
Was the shower water warm?	0	but not freezing either
FACILITY CONDITIONS		
Was the facility free of debris and litter?	1	
Was there available deck chairs?	0	
Was the concession area clean?	1	
Was the food satisfactory?	N/A	Didn't have a chance to order food.
Were the waste receptacles less than ¾ full?	1	
Was the pool water clear?	1	
Was the water temperature appropriate?	1	
STAFF		
Were the lifeguards visible and in position?	1	attentive
Were staff members courteous and helpful?	1	
Was staff identifiable?	1	

Narrative:

next page

Hello,

Thank you for allowing my family to visit Barefoot Bay!

I have attached the form that you sent to me. I am hoping that it is ok that I include my narrative in this email though it is not on the form directly.

We went on Sunday, July 23 around 1 pm. It was warm and sunny that day. We had a bit of a hard time finding where to put our towels but it was pretty busy since it was such a hot day. My family used the main pool, the diving board, the lazy river and slides.

The life guards were attentively watching the water and scanning their areas. In interactions I saw, the staff was polite and friendly to each other. There was one guard speaking to what I presume was a supervisor and they both kept their eyes on the water as they had their brief discussion. Around 2 pm there was an announcement and I had a hard time understanding what was said. I may have not been in the correct spot to hear them well as everyone else seemed to know what to do and were getting out of the lazy river. Then, I noticed the clouds rolling in. I laughed at myself that I didn't remember to check the weather radar even though it feels like we look at it every 5 minutes during camp! It however, allowed me to view what it presumably a non-typical moment so maybe that worked out better.

The alarm sounded that there was lightening in the area around 2:15 and the announcement was made for everyone to move off of the pool deck and into the locker rooms or breezeway. I was in a different area and could understand that one clearly. The staff were calm and polite getting somewhat disappointed pool visitors to the designated area. The pool deck was cleared efficiently and the life guards seemed to station themselves on the deck-side where they could encourage patrons to stay in the breezeway. Several patrons packed up and headed home but many opted to wait out the storm. As it became apparent that it was going to rain and thunder for a while, a line formed at the window of patrons hoping to get rain checks. I couldn't see all of the interactions but the ones I overheard, the staff were polite and efficient in getting through the line. A taller slim female with shoulder length brown hair came out by the line and shared with patrons that they could also come up to another window near the entrance and could be helped there as well. She was smiling, polite and patiently answered several questions. Overall, the patrons seemed pleased with how the situation was handled.

If you have any questions or can be of further assistance, please let me know. We enjoyed visiting Barefoot Bay and your staff did a great job!

Kind Regards,

Diana