

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

**Monday, August 26, 2019**

**7:30 p.m.**

**AGENDA**

**Call To Order:**

**Pledge of Allegiance:**

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

**Approval of Minutes:** Committee Meeting August 12, 2019  
Regular Meeting August 12, 2019  
Executive Session August 12, 2019

**Approval of Disbursements:** Warrants – 081319, 081919, 082019, 082319, 082619 = \$489,637.91

**Financials:** July

**Police Report:** July

**Correspondence:**

**Old Business:** 1. Ordinance 19-08-01 Winchester Road Annexation

**New Business:** 1. Aquatics Staffing Reorganization and Job Descriptions

**Board Business:** Discuss Shady Lane Development

**Staff Reports**

**Service Anniversaries July:** Nan Coutre, 32; Denise LaBeef 19; April Lohr 18; Karen Peterson, 10;  
Tony Elsasser, 4; Jill Miller, 24; John Rogers, 3, William  
Sizemore, 6

**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  
August 12, 2019

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 ORTEGA.

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

An update was given on the status of the Springbank Impact Fee Request. Executive Director RESNICK explained that Springbank request to use transit oriented development numbers vs Mundelein Park and Recreation District. Commissioner FRASIER suggested we stick with our Ordinance. Commissioner DOLAN suggested we put money in escrow and refund if the number of residents is lower.

The Board was updated on the Winchester Road Annexation. Commissioner FRASIER said it would be ok to take the property if improved. Commissioner DOLAN responded that there is no reason not to annex. This issue will be put on next agenda.

Executive Director RESNICK updated the Board on the 2019 Workplan.

Mark Alberts from Springbank arrived late. Executive Director RESNICK advised him of escrow idea. He responded that they need to make up for a gap in expenses. Executive Director RESNICK said that the District needs to protect the interests of the residents. Executive Director RESNICK will create a document for review.

The Committee Meeting adjourned at 7:30 and reconvened at 7:31 p.m.

Executive Director RESNICK showed the Commissioners the New Resident postcard and received compliments. Commissioner FRASIER suggested that we include the free events in the winter brochure.

Executive Director RESNICK advised that the SRACLC Golf Outing is upcoming.

Executive Director RESNICK reviewed the feasibility of putting security cameras up at Diamond Lake Sports Complex.

The Board was informed of one property tax appeal. An Executive Session was requested for the discussion of real estate lease or purchase

The Committee meeting adjourned at 7:40pm.

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Secretary

**MUNDELEIN PARK AND RECREATION DISTRICT BOARD OF  
PARK COMMISSIONERS, MUNDELEIN, LAKE COUNTY, ILLINOIS  
HELD MONDAY, AUGUST 12, 2019 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 ORTEGA and he asked the assemblage to rise and recite the Pledge of Allegiance.

He then directed the secretary to call the roll. Commissioners DOLAN, FRASIER, KNUDSON, McGRATH and ORTEGA were present. Staff present included Executive Director RESNICK.

Commissioner FRASIER moved to adjourn to return to Committee meeting at 7:31. Commissioner KNUDSON seconded, a voice vote was taken with all voting yes.

The Board meeting reconvened at 7:40 p.m.

Commissioner DOLAN moved to approve the minutes of Committee Meeting and Regular Meeting of July 22, 2019, second by Commissioner McGRATH. President ORTEGA repeated the motion and asked if there were any corrections or additions and none were made. A voice vote was taken with all voting yes.

Commissioner FRASIER moved to approve Warrants 072519, 072619, 073119, 080319, 080619, 080819, 081219 in the amount of \$944,434.88 second by Commissioner KNUDSON. President ORTEGA repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners FRASIER, KNUDSON, DOLAN, McGRATH and ORTEGA voting yes.

**New Business**

President ORTEGA reviewed the bids for the purchase of the 2019 Dump Truck. Commissioner DOLAN moved to approve purchase of a 2019 Dump Truck from Bredeman Ford in the amount of \$48,897.00, second by Commissioner McGRATH. President ORTEGA repeated the motion and asked if there were any questions. Commissioner MCGRATH asked why the bid was broken out by chassis and body. He was told they can be purchased separately. A roll call vote was taken with Commissioners DOLAN, MCGRATH, FRASIER, KNUDSON, and ORTEGA voting yes.

President ORTEGA reviewed the bid for the Wortham Park Tennis Court Project. Commissioner KNUDSON moved to accept staff recommendation and reject the bid, second by Commissioner FRASIER. President ORTEGA repeated the motion and asked if there were any questions. Commissioner DOLAN asked if we really have to reject instead of just not taking action, he was told it is required. A roll voice was taken with all voting yes.

President ORTEGA reviewed the equipment staff feel are no longer needed. Commissioner MCGRATH moved to accept staff recommendation and declare the 2006 Toro Z Turn mower and dance mirrors as surplus, second by Commissioner DOLAN. President ORTEGA repeated the motion and asked if there were any questions. Commissioner DOLAN asked about the purchase a new mower earlier in the year and he was told that was to replace this one. A roll voice was taken with all voting yes.

**Visitors**

Rosemary Domney, a fitness member whose membership renews in January, received a letter that stated otherwise (October). She also stated that Mundelein Park and Recreation District needs to discount seniors more.

Ron Greenberg stated that MPRD did a great job on the Beach Bash.

Commissioner DOLAN moved to adjourn to Executive Session at 7:55pm regarding Purchase or Lease of Real Estate 5 ILCS 120/2 (c)(5), second by Commissioner FRASIER. A roll call vote was taken with Commissioners DOLAN, FRASIER, KNUDSON, MCGRATH and ORTEGA voting yes.

The regular meeting reconvened at 8:17 pm.

There being no further business, Commissioner MCGRATH moved to adjourn at 8:17 p.m. second by Commissioner DOLAN. The motion was unanimously approved.

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Secretary

**MEETING REMINDER  
MONDAY, AUGUST 26, 2019**

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

**Updates**

1. Springbank Impact Fee Agreement
2. Leo Leathers Tennis Courts

**Action Items**

1. Ordinance 19-08-01 Winchester Road Annexation
2. Approve Aquatics Staffing Reorganization and Job Descriptions

### **Updates**

Our attorney drafted an impact fee agreement for the Springbank development. I shared this with Commissioner Dolan and Springbank's representative Mark Albert. Mr. Albert would like to change the timing on the payments. i.e. instead of 10% upon filing the plat, he would like 10% paid upon issuance of a building permit. I think this is acceptable. The proposed agreement is enclosed for the Board to review.

Letters were sent to 550 homes around Leo Leathers Park notifying them of the removal of the tennis courts and seeking input on replacement features. A handful of residents have given feedback and we hope to hear from at least 10% so we can incorporate their input into the 2020 budget. One of the responses was from Jerre Leathers, whose father is Leo Leathers!

### **Action Items**

At the last meeting, the Board agreed to move forward on the annexation of approximately 17 acres on Winchester Road. Ordinance 19-08-01 is enclosed to complete this annexation.

*Staff recommends approving Ordinance 19-08-01 annexing parcel 10-12-300-038 and 10-12-300-069 into the Mundelein Park & Recreation District.*

With the recent turn over the full time Aquatic Supervisor position, staff has looked into ways to improve the efficiencies within all of aquatics. A memo from Superintendent of Recreation LaPorte is enclosed outlining how we would like to restructure.

*Staff recommends reorganizing the aquatics staffing and approving the Aquatic Manager and Aquatic Supervisor job descriptions.*

## BUILDERS IMPACT FEE AGREEMENT

This Agreement is made and entered into this \_\_\_\_\_ day of August, 2019 by and between Mundelein Park and Recreation District (hereinafter referred to as "District") and Springbank (hereafter referred to as "Subdivider").

### WITNESSETH:

WHEREAS, Subdivider is acquiring under contract, approximately [REDACTED] acres of property within the District, which property is described in Exhibit "A" attached hereto, which Exhibit A is specifically incorporated by reference herein; and

WHEREAS, Subdivider intends to develop said property with 119 apartment units and 82 townhome units (hereinafter referred to as "the Development"); and

WHEREAS, Subdivider recognizes that the Development will result in a financial impact on the District; and

WHEREAS, the actual design/capacity of the units is undetermined at this time; and

WHEREAS, it is the intention of Subdivider and District to provide for a cash contribution by Subdivider on terms and as more hereinafter fully set forth.

NOW, THEREFORE, in consideration of the mutual covenants hereinafter set forth, it is hereby agreed by and between Subdivider and District as follows:

1. Subdivider agrees to deposit into escrow the sum of \$969,912.00 (hereinafter referred to as "Maximum Builder's Impact Fee"). The Maximum Builder's Impact Fee is calculated using the Impact Factors based on Illinois School Consulting Service, copyright 1996, and shown below:

[INSERT]

Total residents 425.41

$425.41/1000 \times 15 \text{ acre} = 6.381 \text{ acres} \times \$152,000 = \$969,912.00$

District and Subdivider acknowledge and agree that the number of bedrooms for each unit type is an estimate.

2. Commencing on the effective date of this agreement, District shall have the right to access funds in the escrow up to the sum of \$760,745.00 (hereinafter referred to as "Minimum Builder's Impact Fee").
3. Upon the issuance of occupancy permits for each building in the Development, District and Subdivider shall apply the Impact Factors as shown in paragraph 1 herein to the



**ORDINANCE 19-08-01**

**AN ORDINANCE ANNEXING CERTAIN TERRITORY  
TO THE MUNDELEIN PARK AND RECREATION DISTRICT**

**WHEREAS**, 70 ILCS 1205/3-10 provides that whenever a park district operating within territory predominately in a village would become coterminous or nearly coterminous with such village upon the annexation of additional territory within such municipality but not incorporated within a park district, such park district may annex such additional territory by the passage of an ordinance; and

**WHEREAS**, on September 10, 2018, the Village of Mundelein annexed the territory legally described as:

THE WEST 630 FEET OF THAT PART OF THE SOUTH HALF OF THE SOUTHWEST QUARTER OF SECTION 12, TOWNSHIP 44 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS: BEGINNING AT THE INTERSECTION OF THE WEST LINE OF SAID SOUTHWEST QUARTER OF SECTION 12 AND THE NORTH LINE OF THE 40 FOOT RIGHT OF WAY OF WINCHESTER ROAD AS DESCRIBED IN DOCUMENT 1389464; THENCE NORTH 00 DEGREES 58 MINUTES 48 SECONDS WEST ALONG SAID WEST LINE, 425.62 FEET; THENCE NORTH 89 DEGREES 37 MINUTES 35 SECONDS EAST, 1255.30 FEET TO THE WEST 40 FOOT RIGHT OF WAY LINE OF MIDLOTHIAN ROAD; THENCE SOUTH 01 DEGREE 02 MINUTES 02 SECONDS EAST ALONG SAID WEST RIGHT OF WAY LINE, 518.35 FEET TO A POINT OF CURVE; THENCE SOUTHWESTERLY ALONG A CURVE CONCAVE NORTHWESTERLY HAVING A RADIUS OF 25 FEET, 41.95 ARC MEASURE TO A POINT TANGENT TO THE NORTHERLY RIGHT OF WAY LINE OF WINCHESTER ROAD; THENCE NORTH 84 DEGREES 53 MINUTES 46 SECONDS WEST, 1,235.03 FEET ALONG THE NORTHERLY RIGHT OF WAY TO THE POINT OF BEGINNING (EXCEPTING THEREFROM THAT PART OF THE LAND TAKEN FOR ROAD/HIGHWAY PURPOSES), ALL IN LAKE COUNTY, ILLINOIS.

PIN 10-12-300-038

and;

**WHEREAS**, on July 22, 2019, the Village of Mundelein annexed the territory legally described as:

THAT PART OF THE WEST 630 FEET OF THE WEST HALF OF THE SOUTHWEST QUARTER OF SECTION 12, TOWNSHIP 44 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, LYING NORTH OF A LINE DESCRIBED AS FOLLOWS: COMMENCING AT A POINT ON THE WEST LINE OF SAID SOUTHWEST QUARTER, 425.62 FEET NORTH OF THE NORTH RIGHT OF WAY LINE OF WINCHESTER ROAD; THENCE NORTH 89 DEGREES 37 MINUTES 35 SECONDS EAST, A DISTANCE OF 1255.30 FEET TO THE TERMINUS OF SAID LINE (EXCEPT THE NORTH 1207.52 FEET THEREOF), IN LAKE COUNTY, ILLINOIS.

PIN 10-12-300-036

(hereinafter, the territories legally described above shall be referred to jointly as “the Territory”); and

**WHEREAS**, the Mundelein Park and Recreation District would become coterminous or nearly coterminous with the Village of Mundelein upon the annexation of the Territory to the Mundelein Park and Recreation District; and

**WHEREAS**, the Board of Commissioners of the Mundelein Park and Recreation District believe it is in the best interest of the Mundelein Park and Recreation District to annex the Territory to the Mundelein Park and Recreation District.

**NOW THEREFORE, BE IT ORDAINED** by the President and Board of Commissioners of the Mundelein Park and Recreation District, Lake County, Illinois, as follows:

**SECTION 1:** That the Territory legally described in Exhibit A, which is attached hereto and incorporated by reference herein, is hereby annexed to the Mundelein Park and Recreation District.

**SECTION 2:** That the Secretary of the Mundelein Park and Recreation District is hereby directed to record in the Office of the Recorder of Deeds of Lake County, Illinois, and to file in the Office of the County Clerk of Lake County, Illinois, a certified copy of this Ordinance, together with an accurate map of the Territory hereby annexed, said map being attached hereto as Exhibit A.

**SECTION 3:** That this Ordinance shall be in full force and effect from and after its passage and approval and when a certified copy thereof, together with an accurate map, is recorded in the Office of the Recorder of Deeds of Lake County, and filed in the Office of the County Clerk of Lake County.

Passed this 26<sup>th</sup> day of August, 2019.

AYES: \_\_\_\_\_  
NAYS: \_\_\_\_\_  
ABSENT: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

Memorandum

To: Margaret Resnick, Executive Director  
From: Matt LaPorte, Superintendent of Recreation  
RE: Aquatics Staffing  
Date: August 20, 2019

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In considering the recent vacancy with the Aquatics Supervisor position, I am requesting the opportunity to reorganize the aquatics division. Specifically, I would like to reorganize the job description for the Aquatics Supervisor to include the daily management of the indoor pool, in addition to the position's existing duties of managing the outdoor aquatics facilities. By doing so we would have all of the aquatics facilities fall within the supervision of one manager. I would re-title the job as Aquatics Manager. The salary range for the Aquatics Manager position would stay the same as the currently board approved range for the Aquatics Supervisor, listed at \$50,000-75,000.

Additionally, I would like to support the Aquatics Manager position by re-classifying the part-time Indoor Aquatics Coordinator position into a full-time Aquatics Supervisor position. This position would oversee the daily management of the indoor pool and assist the Aquatics Manager with the supervision of the outdoor aquatics facilities. The responsibilities of the re-designed Aquatics Supervisor position would fall in line with other similarly titled Recreation Supervisor positions at the District and have a pay range of \$40,000-65,000. Currently, the Indoor Pool Coordinator position is budgeted at 35 hours per week and is paid in a range of \$15.00-25.00.

Having all aquatics operations under one manager will improve the communication, consistency, training and development of staff. It will also allow us to more easily share resources amongst the outdoor facilities and indoor pool, and result in a more efficient and safe manner in which to manage our aquatics areas. Additionally, changing the Indoor Pool Coordinator from a part-time to a full-time position creates a plan of succession within the Aquatics Department. This also creates the opportunity to reduce the amount of turn over at the Indoor Pool Coordinator position and helps us recruit applicants that possess a higher level of education, experience and training. This new full-time position will greatly help the Aquatics Manager with staff development and recruitment during the off season. The Aquatics Manager position is responsible for hiring over 175 seasonal part-time staff. The Aquatics Manager position reduces the burden on the Human Resource Manager by taking on the majority of the recruiting, hiring, training, payroll processing and onboarding for these staff. In the past, we have hired a seasonal assistant to help the Aquatics Manager with these duties. The seasonal assistant has proven to be difficult to find in recent years. This workload can now be built into the role of the Aquatics Supervisor. Making these changes helps create a balanced work load throughout the year for both the Aquatics Manager and the Aquatics Supervisor during their respective off seasons.

The salary for the full-time status of the Aquatics Supervisor position will come from 75% of the indoor pool budget and 25% of the outdoor pool budget. There will be some salary savings from the outgoing employee. I also do not expect the Aquatics Supervisor position to be filled until October 1, following a period of recruitment and interviewing.

**I estimate the addition of a full-time Aquatics Supervisor will result in an additional savings of \$71 to an additional expense of \$2761 for 2019, depending on which insurance option is selected.** This cost is easily offset by the additional revenue received in the indoor pool due to higher than expected membership sales. Currently, the Indoor Pool budget is \$22,000 better than budget through the end of July and the Outdoor Aquatics budget is performing at \$77,265 better than budget.

#### Calculations

##### Existing Aquatics Supervisor

Budget Outdoor Aquatic Supervisor Salaries	\$55,500
Salary Balance Remaining (after vacation payout)	\$20,950 + \$2081 ( 4 mo payroll liability) = \$23,031
Budgeted Benefits Balance Remaining for (Empl Only)	\$2,536 (4 months x \$634)

##### New Aquatic Manager

Starting Salary	\$51,000
Cost at 10 pay periods remaining	\$19,615 + \$1,912 (4 mo payroll liability) = \$21,527
Cost of Benefits for New Aquatic Manager (Emp Only)	\$2544 (3 months x \$848)

Salary savings/ (Expense)	\$1,504
Benefits savings/ (Expense)	(-\$8.00)

Budget Change after filling position	\$1,496
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##### Existing Indoor Pool Coordinator

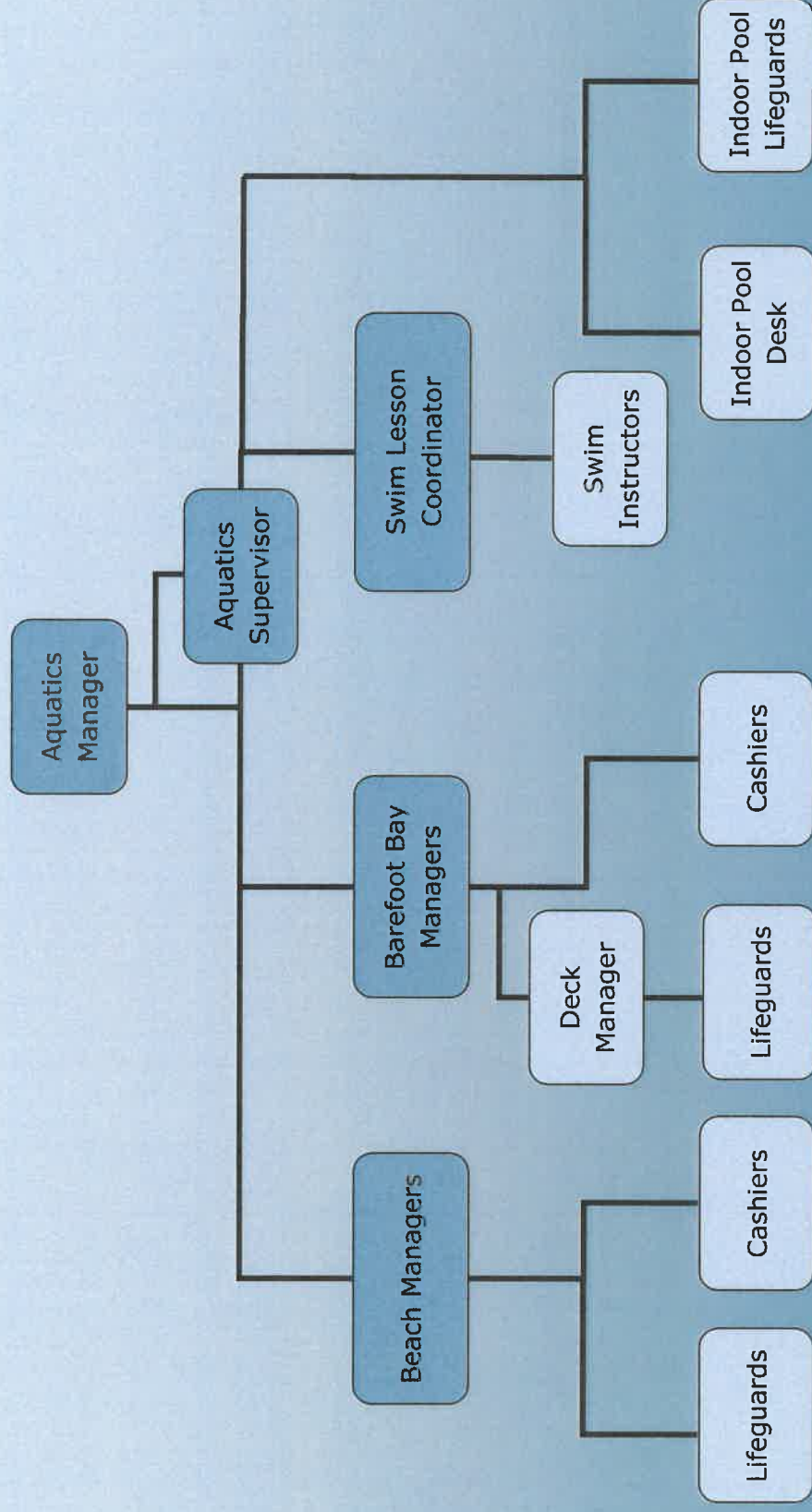
2019 Budget Indoor Pool Coordinator Wage	\$27,300
IP Coordinator Wages Remaining Balance (approx.)	\$9450 + \$1023 (4 months payroll liability) = \$10,473

##### New Aquatic Supervisor

Est Starting Salary (approximate)	\$40,000
Cost at 6 pay periods remaining (starting Oct 1)	\$9,230 + \$1,400 payroll liability = \$10,630
Cost of Benefits for New Aquatic Manager (Emp Only)	\$1,268 to \$4,100 (HMO vs PPO)
Wage/Salary savings/ (Expense)	(-\$157)
Benefits savings/ (Expense)	(-\$1,268 to -\$4,100) (HMO vs PPO)
Budget change after Elevating Position	(-\$1,425 to -\$4,257) (incl Salary, liability and benefits)

**The approximate budget impact to turn the Indoor Pool Coordinator from a part-time position to a full-time position for 2019 is an additional savings of \$71 to an additional expense of \$2,761.**

# Aquatics Division



**Mundelein Park & Recreation District**  
**Job Description**

**Job Title:** Aquatics Manager  
**Department:** Recreation  
**Supervisor:** Superintendent of Recreation  
**Classification:** Full Time – Exempt

**Summary**

The Aquatics Manager is responsible for the daily management of Barefoot Bay, Diamond Lake Beach, the spray park and the Mundelein Community Center indoor pool. This position coordinates, supervises, plans and evaluates all operations associated with the aquatics facilities. This position is also responsible for the planning, organizing, implementing, evaluating and supervising of all aquatic programs. The Aquatics Manager will be in charge of running the indoor facility and all assigned areas of the outdoor aquatics facilities in a safe and customer friendly manner, assuring that the facility is clean and adheres to the standards set forth by the Illinois Department of Public Health. Manager must be willing to work nights, weekends, and holidays as needed to successfully carry out the essential functions of this job. Preparation for events, facility openings, and programs may require extended hours.

**Qualifications**

B.A. or B.S., degree in Recreation Administration, Business Administration, or related field is preferred.

Minimum of three years of full time experience in the field of recreation is required.

Must possess certification in Star Guard Lifeguard Instructor certification within first 90 days of employment.

Must possess Illinois Food Handler Certification within first 60 days of employment.

Must possess certifications in First Aid and CPR/AED within 90 days of employment.

Must possess CPO/AFO certification within first six months of employment.

Certification as a Certified Parks and Recreation Professional (CPRP) is preferred.

**Essential Functions**

Plan, implement, organize, supervise, and evaluate all assigned programs and facilities.

Develop and implement new programs. Make recommendations for changes and improvements as required to meet the public demand.

Adapt recreation programs to meet the needs of individuals in accordance with the Americans with Disabilities Act.

Oversee the operations of assigned programs, facilities, and staff to ensure quality, efficiency, and safety paramount to performance and delivery.

Maintain needed certifications for job requirements – Star Guard Instructor, WSI, CPO/AFO, Food Service & Sanitation, etc.

Define personnel and staffing requirements, develop plan to recruit, hire, and train seasonal and part time staff to include contract employment for assigned recreational programs.

Provide documentation to support hiring and staffing plans for recreational programming, activities, facilities and special events.

Mentor, coach, influence, and evaluate performance of subordinates, with a goal of quality programs and performance.

Systematically document performance of direct reporting subordinates, write clear and concise counseling focused on success.

Make recommendations on personnel matters involving recreation staff to the Superintendent of Recreation.

## **Aquatics Manager—Job Description**

### **Essential Functions-Continued**

Prepare and oversee the entire budget process from planning to execution and evaluation for assigned facilities and programs, with emphasis on timeliness and accountability.

Manage and directly supervise all payroll activities for the assigned programs.

Monitor records of monies received, participation figures, and expenditures within assigned responsibility areas. Complete deposits for aquatics facilities.

Work with the Superintendent of Business Services and Technology to maintain proper export of financial and refund transactions.

Lead and assist in planning for future recreation programs, facilities, and activities within assigned program areas.

Establish deadlines for projects and enforce deadlines for completion.

Submit timely and accurate reports to include input for information to be delivered to the Park Board of Commissioners.

Continuously seek ways to improve and deliver quality services to both external and internal customers.

Quickly and diplomatically attend to questions, suggestions, and/or complaints received from the public.

Interpret recreation service to public and participate in community meetings and organizational planning as requested.

Keep the community informed of assigned programs, facilities, and events by use of press releases, news media, flyers, and seasonal brochures.

Develop, schedule and implement an annual calendar of in-service trainings. Ensure staff attendance. Produce and update training manuals for staff.

Train and practice with staff the medical emergency, evacuation and disaster plan so as to be prepared for any and all emergencies.

Ensures staff schedules are prepared for areas of responsibility.

Perform other related duties as assigned.

### **Marginal Functions**

Hours will vary including days, nights, weekends, and holidays.

Assist with district wide special events and special projects.

Develop appropriate forms and administrative procedures to compliment the registration process.

Make recommendations for special programs, discount rates, and special events.

Serve on District committees as requested.

Assist with emergency procedures and building evacuations.

Ensure compliance with safety, health, and loss control policies and procedures of the District.

As directed by Superintendent of Recreation, participate in professional committees, conferences, workshops, and classes to improve job knowledge and management skills.

### **Psychological Considerations**

Employee should be able to maintain a positive working relationship with other employees.

Employee must demonstrate leadership qualities to perform required work.

Employee must be able to function in a sometimes fast and ambiguous environment.

Employee must work effectively under deadlines in a variety of environments and elements.

Employee must demonstrate ability to make difficult personnel decisions without emotion and based on fact.

Employee must demonstrate skills in dealing with media organizations in a wide variety of situations, some stressful and emotional.

## **Aquatics Manager—Job Description**

Employee must be able to work with other members of senior management and a publicly elected Board of Park Commissioners to include presentations and attendance at meetings.

### **Physiological Considerations**

Frequently sitting and walking.

Occasionally, balancing, stooping, kneeling, crouching, and reaching.

May be required to lift and/or move up to 50 pounds when setting up for certain programs or activities.

### **Environmental Considerations**

Most activities are performed indoors, in a smoke free environment with controlled temperature and lighting.

May experience weather conditions while driving to other facilities to attend meetings or perform job duties at outside facilities.

Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.

Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District.

### **Cognitive Considerations**

Employee must have the ability to communicate in English, both verbally and in writing.

Employee must possess computer skills.

Must have good safety awareness and sound judgment.

Employee must possess time management and organizational skills to effectively perform his/her job.

Employee must demonstrate excellent customer service skills with the ability to problem solve resident or participant complaints.

Employee must have the ability to make judgements with respect to confidentiality of information and problem solving.

### **Safety Consideration**

Worker must be able to follow direction from supervisor with safe and effective follow through.

Worker must be able to use good safety awareness and judgment.

Worker must be able to participate in safety related training as required.

### **Conditions of Continued Employment**

Provide verification of education.

Submit to a pre-placement reference check.

Submit to a pre-placement state criminal background check.

Submit to a pre-placement physical.

Submit to a pre-placement drug testing.

Submit proof of date of birth.

Provide a copy of driver's license.

Provide driver's abstract.

Submit Proof of eligibility to work in the U.S.

Submit to random, reasonable cause and post-accident drug or alcohol testing.

- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District



**Mundelein Park & Recreation District  
Job Description**

**Job Title:** Aquatics Supervisor  
**Department:** Aquatics  
**Supervisor:** Aquatics Manager  
**Classification:** Full-Time Exempt

**Summary**

Under the direction of the Aquatics Manager, the Aquatics Supervisor is responsible for the daily management of the indoor aquatics facility. This position also assists with the management of the outdoor aquatics facilities, as directed. The Aquatics Supervisor will also be responsible for enforcing the policies and procedures pertinent to the Mundelein Community Center and Fitness Center, as set forth by the Community Center Operations Manager. The Aquatics Supervisor will be in charge of running the indoor facility and all assigned areas of the outdoor aquatics facilities in a safe and customer friendly manner, assuring that the facility is clean and adheres to the standards set forth by the Illinois Department of Public Health. The Aquatics Supervisor is also responsible for coordinating the District's learn to swim program and coordinating pool rentals and lifeguard personnel for pool parties. The position requires a variety of hours, including nights, days, weekends, and holidays.

**Qualifications**

B.A. or B.S. in Recreation Administration, physical education, exercise science or related field is preferred.

Minimum of one year of full time experience in the field of recreation is required.

Certification in StarGuard Lifeguarding and StarFish Aquatics Institute Swim Instructor is required within six months of employment.

CPO/AFO certification is preferred.

**Essential Functions**

Supervise, schedule, train and evaluate aquatics staff members, as directed.

Coordinating all aspects of the learn to swim program.

Process payroll for aquatics staff, as directed.

Evaluate staff (verbal/formal written) on an ongoing basis and make recommendations to the Aquatics Manager.

Maintain aquatics staff in test-ready shape regarding skills and emergency procedures, as directed.

Evaluate policies and procedures on an ongoing basis and make recommendations to the Aquatics Manager.

Fill out all necessary paperwork relating to the facility.

Keep accurate and complete records relating to water chemistry, staff, patron and staff injuries, emergencies, rescues, cleaning duties, maintenance issues, disciplinary actions, programs, special events, and scheduling.

Train aquatics staff on proper procedures, skills, and policies related to their job functions and the facility, as directed.

Keep the facility clean, safe, and up to code.

Work with aquatics maintenance staff to ensure the proper maintenance and repair of the indoor pool and amenities.

Communicate with aquatics maintenance staff on the ordering of supplies and chemicals.

Order supplies as needed. Maintain inventory according to District policies and manufacturer's recommendations.

Assist the Aquatics Manager in decisions regarding hiring, disciplining, and termination of staff members.

Provide on-site supervision.

Make recommendations to the Aquatics Manager regarding equipment, facility, rules, procedures, and supplies.

## **Aquatics Supervisor–Job Description**

### **Essential Functions-Continued**

Be familiar with all equipment that is necessary at the facility, such as rescue tubes, AED, oxygen, spine boards, rescue boards, first aid equipment, mechanical equipment, concession equipment, cash equipment, and all other administrative equipment.

Monitor aquatic operations on a daily basis and respond to any problems that may arise.

Be familiar with the Emergency Action Plan (EAP) for the facility and instruct staff in its steps.

Communicate with Community Center Operations Manager on all matters relating to the community center operation and fitness center membership.

Approach and interact with all patrons in a friendly and professional manner.

Promote the facility and facility events.

Respond to patron concerns in a timely and efficient manner.

Help plan and execute in-service trainings.

Perform other related duties as assigned.

### **Marginal Function**

Hours will vary including days, nights, weekends, and holidays.

Act as lifeguard, desk attendant and swim lesson instructor as required.

Assist with district wide special events and special projects.

Administer first aid when needed.

Keep all supplies stocked and all equipment in working order.

Assist with emergency procedures and building evacuations.

Ensure compliance with safety, health, and loss control policies and procedures of the District.

Serve on District committees as requested.

As directed by Aquatics Manager, participate in professional committees, conferences, workshops, and classes to improve job knowledge and management skills.

### **Psychological Considerations**

Employee should be able to maintain a positive working relationship with other employees.

Employee must demonstrate leadership qualities to perform required work.

Employee must be able to function in a sometimes fast and ambiguous environment.

Employee must work effectively under deadlines in a variety of environments and elements.

Employee must demonstrate ability to make difficult personnel decisions without emotion and based on fact.

Employee must be able to work with other members of senior management and a publicly elected Board of Park Commissioners to include presentations and attendance at meetings.

### **Physiological Considerations-Continued**

Frequently sitting and walking.

Occasionally balancing, stooping, kneeling, crouching and reaching.

May be required to lift and/or move up to 50 pounds of weight when setting up certain programs or activities.

### **Environmental Considerations**

When working indoors, employee is in a smoke free, open office environment with controlled temperature and fluorescent lighting. When employee is working outdoors, work area is in various temperatures including occasional excessive heat and precipitation.

Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.

**Aquatics Supervisor –Job Description**

Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District area.

**Cognitive Considerations**

Employee must have the ability to communicate in English, both verbally and in writing.

Employee must use good safety awareness and judgment in all aspect of the position.

Employee must possess time management and organizational skills to effectively perform his/her job.

Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.

Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

**Safety Consideration**

Employee must be able to follow direction from supervisor with safe and effective follow through.

Employee must be able to use good safety awareness and judgment.

Employee must be able to participate in safety related training as required.

**Conditions of Continued Employment**

Provide verification of education.

Submit to a pre-placement reference check.

Submit to a pre-placement state criminal background check.

Submit to a pre-placement physical.

Submit to a pre-placement drug testing.

Submit proof of date of birth.

Provide a copy of driver's license.

Provide driver's abstract.


Submit Proof of eligibility to work in the U.S.

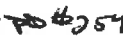
Submit to random, reasonable cause and post-accident drug or alcohol testing.

- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

## MEMORANDUM

To: Chief Eric Guenther

Cc: Deputy Chief Monahan 

From: Sergeant Paul Dempsey  4254

Date: Monday, August 12, 2019

Re: Park District Report –July 2019

There were five (5) calls for service in the area parks during the reporting period, which is lower than normal with park district activity during this time of year. The majority of the calls were minor in nature and included a property damage accident, criminal sexual abuse, burglary alarm, found property, and an unwanted subject.

Due to programs Issues Park checks by officers were unavailable for this time period.

The following gives more detail about the call during the reporting period:

- On 07/02/19, CSO Peterson responded to the Mundelein Park District for a property damage accident. Both parties agreed to take care of the matter without a police report.
- On 07/05/19, Officer Schuldt responded to the Mundelein Police Department lobby for a delayed sex abuse report that occurred at the Diamond Lake Beach. The father of the juvenile victim advised his daughter was inappropriately touched by a subject he recently befriended.
- On 07/08/19, Office Hurley responded to the Park View Fitness Center for a burglary alarm. The alarm was accidentally set off by the cleaning crew.
- On 07/11/19, Officer Hall responded to the Mundelein Police Department lobby for a found property report. A subject located a set of keys at Kracklauer Park. The keys were placed into evidence.
- On 07/31/19, Officer Balogh responded to Barefoot Bay Pool for an unwanted subject. An employee reported a male subject flirting with female lifeguards as they were working. The subject was located and trespassed from the property.

Officers will continue to perform walk-throughs at Park View for community building efforts, especially during open gym hours. In addition, they will continue to perform park checks at the various parks.

I have attached a copy of the July 2019 Park District reports for your review.

Please contact me if you have any questions.

**Courage. Pride. Commitment.**

To: Board of Park Commissioners

From: Bill Brolley, Golf Operations Manager

Subject: Steeple Chase Operations – August 2019

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	2019	Budgeted	2018
Golf Revenue (July)	\$202,616	\$210,809	\$215,811
Merchandise (July)	\$ 10,713	\$ 11,627	\$ 12,366
Food & Beverage (July)	\$ 33,384	\$35,723	\$ 34,737
Miscellaneous (July)	\$ 367		\$ 17
Gift card (July)	\$ 1,943		\$ 1,591
Total Revenue July	\$249,023	\$258,159	\$264,522
Golf Revenue (8/1- 8/20)	\$126,006		\$141,150
Merchandise (8/1- 8/20)	\$ 7,563		\$ 7,951
Food & Beverage (8/1- 8/20)	\$ 19,609		\$ 28,529
Miscellaneous (8/1- 8/20)	\$ 482		\$ <140>
Gift Card (8/1-8/20)	\$ 1,531		\$ 1,860
Total Revenue Aug. 1-20	\$155,191		\$179,350
Golf Revenue (y.t.d.)	\$708,168		\$736,996
Merchandise (y.t.d.)	\$ 62,235		\$ 59,049
Food & Bev. (y.t.d.)	\$122,702		\$133,884
Miscellaneous (y.t.d.)	\$ 11,136		\$ 13,358
Gift card (y.t.d.)	\$ 15,874		\$ 14,326
Total Rev. (Y.T.D. 8/20)	\$920,115		\$957,613
Paid rounds (July)	4,244		4,469
Paid rounds (8/1-8/20)	2,721		2,928
Paid rounds year to date (8/20)	14,883		15,239

July was down about 200 rounds compared to July of 2018 and revenue was down about \$15,000 over 2018 and down about \$9,000 over budgeted totals for the month of July. So far in August we are down 200 rounds compared to 2018 and down about \$14,000 in revenue compared to last August. July and August of 2018 were the second best July and August's in the last ten years. Year to date the rounds are down about 350 rounds compared to last year. At the end of July we are up about \$46,000 in the overall budgeted fund surplus bottom line.

We held the Club Championship August 3<sup>rd</sup> and 4<sup>th</sup>. We had 8 players in our Championship Flight, 9 in our "A" Flight and 7 in our Women's Flight. On August 2<sup>nd</sup> we also held our Super Senior Championship age 65+ which is just one round and we had 12 participants in that event.

On Monday August 12<sup>th</sup> I attended the Mundelein Village Board meeting as we had a tree variance request for the driving range on their agenda. The Village staff had recommended that the Park District be granted a variance on replacing trees that will be cut down for construction of the driving range. The Village Board voted unanimously to agree with the staff recommendation and grant the Park District the variance.

We are hosting the SRACLC golf outing on September 12<sup>th</sup>.

The Friends of Steeple Chase Outing is Saturday, September 14<sup>th</sup>; we will be teeing groups off both the first and tenth tees from 8:00am to 9:30 am.

The greens will be aerated on Sunday night September 16<sup>th</sup> and the course will be closed on Monday the 17<sup>th</sup>.

**July Comparison for the past 5 years**

	2015	2016	2017	2018	2019
<b>Total Revenue</b>	\$256,942	\$270,529	\$261,980	\$264,522	<b>\$249,023</b>
<b>Rounds</b>	4,344	4,380	4,223	4,469	<b>4,244</b>

MEMO TO: Board of Park Commissioners

FROM: Ron Doruff, Golf Course Superintendent

SUBJECT: Golf Course Grounds Report – August, 2019

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It has been a typical season. We always go from a rainy period to a three to four week drought, where rain is minimal and temperatures are high. We have had less than an inch of rain from July 21 to August 19 (29 days), which isn't a lot when you should average 1.25 inches per week. The irrigation system has held up well except for a major leak on #6 approach. We have had to call in repair man for the irrigation controllers. They have had a mind of their own. It was well worth the time and effort that was put in to straighten things out. On August 20 we received 0.7 inches of well needed rain.

On August 19<sup>th</sup>, we did our usual aerification of greens, verticutting, and top dressing. This is done every three weeks during the season. Now since that is complete, it's time to start aerifying tees, collars, approaches, and fairways. Hopefully the last thing we will aerify are the greens on September 16<sup>th</sup>. We will start with the tees and approaches on August 20<sup>th</sup> followed by fairways starting on September 3<sup>rd</sup>. Then collars will be started September 9<sup>th</sup> and as previously stated, I hope we are done by the September 16 with the greens. After we finish aerating, we will continue our work on the sand traps. The small traps on #4, #5, and the fairway trap on #6 are next to be completed with removing the sand, work on drainage, and install new sand. When these are completed there will be three traps remaining to be worked on.

As I have stated in previous reports, hopefully the tree on #6 has been removed. It is scheduled to be removed August 20 or 21. We will see if that has happened.

The crew has been shrinking due to school resuming. We are a few crew members larger than our typical winter crew. We adapt to the situation and do the best we can.

Lake County Department of Transportation did an excellent job on the drainage area on #11. They dug out the area, put down fabric, and installed stone. On the other hand, they have not started the work on #12 along the bike path.

Our goose control contractor has started their contract time. This started August 15<sup>th</sup>. The geese have been kept to a minimum on the golf course so far. There have been a lot of geese flying overhead but they have not landed on our golf course.

The big lake on #18 has been good this year with not much weeds or algae. We are planning our two year treatment of this lake in November after the irrigation system is turned off for the year. The other lakes are in need of a treatment as well which will be completed as time permits.

To: Board of Commissioners

From: Derek Solberg, Superintendent of Buildings and Grounds

Re: Parks Department Report – August 2019

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Maintenance staff welcomed the opportunity to assist Mundelein Police and MPRD Recreation staff with the National Night Out event at Community Park on August 6<sup>th</sup>. The Parks Department provided the District's wide-area mower as part of the event and children young and old were provided the opportunity to see a \$100,000 mower up close along with other vehicles provided by the Village.

A contractor has been awarded the bid for seal coating and striping at Community Park and the work is expected to start as soon as weather permits. Some of the ADA parking spaces at Barefoot Bay will need to be repaved as part of the project in order to compensate for the pavement that has settled since the parking lot was constructed. A contractor has been awarded the bid for tennis court demolition at Leo Leathers Park and again the work will begin in the coming days. Community input is being solicited to aid in determining the best use for the space created by removing the tennis courts. Staff prepared and let bids for tennis court reconstruction at Wortham Park. One bid was received and it was nearly twice the project budget. This project will be re-bid as soon as possible with an effort made to reach out directly to contractors the District has worked with in recent years on similar projects. A new dump truck for the Parks Department was purchased and delivered recently. Next, staff will outfit the truck with a salt spreader and this vehicle will be one of the primary machines used in the winter to treat parking lots for snow and ice. The salt spreader and the hydraulic system to supply power to it will be fitted and attached in-house.

Staff and contractors completed the indoor pool shut down task list ahead of schedule. The work included a new pool deck surface and painting in the pool itself. During this time painting was also completed in the lobby area, tile flooring repairs were made and numerous other deep cleaning tasks were completed. Shut downs for maintenance are important in the life of any facility so that they look new, remain clean and routinely perform at peak levels.

Refurbishing the surfaces of the athletic courts at Indian Trails Park is underway. Courts are deep cleaned, asphalt surface patch is added to failing areas and the courts are repainted. This work is completed in-house and adds one to two years of life to the surfacing. The remainder of the 2019 project plan includes rebuilding the guardrail over Seavey Drainage Ditch at Lions Field, roofing shelters at Cambridge Country and Wilderness Parks and adding drainage to a chronic wet area at Community Park. A project that was added to the list on short notice was the installation of new footings under the observation deck at Hanrahan Park to prevent further safety issues and damage to the structure.

As always, grounds care is ongoing. Routine park service is completed in a timely manner and grounds projects are added to the schedule whenever staff time and resources allow.

A cookout was held on August 7<sup>th</sup> to thank all Parks staff for a summer of hard work. Many seasonal staff finished their year with MPRD on August 9<sup>th</sup>.



# Memorandum

To: Park District Board of Commissioners  
From: Matt LaPorte, Superintendent of Recreation  
RE: July 2019

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The Recreation Department had a very successful month with significant revenues for the outdoor aquatics facilities, summer camp enrollment and fitness membership gains. Additionally, several of the program areas performed better than expected. Registration for fall programs began August 7 and registration for several program areas are off to a great start such as Learning Center Preschool and Big and Little Child Development Center. Changes are ahead for the Recreation Department with two recent vacancies announced in early August.

## Programs

The summer dance program wrapped up at the end of July. We had a very successful summer with 200 dancers enrolled in our programs. This is well over twice as many as enrolled last summer. Classes for the long term dance program, running September through May, begin on September 9. Dance Company dancers began on August 19. Also of note, the dance floor at Kracklauer Dance Studio was refinished during the week of August 5. We do this every two to three years.

Trails Summer Camp served 1,371 campers this summer for revenue of \$238,031. Although Trails enrollment was down 25 registrations overall from last year's total of 1,396 registrations, revenue was the highest received over the past seven years due to a small rate increase this year. Perhaps this decrease in registration was tied to the increases we saw in the pre-teen Odyssey camp program and some kids moving up to the older age group program. Participation in Odyssey grew from 387 registrations last year, to 636 registrations this year. We ended up adding a week on to the end of the summer, for a total of nine weeks, to accommodate the request from parents. Additionally, this helped us bring in another week's worth of revenue to make up for some of the shortage in camp revenue from June. The total combined revenue for Trails and Odyssey for this year is \$271,097, for an increase of \$23,405 from last year.

At the completion of camp, we repainted the bathrooms, hallways and lobby areas at Dunbar Recreation Center; and deep cleaned the facility in order to get it ready for the start of Rec Connection program. Rec Connection started on August 14. We have a total of 93 students at Washington School and 88 students at Dunbar Recreation Center. The total enrollment is 181 students. This number will continue to grow and fluctuate during the first few weeks of the school year. By comparison we had 175 enrolled at this time last year, so we are off to an encouraging start to this program. Several new faces have been hired in the program. We welcomed Colleen Swanson at the new Rec Connection Site Coordinator for Dunbar. Colleen has worked for camp and Rec Connection for the past 4 years. We also hired three new site leaders.

Earlier this year, Assistant Superintendent Scott Schleiden and Recreation Supervisor Cheri Rehor attended the ALICE training. ALICE is designed to provide staff with information and the tools on how to proactively handle and respond to an active assailant. Along with Risk Manager, Nerissa Brueckbauer, Scott and Cheri brought this program to the District and developed a training for the Rec Connection staff. Over time the ALICE program will be introduced to other District programs and facilities.

There are some encouraging signs for growth in enrollment for the fall Big & Little Child Development Center. After a busy summer conducting tours, we have replaced all of the spots vacated by outgoing Kindergarten students, meaning our current enrollment is equal to where it was before summer. We are expecting additional enrollments in the coming weeks which will help us get back on track with the budgeted revenue. Additionally, a promotional video was developed by our Marketing team to help attract some new families and show off the fun expected within the program. The video can be found here: <https://www.youtube.com/watch?v=M2bb7IRmbCU&feature=youtu.be> . In other news, the playground structure for Big & Little was finally repainted and all final punch list items were addressed to our liking and the project is now complete.

Learning Center Preschool staff are preparing for the upcoming school year. Enrollment in the program is presently at 46 students. We are hosting an open house on Thursday, August 22 at 6 pm. Following the summer beach operations we hired a contractor to clean and refinish the floors at Diamond Lake Recreation Center. We are ready for the program to begin the week of September 9.

Adult softball has ended for the summer season. We currently have 13 teams registered over three different nights for fall. With this number of teams registered we will be running the Tuesday, Thursday and co-rec Friday night softball leagues this fall. Athletics Coordinator Matt Wells has set up a new bags league for the spring (May-June season) in an agreement with Tighthead Brewery. League play will take place on Sundays, with registration costing \$80 per team. We will set a minimum of 12 teams and maximum of 32 teams for the introductory season. Youth basketball has been promoted and advertised at multiple events and social media outlets. We will also be promoting it at the District 75 Brat Fest on September 6. Based on early interest, we are optimistic about the upcoming season.

MBSA fall league is set to begin August 16 and will run through September 28. They held tryouts the first week of August for the 2020 baseball and softball travel teams. We have not received a report from their President on how the season went. I will provide an update at the next meeting. AYSO hosted their summer camp from July 15-19. They will begin practicing for the fall season very soon and run through the end of October. Their first weekend of games will begin September 7. Mark Gillespie has stepped down as Regional Commissioner. Mark Will has stepped in and will take over. We were unable to get a year-end report from Mark Gillespie prior to stepping down. According to new Commissioner Mark Will, numbers are low for the fall with only around 100 kids signed up. AYSO is also considering using Community Park and Diamond Lake Sports Complex exclusively next year. Updates will be passed along as they become available. Last, the opening weekend for Lake County Stallions Fall Football is August 31. Below is a breakdown of registration numbers received from President Jason Berek.

Fall Cheer = 175 girls registered

Tackle Fall Football = 85 kids registered

Summer Flag Football = 85 kids registered

Spring Flag Football = 100 kids registered

Spring Boys Lacrosse = 75 kids registered

Spring Girls Lacrosse = 50 kids registered (New this year)

Fall Flag Football = 75-100 kids expected (Just opened when he sent report)

### **Events & Parties**

We hosted the Mundelein Police Department's annual National Night Out program on August 6. Special Events Coordinator Kelli Schillaci helped plan the activities offered during the evening and run the event. Various Recreation staff were on hand to promote their programs and lead activities. Barefoot Bay was open for free twilight swim too. We ended the night with a showing of Into the Spider-Verse, a Spider

Man movie. There were approximately 700 people in attendance. Following a wrap up meeting, we have agreed to help host the event next year with the Mundelein Police Department.

Through the end of July, a total of 47 birthday parties have been held. This surpasses the goal of 40 parties budgeted for the year. There are an additional 13 parties booked in the coming months, so we are expecting surplus revenue.

### **Facilities**

Regent: As of the close of July we had 406 members, of which 251 are residents, 181 are boomers, 17% are males and 67 are from Dell Webb. This has been such a great year for the Regent Center, following the renovations completed in 2018. To put this in perspective, in 2017 and 2018 we had yearly totals of 404 members. At this point through the end of July in 2017 we had 368 members and at the end of July in 2018 we had 378 members. There were 1,500 visits to the center in July. We offered an informational program on Senior Living provided by staff from Brookdale Senior Living Community. There are upcoming trips to Royal Oak Farm near Harvard in October and the Starved Rock trip in December. Sign-ups start September 9.

Aquatics: This month the District said farewell to Aquatics Supervisor, Mike Gerton. Following nine years with the District, his last day was August 2. Indoor Pool Coordinator, John Hansen, was promoted to the role of Aquatics Supervisor. Barefoot Bay has a few operating weekends remaining through Labor Day. Staffing levels appear to be sufficient at this point through the end of the season. Revenue and visits to the outdoor aquatics facilities rebounded nicely in July. The hot weather led to a big month and overall has led to our second best year in daily pass sales and concessions, following last year's record performance. A comprehensive end of year report will be provided in the next board report.

Community Center/Fitness: Fitness Membership sales continue to climb steadily every month. This was our best revenue month this year with a gross of \$59,917. By comparison the revenue for July 2018 was \$31,605. July's membership total was 2,187 members, whereas, last July it was 1,773 members. We are currently reaching out to members with expiring memberships and who were in our old ala cart packages and offering them one free month when they convert into a new membership. During the past month, renovations were completed in our second fitness studio. The room was painted, ballet bars and mirrors were installed and two windows on the gymnasium wall were removed. We also installed a new sound system in early August. Group exercise participation was at 1,961 visits. These were down slightly due to the pool closure and cancellation of water aerobics classes for two weeks. Class in the Grass, a free outdoor fitness program at Kracklauer Park ran three successful sessions. It was a fun way to bring our fitness programs out into the community. We offered free guest passes to participants after each class. We had a total of 45 participants in the three sessions. We have gained 15 Healthy Minds/Healthy Bodies participants since January. We held a social on July 24 with the participants. Coordinator Christine Lopez has done an excellent job in promoting and growing this program for veterans. In sad news for the District Community Center Operations Manager, April Lohr, resigned from her position and after 18 years will be leaving the District to pursue a new opportunity with the Round Lake Park District. April has been instrumental in helping the District implement the registration software and lead many improvements in customer service, membership growth and brochure coordination. We wish her well. The search has begun for a replacement.

### **Sponsorship**

A total of \$54,266 has been brought in through sponsorship through the end of July. This includes the money expected from the NovaCare Rehabilitation agreement. There is an additional \$6,500 in proposals that are still pending. The budgeted goal was \$87,500 for the year. Due to the miscalculation on the timing of the second payment from NovaCare we will be \$25,000 short of budgeted revenue.

Assuming that additional payment was received in this year, we would have been right on budget. In other news, we have received a variety of In-Kind donations throughout the year. Trails Day Camp received a special visit from Scoopie from Culver's in August. Scoopie and friends handed out 200 cups of ice cream to the campers and staff during our Carnival Day festivities.

#### **Recreation Advisory Committee**

The Recreation Advisory Committee met on August 13. We discussed the ongoing renovations at the Community Center as well as some recommendations for improvements at Barefoot Bay by the committee. An update on the Recreation Department's Work Plan was provided. The recommendation was made to look into installing an electronic marquee sign on Route 45 at Kracklauer Park to highlight programs and events.

**Mundelein Parks & Recreation District**  
**Memorandum**

To: Board of Commissioners  
From: Debbie McInerney, Superintendent of Business Services and Technology  
RE: Board Report – August 2019

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**Finance**

Finance is winding down for the summer and gearing up for the Fall which includes working on the 2020 Budget. I held a refresher training session for staff to review how to use BS&A to create the budget.

**Human Resources**

Sarah Bannon completed the payrolls for the periods of 07/07/19 – 07/20/19 for 389 employees, 07/21/19 – 08/03/19 for 379 employees, and 08/04/19 – 08/17/19 for 367 employees.

Orientations were held for seven new employees. We are continuing to recruit for instructors for dance, fitness and swim. We are also looking for attendants for the fitness floor, Kidz Center, and party staff.

**IT**

We had a router fail at the golf course which caused phones and computers to be affected. Our IT consultant, Phil Knox, made it his number one priority to get us back and up running as quickly as possible. The new equipment was originally expected to take almost a month to be delivered, but Phil was able to find a way to get it here in less than a week. It should be up and running normally by the date of this meeting. In the meantime Phil was able to get Golf back up and running using a temporary solution.

IT is also working to deploy seven new computers to staff members for scheduled replacements, and the Long Range IT plan is in progress.

**Risk Management**

The safety training for July was Fleet Safety. The next monthly safety committee meeting will be held on August 28, 2019.

The ALICE® Core Team (Scott Schleiden, Cheri Rehor and Nerissa Brueckbauer) began the program by training the RecConnection staff. The e-learning tool was deployed to the staff and the hands-on training took place on the 13<sup>th</sup> of August. Mundelein Police Department sent an officer to our training.

The Spill Prevention, Control and Countermeasure Plan training was prepared and distributed to Parks and Golf Maintenance. Annual training is a requirement for the facility representatives and any employees working with oil products. The annual inspection of the Aboveground Storage Tanks will also be completed this month.

Our PDRMA Risk Management Consultant, Mary Pedersen, visited Aquatics and Camp on July 23. We visited the indoor pool renovation, the spray park, Barefoot Bay, the beach and Odyssey Camp.

## Risk Management (continued)

### Property Loss Report

12 Aug	Diamond Lake Beach Parking Lot	Tree from neighbor's yard had a dead branch which broke off and landed on District fence. Some damage to fence. Unknown cost to date.
14 Aug	NovaCare Fitness	During a scheduled sewer line repair at Fitness Building Maintenance Supervisor was asked by the plumber to widen out the trench and he hit the conduit for the marquee sign, breaking pipe and wires. Will be fixed in house. Unknown cost to date.

### Accident/Incident Summary

16 July	B&L	Boy, 3, rode tot bike off the sidewalk and into the wood chips. Hit the back of his head on the sidewalk. Small bump. First-aid and ice pack.
16 July	BFB	Boy, 11, tripped over his own feet and bumped the back of his head and scraped it. First-aid and ice pack.
16 July	BFB	Boy, 10, stepped on the grass and a stick. He broke off the big piece of the stick, but a splinter got stuck in his foot. First-aid could not remove the splinter because of the depth it was embedded.
12 July	Beach	Adult female and 2 adult males on the Beach with alcohol. Police were called to escort them from the facility.
22 July	Learning Center Preschool Camp	Boy, 3, came down slide before another child was off, bumped his nose. Bloody nose. First-aid.
23 July	Camp	Girl, 11, riding bike with Camp fell and on her knee. No need for first-aid.
22 July	Camp	Boy, 12, in a robotics lesson hit in the eye by another camper with a rubber band. Eye watered a bit. No first-aid needed. Appropriate behavioral correction taken.
24 July	Camp	Boy, 9, ate a candy bar and a piece lodged in his throat making him uncomfortable, but not choking or unable to breathe. Mother called. All OK.
23 July	Open Gym	Boy, 14, hand was hit while playing basketball. Swollen thumb. First-aid with ice pack.
25 July	BFB	Boy, 6, swimming under water and hit head on the bottom of the pool. Bump on head and bruise. First-aid. Ice pack.
24 July	BFB	Boy, 10, slipped on the edge of the pool and hit the back of his head on the edge
30 July	Camp	Boy, 9, jumped off swing and landed on right arm. First-aid. Ice Pack.
22 July	Camp	Boy, 7, another camper hit child in the face with lunchbox. Bump on head. First-aid. Ice pack.
31 July	BFB	Adult male suspected of drinking and marijuana usage at the pool escorted out by Mundelein Police.
2 Aug	BFB	Adult male throwing ball in the zero depth felt a "pop" in his calf and then had difficulty walking. First aid. Ice pack.
1 Aug	BFB	Boy, 3, playing tag, tripped and fell. Scrape on forehead, nose, left knee. First-aid. Band-aids and antibiotic cream.
4 Aug	BFB	Adult female slipped and fell (Lazy River stairs) and complained of back pain. First-aid. Ice pack.

**Risk Management (continued)**

5 Aug	BFB	Adult female slipped in the zero depth area. Bump on head. First-aid. Ice pack.
8 Aug	Camp	Boy, 10, thrown on to floor, kicked in face and stomach by another camper. Both sets of parents contacted. The camper inflicting injuries was dismissed from camp. First-aid.
6 Aug	Camp	Girl, 6, jumping on the playground equipment, slipped and hit head. First-aid. Ice pack.
7 Aug	Camp	Boy, 10, pushed and fell off low wall by pavilion. Landed on left arm. First-aid. Ice pack.
9 Aug	Camp	Boy, 10, playing on the field and ran into electrical box. Small cut above right eye. First-aid. Cleaned and treated.
7 Aug	BFB	Boy, 17, employee at Bay already clocked out, biking home with pizza box in his hand. Fell off and incurred several scrapes to face and elbows. First-aid. Cleaning of scrapes and bandages.

**Employee Injury/Illness**

7 Aug	Spray Park Cashier	Closing the gate at the Spray Park, the gate scrapped her right big toe causing a laceration. First-aid only. No Medical.
8 Aug	Concessions	Mopping the Concessions area and the mop bucket dropped on to his left ankle. First-aid only. No Medical.