

MUNDELEIN PARK & RECREATION DISTRICT
REGULAR BOARD MEETING
Monday, February 11, 2019, 7:30 P.M.
AGENDA

Call To Order:

Pledge of Allegiance:

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

Approval of Minutes: Committee Meeting January 28, 2019
Regular Meeting January 29, 2018

Approval of Disbursements: Warrant - 020319, 020519, 020819, 021119 = \$364,549.44

Correspondence: Letter from SWALCO regarding Reuse-A-Shoe Program
Letters to Betty Kaminsky, American Legion Mundelein Post 867, Mr. & Mrs. Papineau, Ms. June Montgomery, Mr. & Mrs. Buckman, Mr. & Mrs. Hegerle, Mr. & Mrs. Meyers, Mr & Mrs. Roels thanking each for donation to Healthy Minds Healthy Bodies

Old Business: 1. Approve Resolution 19-02-01 Sale of Land to School District 75
2. Select Logo Design

New Business: 1. Approve Community Center Operations Manager Job Description
2. Approve Copier Lease

Board Business:

Executive Session: Personnel 5 ILCS 120/2 (c)(1);
Purchase or Lease of Real Estate 5 ILCS 120/2 (c)(5); Imminent or Pending Litigation 5 ILCS 120/2 (c)(11)
Collective Bargaining or Salary Schedules 5 ILCS 120/2(c)(2)

Action on Items Discussed in Executive Session, if Necessary

Visitors:

Adjournment:

Rules for Public Comment:

- A. At the start of the period for public comment the board President or acting chairperson will advise the public:
 - 1. The amount of time permitted for public comment;
 - 2. That all speakers state their name and addresses before addressing the Board;
 - 3. To avoid repetitive comments, testimony and general questions; and
 - 4. To appoint only one person to speak on behalf of a group.
- B. Each person will be permitted to speak one time only, unless the President determines that allowing a speaker to address the Board again will contribute new testimony or evidence germane to an issue on the agenda for that meeting.
- C. Unless a representative spokesperson is appointed in the manner described in rule D, all comments from the public will be limited to no more than three (3) minutes per person.
- D. Groups may register a representative spokesperson by filing an appearance form no later than one (1) hour in advance of a meeting. The appearance form must designate (i) the number of people the designee represents for the purpose of making public comment; (ii) the subject matter of the public comments; and (iii) whether the subject begin represented by a group spokesperson shall be deemed to have waived their opportunity to speak independently unless the President determines that allowing such a speaker to address the Board will contribute new testimony or evidence germane to an issue on the agenda for that meeting.
 - 1. A representative spokesperson who timely files a complete appearance form to speak on a matter germane to the agenda shall be permitted to speak for three (3) minutes for each person being represented, up to a maximum of fifteen (15) minutes.
 - 2. A representative spokesperson who timely files a complete appearance form to speak on a matter not germane to the agenda shall be permitted to speak for three (3) minutes for each person being represented, up to a maximum of nine (9) minutes.
- E. The Board shall not respond to questions posed during public comment. All questions shall be recorded by the Board Secretary and a response shall be presented either during the next regular Board meeting or in writing before such meeting.
- F. All comments must be civil in nature Any person who engages in threatening, slanderous or disorderly behavior when addressing the Board shall be deemed out-of-order by the presiding officer and his or her time to address the Board at said meeting shall end.

Approved 4/14/2014 Board Meeting

Mundelein Park & Recreation District
Committee of the Whole
January 28, 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 DOLAN.

Present were Commissioners DOLAN, FRASIER, KNUDSON, McGRATH and ORTEGA. Staff present included Executive Director RESNICK, Golf Course Superintendent DORUFF, Superintendent of Buildings & Grounds SOLBERG, Superintendent of Recreation LaPORTE, Superintendent of Business Services & Technology McINERNEY and Marketing Manager LAWRENCE.

Executive Director RESNICK informed the Board there will be an All Staff training on February 19. She invited Board members to attend the first hour of the training as the purpose of this first hour is to develop the District's Vision and Values statements.

President DOLAN asked if the quarterly report could include activity goals. These would be narratives describing actions to be taken to reach goals set in the budget. Discussion ensued as to specifics of these narratives. Staff will incorporate this into the first quarter report for 2019.

The Board will review the proposed logo designs during the Regular Board Meeting.

The Committee Meeting & Budget Hearing adjourned at 7:30 pm.

Secretary

**MUNDELEIN PARK AND RECREATION DISTRICT BOARD OF
PARK COMMISSIONERS, MUNDELEIN, LAKE COUNTY, ILLINOIS
HELD MONDAY, JANUARY 28, 2019 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 7:40 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, Golf Course Superintendent DORUFF, Superintendent of Buildings & Grounds SOLBERG, Superintendent of Recreation LaPORTE, Superintendent of Business Services & Technology McINERNEY and Marketing Manager LAWRENCE.

Commissioner ORTEGA moved to approve the minutes of the Budget Hearing, Committee Meeting and Regular Meeting January 14, 2019, second by Commissioner McGRATH. President DOLAN repeated the motion and asked if there were any corrections or additions and none were made. A voice vote was taken with all voting yes.

Commissioner FRASIER moved to approve Warrants 011719, 012219, 012519 and 012819 in the amount of \$260,129.84 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.

Commissioner ORTEGA moved to place the December Financials on file, second by Commissioner McGRATH. President DOLAN repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners ORTEGA, McGRATH, FRASIER, KNUDSON and DOLAN voting yes.

Commissioner ORTEGA moved to place the December Police Report on file, second by Commissioner FRASIER. President DOLAN repeated the motion and asked if there were any questions. Commissioner FRASIER asked why the police report included mention of a bus at Lincoln School. Staff did not have an answer. A roll call vote was taken with Commissioners ORTEGA, FRASIER, KNUDSON, McGRATH and DOLAN voting yes.

President DOLAN stated at the last meeting the Board authorized the Director to enter into a contract the supply of natural gas and the Board need to approve this contract. Commissioner KNUDSON moved to approve a 34 month contract with Santanna Energy Services for supplying natural gas to District facilities, second by Commissioner FRASIER. 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, FRASIER, McGRATH, ORTEGA and DOLAN voting yet.

The updated Military Leave Policy was presented to the Board. Commissioner McGRATH moved to approve the updated Military Leave Policy for the Personnel Policy Manual, second by Commissioner ORTEGA. President DOLAN repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners McGRATH, ORTEGA, FRASIER, KNUDSON and DOLAN voting yes.

The updated Vacation Leave Policy was presented to the Board. Director RESNICK said the wording will change to reflect requests are submitted and approved electronically. Commissioner ORTEGA moved to approve the updated Vacation Leave Policy for the Personnel Policy Manual as modified, second by Commissioner FRASIER. President DOLAN repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners ORTEGA, FRASIER, KNUDSON, McGRATH and DOLAN voting yes.

The updated Personal Days Policy was presented to the Board. Director RESNICK said the wording will change to reflect requests are submitted and approved electronically. Commissioner ORTEGA moved to approve the updated Personal Days Policy for the Personnel Policy Manual as modified, second by Commissioner KNUDSON. President DOLAN repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners ORTEGA, KNUDSON, FRASIER, McGRATH and DOLAN voting yes.

Marketing Manager LAWRENCE presented two proposed logo designs to the Board. The Board discussed the impact of each design. The size and layout of the lettering was concerning to the Board. It was determined the "circle" style logo was preferred but the Board requested options for the letters. This topic will be tabled until the next meeting.

Board Business

President DOLAN shared a copy of the new Park District Code from IAPD. He informed the Board that Commissioner ORTEGA has been selected as Sargeant at Arms for IAPD.

Staff Reports

Golf

President DOLAN asked how staff felt about the recent turf applications. Golf Course Superintendent DORUFF said for now it seems good, but he will know for sure when the grass grows.

Parks

Commissioner KNUDSON completed staff on securing the playground grant. President DOLAN suggested hiring a staff member to write grants or add it to a current job description to make sure the District is applying for all available grants.

Recreation

Commissioner FRASIER complimented the successes of the Dance Company. President DOLAN asked why the start of the feeder basketball program was delayed. Superintendent of Recreation LaPORTE said many people put off registering until the last minute and staff thought this delay would ensure the program ran. President DOLAN asked if the District offers any one day tournaments to involve more people in shorter term programs. Superintendent of Recreation LaPORTE said we are making adjustments and trying to develop younger age programs to feed into the older youth programs.

Business Services

President DOLAN congratulated staff on receiving the Achievement of Excellent in Financial Reporting from the Government Financial Officers Association. Commissioner OREGA asked about the statement of "accident denied" from the accident that occurred on January 4. Superintendent of Business Services & Technology McINERNEY said the participant stated she was not injured. Commissioner ORTEGA asked if OSHA has ever visited the District. Executive Director RESNICK said not in the 12 years she has been at the agency.

President DOLAN announced service anniversaries: Josh Aguilar, 2 years; Marcus Kivisto, 6 years; Cheri Rehor, 17 years; Linda Renz, 7 years; Margaret Resnick, 12 years; and Mary Yoho, 20 years.

Visitor Ron Greenberg stated he agreed with the statement made earlier that many residents assume the Park District is part of the Village because of the Park & Recreation wording in the anem.

There being no further business, Commissioner ORTEGA moved to adjourn at 8:32 p.m. second by Commissioner McGRATH. The motion was unanimously approved.

Secretary



December 2018

Dear Reuse-A-Shoe Friends and Partners,

Thank you for participating in the Reuse-A-Shoe Program. It was so good to see so many of you at the Shoe Round-up earlier this Spring. I've had the pleasure to see some of you throughout the year at other events or working on other projects together too, and conversed with several of you over the phone. I wanted to let you know that in 2017 we collected about 46,000 pounds (over 20 tons) of shoes and it looks like we will be comparable to that number in 2018! Just at the 2 day Round-up this year in April, we collected around 17,000 pounds. Quite amazing to think what we've been able to accomplish together!

I've enclosed a certificate to recognize your efforts, partnership and participation in the 2017-2018 program. Please know that you've been part of an educational outreach, and whether you collected 6, 60 or 600 shoes, you have planted new ideas as people walked by a collection box, looked at your website or social media posts, read a blurb in the newsletter or e-mail, you or your organization sent out. Who knows how you may have impacted lives, or inspired people to think and act differently. And we've certainly diverted a large amount of material from landfills and helped others here and around the world in the process.

I continue to be amazed each year at all we can do together, and I am grateful to be involved in a project like this. It has been my true pleasure to speak with you, meet with you, work with you and get to know so many of you. There are others of you I've never met in person but have "known" for several years now. I've been glad to assist some of you too, in other ways, and work with you, on other projects and events. I appreciate every story, thought, photo, smile, or idea that has been shared with me. It keeps me inspired.

Please accept the enclosed award certificate as a thank you and token of appreciation, as well as recognition for you and your organization's efforts. If anything is incorrect, or needs reworded, **please let me know** and I will create a new one for you. This is easy for me to do and I want to make sure everything is appropriately worded the way you would like it, especially in hopes that some may even find a home on a wall or board, and grace your spaces.

Additionally, I'd like to present you with a special gift to thank you for acting as a group coordinator/s. They are "shoe wallets" that attach to your shoes (via laces) and keep you hands-free whether you're exercising, running, on vacation, or just out and about. They are large enough for credit card, hotel card, or ID and there is a zipper for key or coins/bills. I hope you'll enjoy them. Please let me know if you need anything else or if I can help you and your organization in any other way. I'm also happy to talk with you, present to your organization, or come and join you for events you are sponsoring. I'd also be pleased to brainstorm other sustainability/environmental possibilities and initiatives for future.

Please do stay in touch. Anyone who is interested you may start your collection at anytime you like. I'll be sending out the registration forms here shortly to everyone, or please contact me if you'd like one sooner. I can zip one off quickly to you. I'll look forward to hearing from you.

Thank you, so much, again.

Best and Warmest Regards,

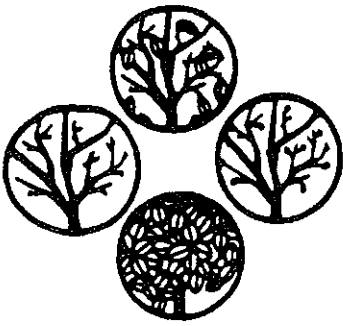
Merleanne

Merleanne Rampale, SWALCO

"There are no passengers on Spaceship Earth. We are all crew".

MUNDELEIN PARK & RECREATION DISTRICT

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February 4, 2019

Ms. Betty Kaminsky
501 Killarney Pass Circle
Mundelein, IL 60060

Dear Betty:

Once again, I am so sorry for your loss. It was always so nice to see Steve at American Legion functions and I'm sure he will be truly missed.

It was so generous of you to ask that donations be made in Steve's name to our Health Minds Healthy Bodies program. We are thrilled to accept \$800 of donations to help this program continue to flourish.

I hope to see you at the Community Center soon.

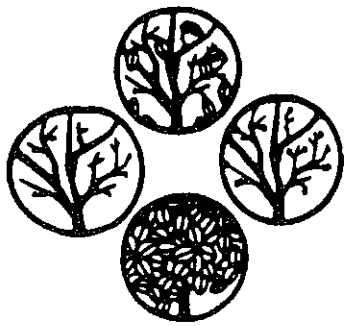
Sincerely,

Margaret Resnick
Executive Director



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February 4, 2019

Mr. Wally Frasier
Post Commander
American Legion
Mundelein Post 867
P.O. Box 603
Mundelein, IL 60060

Dear Wally:

Thank you for your generous donation in honor of Steve Kaminsky. Your generous donation will be used to help our Health Minds Healthy Bodies program continue to flourish.

Having the support of so many organizations here in Mundelein is a testament to what a wonderful community we are blessed to serve.

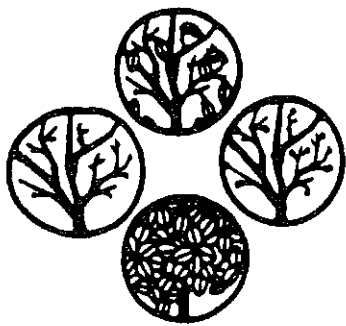
Sincerely,

Margaret Resnick
Executive Director



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February 4, 2019

Mr. & Mrs. Papineau
167 Riverglad Drive
Clayton, NC 27527

Dear Carol & Paul:

Thank you for your generous donation in honor of Steve Kaminsky. Your generous donation will be used to help our Health Minds Healthy Bodies program continue to flourish.

Having the support of so many people here in Mundelein is a testament to what a wonderful community we are blessed to serve.

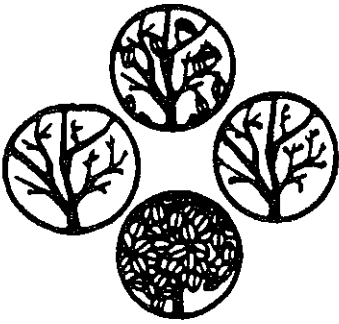
Sincerely,

Margaret Resnick
Executive Director



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February 4, 2019

Ms. June Montgomery
20923 Blossom
Plainfield, IL 60544

Dear Ms. Montgomery:

Thank you for your generous donation in honor of Steve Kaminsky. Your generous donation will be used to help our Health Minds Healthy Bodies program continue to flourish.

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Sincerely,

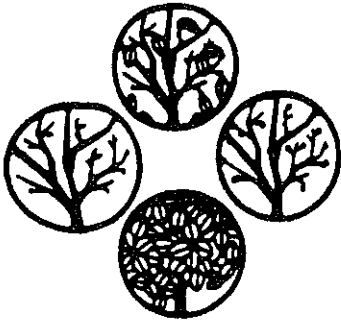
A handwritten signature in cursive script that reads "Margaret Resnick".

Margaret Resnick
Executive Director



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February 4, 2019

Ms. & Mrs. Buckman
1092 Killarney Pass Drive
Mundelein, IL 60060

Dear Mr. & Mrs. Buckman:

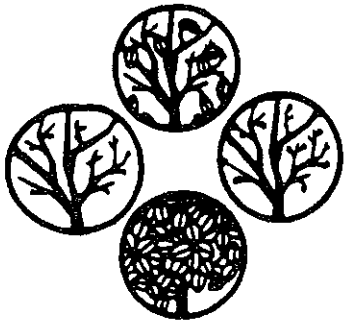
Thank you for your generous donation in honor of Steve Kaminsky. Your generous donation will be used to help our Health Minds Healthy Bodies program continue to flourish.

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Sincerely,

Margaret Resnick
Executive Director





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February 4, 2019

Ms. & Mrs. Hegerle
446 N. Prairie Avenue
Mundelein, IL 60060

Dear Mr. & Mrs. Hegerle:

Thank you for your generous donation in honor of Steve Kaminsky. Your generous donation will be used to help our Health Minds Healthy Bodies program continue to flourish.

Having the support of so many people here in Mundelein is a testament to what a wonderful community we are blessed to serve.

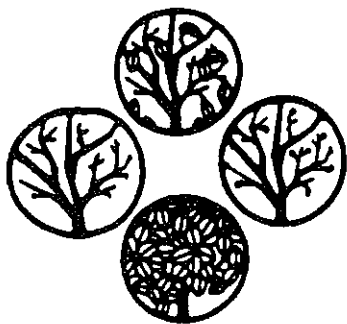
Sincerely,

Margaret Resnick
Executive Director



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February 4, 2019

Ms. & Mrs. Meyers
56311 150th Street
Story City, IA 50248

Dear Mr. & Mrs. Meyers:

Thank you for your generous donation in honor of Steve Kaminsky. Your generous donation will be used to help our Health Minds Healthy Bodies program continue to flourish.

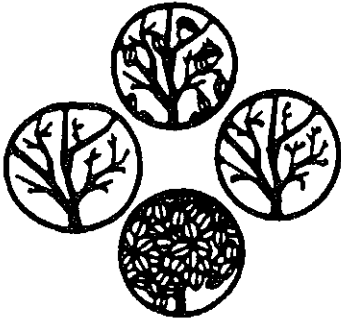
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Sincerely,

A handwritten signature in cursive script that reads "Margaret Resnick".

Margaret Resnick
Executive Director





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February 4, 2019

Ms. & Mrs. Roels
109 S. Archer Avenue
Mundelein, IL 60060

Dear Mr. & Mrs. Roels:

Thank you for your generous donation in honor of Steve Kaminsky. Your generous donation will be used to help our Health Minds Healthy Bodies program continue to flourish.

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Sincerely,

Margaret Resnick
Executive Director



**MEETING REMINDER
MONDAY, FEBRUARY 11, 2019**

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

Action Items

1. Approve Resolution 19-02-01 Sale of Land to School District 75
2. Select Logo Design
3. Approve Community Center Operations Manager Job Description
4. Approve Copier Lease

Updates

1. Assisted Living Center Request
2. Driving Range Update
3. Conference Recap

Action Items

The Board determined it is in the best interest of the District to sell 2.63 acres of land adjacent to Mechanics Grove School to Mundelein School District 75 for the development of a solar farm. The School District approved the purchase pending securing of the appropriate security credits.

Staff recommends approving Resolution 19-02-01 selling property to Mundelein School District 75.

Marketing Manager Christa Lawrence has made modifications to the proposed logo design based on Board feedback. She will present an updated design for Board approval.

Staff recommends selecting a new logo design.

With the changes last year to duties and structure of the operation of the Community Center and Park View Health & Fitness Center, we combined duties from the previous job descriptions of Community Center Manager and Registration Manager and created a new job description with the title Community Center Operations Manager.

Staff recommends approving the Community Center Operations Manager job description.

Over the past two months, we have had four different copiers in for a demo week each. We researched performance, service and performance and have chosen the Konica Minolta brand for the Community Center Administrative Office and Diamond Lake Recreation Center. The contract would include lease of two machines for \$317.59 per month plus a maintenance contact based on the number of copies.

Staff recommends approving a 36 month lease with Impact Networking LLC of Lake Forest, IL

Updates

The attorney for the developer of an assisted living/memory care center on Midlothian Road. They are asking for a reduction in their impact fee as they feel their residents will have no impact on the Park District. I have spoken with another agency that has been through something similar and they offered a reduced fee. I would like to discuss options with the Board.

Golf Operations Manager Bill Brolley, Assistant Manager Jon Karl and I met with representatives from Williams Architects to discuss the scope and estimate for the driving range. They will reduce the number of hitting bays from 22 (11 per floor) to 18 (9 per floor) and reduce the amount of boardwalk in front of the structure. We believe this will bring the project down to our budgeted figure of \$600,000.

Ten of the eleven staff who attended the IAPD/IPRA Conference met this week to discuss how the Conference benefited them. Items included; learning about a new customer service focus and setting up a meeting with the presenters, ideas for promoting the agency with a mascot, ideas to strengthen the Foundation, tips and tricks for securing grants, conflict resolution, keeping summer staff motivated and engaged, new laws effecting agencies, creative staff ideas, new ideas from the Exhibit Hall and making connections and building relationships with fellow professionals. Overall staff felt it was a good investment of time and funds to help better serve our patrons.

MUNDELEIN PARK & RECREATION PARK DISTRICT

RESOLUTION 19-02-01

**A RESOLUTION AUTHORIZING THE TRANSFER OF PROPERTY
FROM THE MUNDELEIN PARK & RECREATION PARK DISTRICT
TO THE BOARD OF EDUCATION OF MUNDELEIN SCHOOL DISTRICT 75**

WHEREAS, the Board of Education of Mundelein School District 75 (“School District”) is organized for the purposes of owning, operating, and maintaining a system of schools and the territory of the School District lies in part within the corporate limits of the Mundelein Park & Recreation Park District; and

WHEREAS, the Mundelein Park & Recreation Park District owns the property described in Exhibit “A” attached to and by this reference incorporated into this Resolution (“Transfer Property”); and

WHEREAS, the School District, on December 17, 2018, passed and approved an ordinance declaring that it is necessary or convenient for the School District to use, occupy, and improve the Transfer Property for public purposes and requesting that the Park District transfer the Transfer Property to the School District, all in accordance with the provisions of the Illinois Local Government Property Transfer Act, 50 ILCS 605/0.01, et seq. (“Property Transfer Act”); and

WHEREAS, the Board of Park Commissioners of the Park District desire to transfer the Transfer Property to the School District, pursuant to the authority conferred by the Property Transfer Act;

NOW, THEREFORE, BE IT RESOLVED by the corporate authorities of the Mundelein Park & Recreation Park District, Cook County and State of Illinois, as follows:

Section 1. Recitals. The foregoing recitals are hereby incorporated into this Resolution as findings of the President and Board of Trustees.

Section 2. Approval and Authorization for Transfer of Property to School District. The Board of Park Commissioners hereby (a) approve transfer of the Transfer Property to the School District, (b) authorize the Board President to execute a deed to accomplish the transfer, (c) authorize the Board Secretary to attest and to seal such deed with the Park District’s corporate seal, and (d) authorize the Board President and Board Secretary to take all other necessary and appropriate actions, in conjunction with the necessary and appropriate actions of the School District, to transfer all of the Park District’s rights and title in the Transfer Property to the School District, on the terms set forth in that certain Real Estate Sale Contract dated _____, 2019, mutually agreed on by the School District and the Park District, and attached hereto as Exhibit “B.”

Section 3. Effective Date. This Resolution will be in full force and effect from and after its passage by a vote of two thirds of the members of the corporate authorities now holding office and approval.

PASSED this 11th day of February 2019.

AYES:

NAYS:

ABSENT:

ABSTAIN:

APPROVED this 11th day of February 2019.

By: _____
Board President

ATTEST:

Board Secretary

Exhibit "A"

TRANSFER PROPERTY

TOWN & COUNTRY HOMES 1ST MUNDELEIN ADD PHASE 1 UNIT 2; OULOT C

P.I.N. 10-24-110-012

Exhibit "B"

REAL ESTATE SALE CONTRACT

**RESOLUTION REQUESTING THE CONVEYANCE OF CERTAIN PARK DISTRICT
PROPERTY FROM THE MUNDELEIN PARK DISTRICT PURSUANT TO THE LOCAL
GOVERNMENT PROPERTY TRANSFER ACT**

WHEREAS, the Board of Education of Mundelein School District No. 75 (the "Board" or "District") is considering entering into a power purchase agreement for the installation of a solar power field adjacent to Mechanics Grove School; and

WHEREAS, the Mundelein Park District (the "Park District") currently owns certain real property located immediately west of the Mechanics Grove School; and

WHEREAS, the School District has determined that it is necessary, convenient, in the best interests of the School District to acquire the Park District's property for the potential installation of the solar project; and

WHEREAS, the Park District has agreed to convey the property to the School District subject to the terms and conditions set forth in the draft real estate contract attached to this resolution as *Exhibit A*; and

WHEREAS, Article VII, Section 10 of the Illinois Constitution, the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 et. seq., and the Illinois Local Government Property Transfer Act, 50 ILCS 605/0.01 et. seq., authorize the School District and the Park District to enter into the attached real estate contract for the transfer of the Park District property.

NOW THEREFORE, it is hereby resolved by the Board of Education of Mundelein School District No. 75 as follows:

Section 1. The recitals set forth above are hereby incorporated herein and made a part of this resolution.

Section 2. The School District hereby determines its intent to purchase the Park District property and approves, subject to legal review and approval by the School District and Park District attorneys, the draft real estate contract which is attached to this resolution as *Exhibit A*.

Section 3. The School District hereby authorizes the District Superintendent to execute any and all documents necessary to accomplish the acquisition of the property.

Section 4. This resolution shall be in full force and effect immediately upon its passage.

Adopted this 17 day of December, 2018 by the following vote:

Roll Call:

Ayes: Frien, Goldman, Alexander, Austin, Baker, Erickson, Holly, Dupont

Nays: -none-

Absent: -none-



President, Board of Education
Mundelein School District No. 75

Attest:



Secretary, Board of Education
Mundelein School District No. 75

**Mundelein Park & Recreation District
Job Description**

Job Title: Community Center Operations Manager
Department: Recreation-Park View Health & Fitness Center
Supervisor: Superintendent of Recreation
Classification: Full Time-Exempt

Summary

The Community Center Operations Manager is responsible for the daily management of the Mundelein Community Center and Park View Fitness Center. This position coordinates, supervises, plans and evaluates all operations associated with the facility including fitness, babysitting service, registration, membership sales and customer service operations. The manager is also responsible for coordinating all recreation registration software operations, both public and staff use. Works closely with I.T. staff and Administrative Software Committee to manage, coordinate and prioritize projects and tasks. Will manage and trouble shoot registration software issues as needed.

Qualifications

Minimum High School Diploma is required.

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

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

Certification in group fitness and/or personal training is preferred.

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

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

Essential Functions

Supervise the work of Customer Service Supervisor and Fitness Coordinator.

Manage District's registration operations.

Serves as Recreation Software Administrator for the District.

Plan, organize, market, and direct comprehensive health and fitness programs.

Recruit, hire, train, supervise, schedule and evaluate fitness, babysitting and customer service staff.

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 and staff.

Provide accurate information to patrons in person, via telephone, and electronically and be available to troubleshoot any registration issues, as needed.

Research, develop and coordinate the implementation of improvements to registration procedures in order to enhance the customer experience.

Manage the District's fitness program offerings in accordance with industry trends and needs of the community.

Program and schedule fitness activities within the center. Work with staff to create a yearly calendar of programs and events to support fitness operations and stimulate membership growth.

Conduct review of fitness equipment to establish condition and to assist in the development of the fitness equipment replacement plan. Ensure fitness center equipment is in the highest working order and acceptable levels of cleanliness are upheld.

Purchase fitness equipment in accordance with budget planning.

Accountable for payment transactions including installment billing, refunds, scheduled payments and ECP/ACH, and the resolution of outstanding balances.

Community Center Operations Manager–Job Description

Essential Functions-Continued

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

Oversee the process of scholarship requests, payment and payment plans.

Review and update registration issues for the brochure and website.

Manage rental reservations for Superintendent of Recreation and Superintendent of Buildings and Grounds. Interface with customers on their behalf.

Manage the online inquiry from webmail. Distribute inquiry to the correct department to ensure timely response to patrons.

Coordinate the input of program information and program numbers for seasonal brochures into registration database.

Develop and execute training for all Park District staff and departments on recreation software.

Generate user profiles and accounts for all employees.

Maintain software user permissions to ensure proper use of recreation software, Park District wide.

Provide program and technical support to all program supervisors.

Prepare the annual budget for the operation of the Community Center, monitor revenue and expenses, make purchases, and provide recommendations to the Superintendent of Recreation on rate and policy changes.

Develop long range recommendations for capital expenses.

Prepare monthly reports and/or figures concerning the operation of the Community Center including profit and loss.

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.

Process payroll.

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 Functions

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.

Community Center Operations Manager–Job Description

Physiological Considerations

Frequent sitting and walking.

Occasionally balancing, stooping, kneeling, crouching and reaching.

The Community Center Manager may be required to lift and/or move up to 50 pounds of weight when setting up 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 other 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.

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.