

**MUNDELEIN PARK & RECREATION DISTRICT**  
**REGULAR BOARD MEETING**  
**Monday, February 12, 2018**  
**AGENDA**

**Call To Order:**

**Pledge of Allegiance:**

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

**Approval of Minutes:** Committee Meeting January 22, 2018  
Regular Meeting January 22, 2018

**Approval of Disbursements:** Warrant 012318, 012618, 020218, 020318,  
020618, 020918, 021218  
\$587,354.68

**Correspondence:** Letter from IDNR regarding Grant Reimbursement  
Letter from IAPD regarding Accreditation Award

**Old Business:**

1. Approve Marquee Sign Usage Policy
2. Approve Use of Recreational Facilities Policy
3. Approve Designated Public Forum Policy

**New Business:**

1. Approve Job Descriptions - Special Events/Party Staff Attendant, Fitness Coordinator, Lighting and Theater Technician, Cooking Instructor, Aquatics Assistant
2. Declare Equipment as Surplus Property

**Board Business:**

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

**Action on Items Discussed in Executive Session, if Necessary**

**Visitors:**

**Adjournment:**

## **Rules for Public Comment:**

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

Approved 4/14/2014 Board Meeting

Mundelein Park & Recreation District  
Committee of the Whole  
January 22, 2018

The Committee of the Whole meeting of the Board of Park Commissioners of the Mundelein Park and Recreation District was called to order at 7:00 pm by President DOLAN.

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

Executive Director RESNICK stated the Budget & Appropriation Ordinance was ready for approval. Once approved, it is filed with Lake County. The 2018 Budget and Workplan was also ready for approval. A report on budgeting philosophies, changes and capital projects will be presented to the Board in February. President DOLAN suggested it could be presented at more than one meeting rather than covering the entire budget at one time.

The Board was presented with an updated Marquee Sign Policy. Commissioner ORTEGA said he felt the non-for profit exception statement belonged in the first set of criteria. President DOLAN said he felt other recreational entities should not be included. Executive Director RESNICK will make the modifications and present to the Board at the next meeting.

Due to a recent request to create a display in a park, the District's law firm suggested the creation of a Public Forum to give people an area that will permit them to exercise their first amendment rights. Erin Pell from Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer addressed the Board on the purposes and guidelines for created a forum. She said their firm feels the most appropriate place would be in Community Park because the Administrative offices are located there. An area in the parking lot south of the entrance could be designated. She explained the Board can determine rules that are content neutral.

The Board asked if the area needed to be closed off at all times and if it would be closed at night. Ms. Pell said reasonable restrictions could be determined. Commissioner FRASIER asked who was responsible for any damage caused if there was a display. Ms. Pell said the District could ask for either insurance or a hold harmless waiver. President DOLAN said this would pertain to request the entire year, not just the holiday season. He asked what if there were multiple requests and the size of the area could not accommodate everyone. Ms. Pell said the District could determine the size and number of permits issued.

President DOLAN commented on the good visibility along Midlothian Road. He asked if there was a recommended size for a community our size. Ms. Pell said she believed there was and attorney Adam Simon would work with the Executive Director to draft a policy. Commissioner FRASIER asked about the protocol for allowing two opposing groups to be present. Ms. Pell said the District would have no control over this. Restrictions on ideology are not allowed.

Executive Director RESNICK shared with the Board the current policy regarding staff use of facilities and programs as well as current practices. She said she would like to draft a formal policy for the Board to approve at a future meeting.

The Committee Meeting adjourned at 7:30 pm.

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Secretary

**MUNDELEIN PARK AND RECREATION DISTRICT BOARD OF  
PARK COMMISSIONERS, MUNDELEIN, LAKE COUNTY, ILLINOIS  
HELD MONDAY, JANUARY 22, 2018 AT 7:30 P.M. AT THE  
MUNDELEIN COMMUNITY CENTER ADMINISTRATION OFFICES,  
1401 NORTH MIDLOTHIAN ROAD, MUNDELEIN, ILLINOIS**

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The regular scheduled meeting of the Board of Park Commissioners of the Mundelein Park and Recreation District, Mundelein, Lake County, Illinois, was called to order at 7:30 p.m. by President DOLAN and he asked the assemblage to rise and recite the Pledge of Allegiance.

He then directed the secretary to call the roll. Commissioners DOLAN, FRASIER, KNUDSON, and ORTEGA were present. Staff present included Executive Director RESNICK, Golf Operations Manager BROLLEY, Golf Course Superintendent DORUFF, Superintendent of Buildings & Grounds SOLBERG, Superintendent of Business Services & Technology MILLER and Superintendent of Recreation LaPORTE,. Commissioner McGRATH was absent.

Commissioner ORTEGA moved to approve the minutes of the Budget Hearing, Committee and Regular Meeting of January 8, 2018, second by Commissioner KNUDSON. President DOLAN repeated the motion and asked if there were any corrections or additions and none were made. A roll call vote was taken with Commissioners ORTEGA, KNUDSON, FRASIER and DOLAN voting yes.

Commissioner FRASIER moved to approve Warrants 010318, 011118, 011218, 011618, and 012218 in the amount of \$709,225.25 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, and DOLAN voting yes.

Commissioner KNUDSON moved to place the December Financials and Police Report on file, 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, ORTEGA and DOLAN voting yes.

**New Business**

President DOLAN said staff had prepared and presented the Budget & Appropriation Ordinance. Commissioner FRASIER moved to approve Budget & Appropriation Ordinance 18-01-01, 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 and DOLAN voting yes.

President DOLAN said the 2018 Budget and Workplan was discussed at the Budget Hearing December 11, 2017 and no changes had been made. Commissioner ORTEGA moved to approve the 2018 Budget and Workplan, 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 and DOLAN voting yes.

President DOLAN said due to a change in vendors at the Village, the District also needed to change vendors for fire alarm monitoring services. Commissioner KNUDSON moved to approve a five year contract with FSS Technologies for the monitoring of fire alarms at District buildings, 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, ORTEGA and DOLAN voting yes.

President DOLAN suggested deferring action on the Marquee Policy Sign due to the input from the Board. Commissioner ORTEGA moved to table action on the Marquee Policy Sign, second by Commissioner KNUDSON. President DOLAN repeated the motion and asked if there were any questions and none were raised. A voice vote was taken with all voting yes.

### **Staff Reports**

#### *Golf*

President DOLAN asked how staff decided who should receive promotional emails. Golf Operations BROLLEY said they aren't all sent at one time due to size restrictions. So interest groups (i.e. permanent tee times, golf lessons, etc.) will receive them at different times. Eventually all emails in our database will receive the promotion. President DOLAN and Commissioner FRASIER both said they had not received one yet. Commissioner KNUDSON asked how long people were using the simulator. Golf Operations Manager BROLLEY said it averages about an hour of just hitting balls, most are not playing a course. He said there was no charge for people using it to test out clubs to purchase. Club sales so far this year is about the same amount as through March last year. President DOLAN asked if the recent weather was good or bad for course conditions. Golf Course Superintendent DORUFF said with the snow blanket gone, it would be better for the course to have it colder. He was asked about recent difficulty hiring seasonal staff. He said other courses in the area are having similar issues. He is aware of a nearby course that typically has 31 crew but only had 18 last year.

#### *Parks*

Commissioner KNUDSON commented on the warm weather causing the closure of the ice rink. President DOLAN thanked the Parks staff for working so hard during the pipe break recently. Commissioner ORTEGA asked if the plan was still to open the new



# Illinois Department of Natural Resources

One Natural Resources Way Springfield, Illinois 62702-1271  
www.dnr.illinois.gov

Bruce Rauner, Governor

Wayne A. Rosenthal, Director

January 17, 2018

Ms. Margaret Resnick  
Executive Director  
Mundelein Park District  
1401 Midlothian Road  
Mundelein, IL 60060

Re: Project #PARC 14-068  
Chalet Recreation Center Addition

Dear Ms. Resnick:

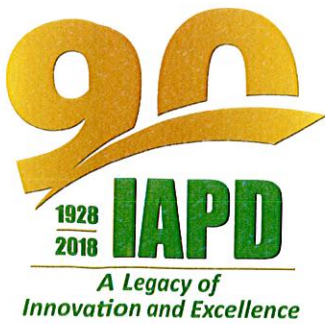
Be advised that I have received and reviewed your agency's #1 billing request for the above referenced project. Based upon documentation submitted, partial reimbursement on the grant award has been approved in the amount of \$983,995.49. This amount was reduced by half of the amount of the unapproved change orders. A voucher for this amount has been processed and a warrant from the State Comptroller's office should be forwarded to you within 30 days.

The Department is pleased with progress made to date on the project and looks forward to continued progress and a timely completion. Should you have any questions regarding this payment or project completion, please do not hesitate to contact me at 217/782-7481.

Sincerely,

A handwritten signature in cursive script that reads "Kathy Barker".

Kathy Barker  
Senior Grant Administrator  
Division of Grant Administration



January 31, 2018

Margaret Resnick  
Executive Director  
Mundelein Park & Recreation District  
1401 N Midlothian Rd  
Mundelein, IL 60060

Dear Margaret,

I wanted to congratulate the entire board and staff of the Mundelein Park & Recreation District for successfully attaining Distinguished Accredited status through the IAPD/IPRA Joint Distinguished Park and Recreation Accreditation Program.

I know that an enormous amount of work goes into the process of complying with the benchmarks outlined in the program. It is a true testament to the dedication and commitment the Mundelein Park & Recreation District has to providing the best programs and services possible.

I hope you enjoy the enclosed photo from the awards luncheon. I have also enclosed extra photos to share. Again, congratulations, and keep up the great work!

My Best Personal Regards,

A handwritten signature in blue ink that reads 'Peter Murphy, Esq., CAE, IOM'.

Peter Murphy, Esq., CAE, IOM  
President/CEO

Enclosure

C: Kevin Dolan, President





**MEETING REMINDER  
MONDAY, FEBRUARY 12, 2018**

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

**Action Items**

Old Business

1. Approve Marquee Sign Usage Policy
2. Approve Use of Recreational Facilities Policy

New Business

1. Approve Job Descriptions – Special Events/Party Staff Attendant, Fitness Coordinator, Lighting and Theater Technician, Cooking Instructor, Aquatics Assistant
2. Declare Equipment as Surplus Property

**Updates**

1. Establishing a Public Forum
2. Strategic Plan Update
3. Naming Rights
4. Tax Assessment Appeal
5. Executive Session

**Old Business**

At the last meeting, the Board discussed the recommended updated Marquee Sign Usage Policy. Staff modified the Policy based on Board input.

*Staff recommends approving the updated Marquee Sign Usage Policy.*

Staff has reviewed our current policies and practices regarding staff use of facilities and programs. Attached is the current policy or practice as well as the recommended.

*Staff recommends approving the Use of Recreational Facilities Policy for the Personnel Policy Manual.*

**New Business**

Several Job Descriptions need to be modified based on changes in duties and two need to be added.

*Staff recommends approving the job descriptions as submitted for Special/Events/Party Staff Attendant, Fitness Coordinator, Lighting and Theater Technician, Cooking Instructor and Aquatics Assistant.*

The Parks Department has several pieces of equipment that are no used and can be declared as surplus and available to be sold.

*Staff recommends declaring the following to be surplus equipment and available for sale through auction or sealed bid; 3 point tiller, Ryan tow behind aerator, Ford 221 3 point sic harrow, Snowbird trailer, 3 point rotary cutter, MTD yard machine, Globe KL-10 equipment lift and 3 point box scraper.*

**Updates**

Our attorney has recommended the Park District adopt a policy designating an area within the District as a Public Forum. Attached is their suggested policy.

With the Rec Connect program moving to the Dunbar Recreation Center, there is available space at the Community Center. Sponsorship Coordinator Tracie Ouimet has been reaching out to area health care providers about their use of this space and naming rights for Park View Health & Fitness. We have our first presentation Friday, February 9<sup>th</sup>. We will also be approaching a potential partner for the naming rights to the Dunbar Recreation Center.

Staff is tracking progress on the Strategic Plan and will share updates with the Board twice a year. The most recent update is enclosed.

One property owner has filed an appeal with the County regarding their assessment. They are requesting 620 S. Butterfield's assessment be reduced by \$246,681 (36%). The county handles these appeals.

I am requesting an Executive Session to discuss personnel.

**MUNDELEIN PARK & RECREATION DISTRICT  
MARQUEE SIGN USAGE POLICY  
FOR PUBLIC SERVICE ANNOUNCEMENTS**

**Policy Statement**

This policy is intended to address the criteria for posting public service announcements on the District's marquee sign, to enable inherently District-based organizations to communicate public service notices regarding events such organizations are holding. The District believes there are reasonable and desirable needs for public service notices for organizations serving residents of the District but which are outside the span of control of the district. The District further believes that such needs must be tempered in light of the limited resources available for use of the marquee sign. The District wishes to provide limited space for information for organizations that conduct activities relevant to the mission of the District to promote residents' health, welfare and safety. The Mundelein Park & Recreation District shall provide the limited opportunity to place specific types of information for such organizations which meet the criteria set forth below. Notwithstanding anything herein to the contrary, no organization may place any editorial content on the District's marquee sign. The opportunities provided hereby shall be limited to placing a schedule or announcement of events, including the time, place and duration, and a person to contact for additional information. Foremost, any public service announcements issued by the District shall have absolute priority over any announcements submitted by any other organization or entity.

**Criteria for Use**

To qualify, an organization must meet the criteria in one of the following categories in order to have their public service announcements presented on the Marquee Sign

1. The organization must be not-for-profit and must have a significant relationship to the Mundelein community. A significant relationship with the District can be demonstrated by meeting one of the following:
  - A. Having a membership of which 55% or more reside within the corporate limits of the District.
  - B. Having a charter or other official recognition by a parent state or national organization that designates it a Mundelein chapter.
  - C. The Corporate Authorities hereby find that the following organizations satisfy the foregoing criteria in subparagraphs (A) and/or (B):

Lake County Stallions  
Mundelein AYSO  
Mundelein Baseball Softball Association  
Mundelein Soccer Club
  - D. The sole exception to the not-for-profit requirement is that a Mundelein business may publish notice of a charitable event, all of the proceeds from which will benefit a generally recognized charitable organization.

2. Being one of the following taxing bodies serving District residents:

- Village of Mundelein
- Fremont Township
- Libertyville Township
- Fremont Public Library District
- Consolidated High School District No. 120
- Community High School District 128
- Stevenson High School District 125
- Elementary School District 73
- Elementary School District 75
- Elementary School District 76
- Elementary School District 79

3. Being one of the following entities serving the District:

- Federal and State Representatives for purposes of announcing the place and time of Town Meetings

- Being an organization of Mundelein businesses whose purpose is to support and encourage business within the District.

4. Being an organization which provides recreation services for people with special needs:

- Special Recreation Association of Central Lake County (SRACLC)

5. Any other requests for use of the marquee sign for public service announcements must be brought to the District Board for its approval. Such requests may only be for an organization that has a substantially similar purpose as those described herein above. Approval or disapproval may not be based on the political or religious affiliation of the organization.

### **Content**

The announcement shall be limited to placing a schedule or announcement of meetings or events, including the time, place and duration, and a person to contact for additional information and may not contain language tending to promote a commercial or noncommercial purpose or political or religious position.

### **Scheduling**

Requests for use of the Marquee Sign will be honored on a first-come, first-serve basis if the Park District and another eligible organization does not desire space on the Marquee Sign at the same time.

Announcements will be posted for a maximum of 10 days. The District reserves the right to limit usage to five days, depending on the demand for space during those months.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

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President, Board of Park Commissioners

# Mundelein Park District Electronic Message Sign Request Form

Please complete this form and submit it to the Marketing Specialist at least ten (10) days before the start of your message. **Forms may be faxed to the Mundelein Park District at 847-566-8557 to the attention of the Marketing Manager, emailed to [clawrence@mundeleinparks.org](mailto:clawrence@mundeleinparks.org) or returned to the Mundelein Park District Community Center at 1401 North Midlothian Road.** Contact Christa Lawrence, Marketing Manager at 847-388-5455 for more information.

**Message Start Date:** *This form must be submitted at least ten (10) days before the start of your message.*

**Message End Date:** *Message will appear for no more than 10 consecutive days.*

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Name of person making request:

Organization/Company Name:

Phone number:

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Name/title of event or message headline:

Date(s) of event:

Time(s):

Location:

Information phone number:

Brief description/details: (10 word maximum)

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please sign above acknowledging you have read and understand the guidelines listed on the reverse.

# 5.1 Use of Recreational Facilities

Season Passes .....	1	Fitness .....	2
Golf .....	1	Recreation Programs/Group Lessons.....	3
Facility Rentals .....	2	Procedures .....	4

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## Season Aquatic Passes

Full-time employees may upon request be given swimming passes for Barefoot Bay and Diamond Lake Beach. The passes issued to full-time employees will be limited to the employee and his immediate family members (spouse and dependent children living at home). All eligible employees and family members must meet any requirements and restrictions for facility usage including regular hours of operation, age limitations and waivers.

Part-time and Seasonal (while employed) employees upon request will be given swimming passes for Barefoot Bay and Diamond Lake Beach for themselves. **Part-time employees upon request may purchase a pass for Barefoot Bay and Diamond Lake Beach at a 50% discount for their spouse.**

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## Golf

### Board Member/Executive Director

One round per week non-prime time with cart, **employee only**. One round twilight per week with cart, **employee only**. Twenty guest passes per year with cart. These will be cards issued to ~~each Board member and the Executive Director~~ at the beginning of the season and will expire at the end of that season. ~~50% discount, Board member and Executive Director only,~~ **\$20 per round at all other times, employee only**. Merchandise at cost plus 10% plus tax.

### Superintendent Level

~~Two rounds per month~~ **One round per week with cart non-prime time with cart, employee only**. Two twilight rounds per month with cart, **employee only**. One guest pass per month, non-prime time with cart, **employee only**. ~~50% discount, employee only,~~ **\$20 per round at all other times, employee only**. Merchandise at cost plus 10% plus tax. Superintendent level includes Superintendent of Recreation, Assistant Superintendent of Recreation, Superintendent of Buildings & Grounds, Superintendent of Business Services & Technology.

### **Full Time Non-Golf Staff**

One round per month, non-prime time, **employee only. 50% discount, employee only, all other times twilight rounds. \$40 per round, employee only, all other times.** Merchandise purchases cost plus 10% plus tax. ~~Non-golf staff includes all full time park district employees.~~

### **Golf Staff**

One round (non-prime time) per eight (8) hours worked each week. 50% discount, employee only, all other times. Merchandise purchases cost plus 10% plus tax.

### **Prime Time**

Is defined as Saturday, Sunday and holidays before noon. Golf privileges shall be coordinated by the Golf Operations Manager. The Golf Operations Manager shall submit a monthly status report to the Executive Director detailing utilization. All privileges are non-accumulative.

### **Food Purchase**

All Mundelein Park & Recreation District regular employees, Board members, Steeple Chase Golf Club employees and their immediate dependent families (per IRS standards of dependents) receive a 50% discount on food and non-alcoholic beverages. Steeple Chase Golf clubhouse, Board members and full time regular employees receive a 50% discount on all purchases from the beverage cart.

### **Comp Golf**

Class A PGA professionals, Class A USGCSA Golf Course Superintendents, Board members and Directors from other recreation agencies will be given complimentary golf at the discretion of the Golf Operations Manager and/or Executive Director.

~~Board Approved 9/24/2007~~

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## **Facility Use Rentals**

~~The District will provide Full time employees with free use of Park District facilities for the employee and his/her family without cost at the discretion of the Executive Director.~~

**Full time employees will be given complimentary facility rentals and must act as the rental attendant and pay any liquor liability insurance if applicable. Can not reserve more than 30 days in advance.**

**Regular part time employees will be given a 50% discount on the resident rate for facility rentals and must act as the rental attendance and pay any liquor liability insurance if applicable. Can not reserve more than 30 days in advance.**

**Part time and seasonal employees will be given resident rates for facility rentals.**

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## **Fitness**

Full-time employees and immediate family members of full-time employees (spouse and dependent children living at home) may, upon request, be granted a



fitness membership at no charge. All eligible employees and family members must meet any requirements and restrictions for facility usage including regular hours of operation, age limitations and waivers. Group Exercise memberships are available to full time employees and their immediate family members at the add on rate or 50% discount on monthly rate. Part time employees are entitled to a free fitness membership their spouse is entitled to a 50% discount on a fitness membership. Part time employees are entitled to the Group Exercise add on rate or a 50% on the monthly rate. Seasonal employees are entitled to a fitness membership at no charge, during their employment. They are also entitled to the add on Group Exercise membership rate or a 50% on the monthly rate.

All employees will be entitled to a 50% discount on fitness Program Classes.

Full time and part time staff will pay direct costs for Personal Training. Seasonal employees will be charged the member rate.

All employees will pay the member rate for Park View Child Care.

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## Recreation Programs/Group Lessons

~~Staff member must complete a Staff program/facility use request form and it must be approved by the Executive Director. Contracted programs and any other programs deemed not eligible by the Superintendent and/or Executive Director are not included in this discount:~~

For Park District programs, full time employees and their immediate family will be given complimentary registration, but are required to pay any direct costs. Part time and seasonal staff will be given resident rates.

~~Full-time employees and immediate family members of full-time employees (spouse and dependent children living at home) will be allowed to enroll in recreation programs or group lessons at a reduced rate or no charge subject to the following conditions:~~

- ~~1. Employees or immediate family members are not eligible to register for any resident lottery for recreation programs without complying with all requirements, regulations, rules and fees.~~
- ~~2. The employee or immediate family member pays the Park District for any out-of-pocket expense in connection with attendance in the program or lesson.~~
- ~~3. In the case of employees, participation in any recreational program does not conflict with normal working hours.~~
- ~~4. Minimum registration must be met for participation.~~
- ~~5. Participants will be required to sign a waiver of liability form.~~

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## Big & Little Childcare

Full time employees will be given a 20% discount unless the Center is full. If the program is full, they will be given resident rates.

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## **Before/After School Program**

Full time employees will be given a 50% discount unless the program is full. If the program is full, they will be given resident rates.

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## **Learning Center Preschool**

Full time employees will be given a 20% discount unless the Center is full. If the program is full, they will be given resident rates.

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## **Summer Day Camp**

Full time employees will be given a 50% discount unless the program is full. If the program is full, they will be given resident rates. Employee is responsible for direct expenses of fieldtrips.

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## **Regular Part Time Employees**

Regular part time employees are eligible for pool, beach and fitness passes during their period of employment. Regular part time employees must work a minimum of eight (8) months a year for a fitness membership. An employee's spouse, upon request may purchase at 50% of the regular fee. Also, Regular part time employees may be eligible for limited recreational benefits at their facility of employment as well as other Park District facilities. Please check with your Supervisor for details.

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## **Seasonal/Non Regular Part Time Employees**

Seasonal/Non Regular Part Time employees may be eligible for limited recreational benefits at their facility of employment. Please see your Supervisor for details.

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## **Procedures**

You should contact your respective Supervisor regarding the use of Park District programs and facilities.

All complimentary passes and discounts given to an employee and/or the employee's immediate family in accordance with this section shall expire immediately upon termination of employment with the Mundelein Park District. All such complimentary passes and discounts cannot be transferred or given to persons other than the employee or members of the employee's immediate family as defined in this section. Unauthorized use of any complimentary pass may result in revocation of all pass privileges and disciplinary action, up to and including dismissal.

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All programs must meet the minimum enrollment before an employee can enroll.

**Mundelein Park & Recreation District  
Job Description**

**Job Title:** Lighting and Theater Technician  
**Department:** Recreation  
**Supervisor:** Recreation Supervisor III  
**Classification:** Part Time-Non Exempt-Hourly

**Summary**

Lighting and Theater Technician will be responsible for the setting up and operation of the lighting and sound for the Mundelein Park & Recreation District dance recital at Mundelein High School.

**Qualifications**

Minimum age of 21 years old.  
Theater lighting and sound set up and take down experience.  
Knowledge of Rigging Lights, color effects and gels.  
Good communication skills.

**Essential Functions**

Works closely with Theater Manager at Mundelein High School.  
Rigging the stage, controlling artificial and electrical lights.  
Lay cable  
Install color effects and image patterns.  
Focus lights, hang and install gels.  
Patching wiring, and packing down lights.  
Set up back stage safety lighting.  
Connecting sound equipment and microphones.  
Oversee the installation of the Marley dance floor onto the stage.  
Participates in rehearsals.  
Troubleshoots and monitors performance.  
Perform other related duties as assigned.

**Marginal Functions**

Sets side stage curtains.  
Keeps backstage at entrance and exit ways clear for performers.

**Psychological Considerations**

Employee should be able to maintain a positive working relationship with other employees.  
Employee must work effectively under deadlines in a variety of environments and elements.  
Employee must demonstrate leadership qualities to perform required work.  
Employee must be able to function in a sometimes fast and ambiguous environment.

**Environmental Considerations**

May be required to lift and/or move up to 50 pounds when setting up for certain programs or activities.  
Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.  
Protective clothing is not required unless a specific project or task requires appropriate safety measures.  
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.

## **Lighting and Theater Technician – Job Description**

### **Cognitive Considerations**

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

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.

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

### **Safety Considerations**

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-employment reference check.

Submit to a pre-employment state criminal background check.

Submit proof of date of birth.

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.

**Mundelein Park & Recreation District  
Job Description**

**Job Title:** ~~Group Exercise/Personal Training~~ Fitness Coordinator  
**Department:** Recreation – Park View Health & Fitness Center  
**Supervisor:** Community Center Manager  
**Classification:** Part Time-Non Exempt-Hourly

**Summary**

Under the general supervision of the Community Center Manager the ~~Group Exercise/Personal Training~~ Fitness Coordinator is responsible for the implementation and supervision of group exercise and personal training program. The ~~Group Exercise/Personal Training~~ Fitness Coordinator also assists with the fitness center's membership sales and retention efforts in fitness class and personal training areas. Hours of this position will be flexible, and include mornings, evenings, and some weekends. This position will average ~~20~~ 25 hours per week.

**Qualifications**

Graduate from an accredited college or university with a degree in exercise physiology, kinesiology, physical education or recreation; or a minimum of three years or a combination of education and experience. Must have a CPR/AED certification. A commitment to performing excellent customer service. Must have experience in recreation, business, or related field. Requires excellent verbal communication, promotional and leadership skills. Teamwork attitude to enhance total staff involvement and goal oriented to continuously improve. Working knowledge of Microsoft Office and Google Calendar.

**Essential Functions**

Assist with hiring, training and evaluating group exercise instructors and personal trainers.  
Assist in development, promotion, implementation and evaluation of group fitness classes and personal training throughout the Park District.  
Create and publish the monthly group exercise schedule.  
Assist in overseeing personal training process, verifying sales, and scheduling trainers, ensure client management, and monitor personal training redemption against payroll.  
Assist with purchasing supplies for personal training and group exercise.  
Provide information as needed for brochure, web pages, and social media.  
Conduct annual written performance evaluations of group exercise and personal training staff.  
Coordinate regular staff meetings with Community Center Manager and Group Ex and Personal trainers.  
Assist with season fitness challenge promotions.  
Assist with community outreach, presentations, and marketing.  
Perform other related duties as assigned.

**Psychological Considerations**

Employee should be able to maintain a positive working relationship with the other employees.  
Employee must demonstrate leadership qualities to perform required work.  
Employee must demonstrate skills in dealing with participants, parents or guardians in a wide variety of situations, some stressful and emotional.  
Employee must be able to function in a sometimes fast and ambiguous environment.

## **Group Exercise/Personal Training Fitness Coordinator-Job Description**

### **Physiological Considerations**

Frequently sitting and walking.

Occasionally balancing, stooping, kneeling, crouching and reaching.

Medium strength of 40 to 50 lbs.

### **Cognitive Considerations**

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

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.

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

### **Safety Considerations**

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.

Enforce all facility rules and regulations in order to proved a safe and hazard free environment.

Ensure that all employees follow all procedures, policies, and rules put in place by the Aquatics Supervisor.

Fill out/review all accident/incident, rescue, and first aid reports and inform the Aquatics Supervisor of all such reports.

Assist in all emergency situations and provide the necessary care (CPR, AED, Oxygen, First Aid, etc.).

### **Conditions of Continued Employment**

Provide verification of education.

Submit to a pre-employment reference check.

Submit to a pre-employment state criminal background check.

Submit proof of date of birth.

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.

**Mundelein Park & Recreation District  
Job Description**

**Job Title:** Special Events/Party Staff Attendant  
**Department:** Recreation  
**Supervisor:** Special Events/Party Coordinator  
**Classification:** Part Time-Non Exempt-Hourly

**Summary**

Party Staff Attendants are responsible for the setup, supervision and cleanup of birthday parties and special events.

**Qualifications**

Minimum age of 16 years old.  
Prefer party or event experience.  
Good communication skills.

**Essential Functions**

Set up of party room per instructions from party coordinator.  
Greet party guests as they arrive and direct them to the party room.  
Serve drinks and/or cake to party guests.  
Supervise games/activities selected by the party host.  
Collect fees for guests above the maximum number reserved.  
Clean party room at the end of the party.  
Assist at Special Events/Party Staff Coordinator at Park District special events.  
Adhere to all Park District policies and procedures.  
Perform other related duties as assigned.

**Marginal Functions**

Work with children in a positive, energetic and enthusiastic manner.  
Excellent communication and leadership skills.  
Ability to work in a team orientated environment.  
Self-motivation.

**Psychological Considerations**

Employee should be able to maintain a positive working relationship with other employees.  
Employee must work effectively under deadlines in a variety of environments and elements.  
Employee must demonstrate leadership qualities to perform required work.  
Employee must demonstrate ability to make difficult personnel decisions without emotion and based on fact.  
Employee must be able to function in a sometimes fast and ambiguous environment.

**Environmental Considerations**

May be required to lift and/or move up to 50 pounds when setting up for certain programs or activities.  
Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.  
Protective clothing is not required unless a specific project or task requires appropriate safety measures.



## **Party Staff Attendant–Job Description**

### **Environmental Considerations-Continued**

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 able to communicate in English, both verbally and in writing.

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.

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

### **Safety Considerations**

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-employment reference check.

Submit to a pre-employment state criminal background check.

Submit proof of date of birth.

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.

**Mundelein Park and Recreation District  
Job Description**

**Job Title:** Aquatics Assistant  
**Department:** Aquatics  
**Supervisor:** Recreation Supervisor I-Aquatics  
**Classification:** Part Time-Seasonal-Non Exempt-Hourly

**Summary**

Under the supervision of the Recreation Supervisor I-Aquatics, the Aquatics Assistant will provide administrative and clerical support to the day-to-day operations of the Aquatics Department. This seasonal position works Monday-Friday during the day and starts in February and ends in September.

**Qualifications**

High School diploma or GED required. College graduate preferred. Previous experience in an office environment is a plus. Working knowledge of Microsoft Office suite of products. Must be highly organized and have exceptional customer service. CPR/AED certified.

**Essential Functions**

Coordinate the Group Rental process and input information into registration software.  
Handle deposit payments in an orderly and secure fashion.  
Obtain Certificates of Liability Insurance from outside groups.  
Schedule interviews with perspective employees.  
Process new hire paperwork, and ensure accuracy and completion before forwarding to HR.  
Maintain security of confidential files and records.  
Answer the Barefoot Bay main phone line and provide customer support.  
Communicate pertinent information with Recreation Supervisor I-Aquatics and others as necessary.  
Performs job all tasks within the policies and procedures of the Park District's Safety & Personnel policy.  
Perform other related duties as assigned.

**Marginal Functions**

Maintain inventory of office supplies.  
Understand and use basic current computer operating systems and job related software applications.  
Operate office equipment including calculator, computer, copier, fax machine, and other equipment.  
Communicate effectively both verbally and in writing.  
Take initiative and responsibility.  
Perform duties with minimal supervision.  
Make timely and effective decisions.  
Coordinate and work on projects simultaneously.  
Follow through with assignments.  
Provide great customer service internally to fellow staff and externally to customers and associates.

**Psychological Considerations**

Effectively under stress of deadlines and complaints.  
Under supervision and direction of supervisor(s).  
Work cooperatively with fellow staff, general public, and community groups in a proper manner.  
Employee should be able to maintain a positive working relationship with other employees.  
Employee must work effectively under deadlines in a variety of environments and elements.

**Psychological Considerations-Continued**

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

May frequently be required to walk, sit, talk and hear.

May frequently be required to use hands and/or fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms.

May occasionally be required to climb or balance, stoop, kneel, crouch or crawl.

May occasionally be required to lift and/or move up to 25 pounds.

**Environmental Considerations**

Occasionally in and out of controlled temperatures throughout the day.

Occasionally exposed to elevated noise levels produced from landscape maintenance equipment and/or power tools.

Occasionally at job sites where dust, pollens, molds, etc may be present.

Involved in repetitive work (i.e. computer keyboard, writing, hand).

**Cognitive Considerations**

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

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.

Use basic math, reading and writing skills.

Follow step-by-step procedures and obtain appropriate end results.

Exhibit good problem solving abilities.

Analyze data to create reports, make recommendations, and strategize appropriate follow-up.

Communicate effectively and respond appropriately to the needs of internal and external contacts.

Project a positive image and neat appearance to visitors of the park district.

**Safety Considerations**

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 proof of date of birth.

Provide a copy of driver's license.

Provide driver's abstract.

Submit to a reference check.

Submit to a state criminal background check.

Complete six (6) month introductory period satisfactorily.

**Mundelein Park & Recreation District  
Job Description**

**Job Title:** Cooking Instructor  
**Department:** Recreation  
**Supervisor:** Recreational Supervisor III  
**Classification:** Part Time-Non Exempt-Hourly

**Summary**

The Cooking Instructor must have the ability to interact, organize and demonstrate cooking methods to instruct small group classes. Must have experience with a variety of cooking techniques, such as ethnic and regional specialties, healthy alternatives, baking and simple cooking for younger students.

**Qualifications**

One year of teaching experience, preferably cooking classes, or one year of experience cooking in a professional setting such as a restaurant or catering.  
Current food service sanitation certification required.  
Ability to maintain effective relationships with students and staff.  
Ability to follow instructions and deadlines for creation of menus, recipe writing, and shopping list.  
Ability to maintain a safe environment at work site.  
High School Diploma or GED.

**Essential Function**

Develops, plans, and leads cooking classes for children, adults and families  
Write lesson plans for cooking classes.  
Responsible for scheduling classes in advance  
Record daily attendance.  
Set up/ tear down classroom as needed including cleaning of kitchen space.  
Teach and supervise in class room.  
Provide positive atmosphere and maintain class control.  
Ability to work effectively with students and to modify instruction to meet student needs.  
Provide excellent customer service and promote other cooking programs.  
Able to work weekends as required.  
Performs other duties as assigned.

**Psychological Considerations**

Employee should be able to maintain a positive working relationship with the other employees.  
Employee must demonstrate leadership qualities to perform required work.  
Employee must demonstrate skills in dealing with participants, parents or guardians in a wide variety of situations, some stressful and emotional.  
Employee must be able to function in a sometimes fast and ambiguous environment.

## **Cooking Instructor-Job Description**

### **Physiological Considerations**

Frequently sitting, standing and walking.

Occasionally balancing, stooping, kneeling, crouching and reaching.

Medium strength of 25 to 35 lbs.

### **Cognitive Considerations**

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

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.

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

### **Safety Considerations**

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.

Enforce all facility rules and regulations in order to proved a safe and hazard free environment.

Assist in all emergency situations and provide the necessary care (CPR, AED, Oxygen, First Aid, etc.).

### **Conditions of Continued Employment**

Provide verification of education.

Submit to a pre-employment reference check.

Submit to a pre-employment state criminal background check.

Submit proof of date of birth.

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.

02/2018

MUNDELEIN PARK & RECREATION DISTRICT  
Mundelein, Lake County, Illinois

FIRST AMENDMENT ACTIVITIES POLICY

**I. Policy Statement**

This policy is intended to address the criteria for engaging in activities protected by the First Amendment of the United States Constitution while on property owned or controlled by the Mundelein Park & Recreation District.

The District believes there are reasonable and desirable needs for the performance of First Amendment activities on Park District property conducted by residents and resident organizations which are outside the span of control of the District. The District further believes Park District property is primarily intended to be used and operated for active and passive recreational activities and facilities. As a result of these competing interests, the types of First Amendment activities allowed on Park District property must be balanced against the nature and size of the property and the other intended or permitted uses thereof so that the conduct of First Amendment Activities does not result in a direct conflict with the Park District's intended or permitted use of the property or damage to the property. In light of these considerations, the Board of Park Commissioners adopts this policy as an exercise of its power to establish by policy all needful rules and regulations for the government and protection of parks, boulevards and driveways and other property under its jurisdiction, and to effect the objects for which such districts are formed.

**II. Definitions**

**A. First Amendment Activities** shall mean, and include, the following activities performed by or on behalf of a resident or Resident Organization:

1. Engaging in charitable, religious or political speech or expressive conduct with a group of more than fifteen (15) people;
2. Engaging in the commercial sale and distribution of merchandise for charitable, religious, or political purposes;
3. Conducting parades or public assemblies;
4. Distributing non-commercial printed or written material; or
5. Erecting unattended, seasonal displays representing a charitable, religious or political message, which may occupy an area no larger than 30 square feet.

**B. First Amendment Location** shall mean:

1. For activities described in item A(1), the meeting room where the Board of Park Commissioners meets, provided that such activity does not exceed the occupancy limitations of that room or cause the Board or committee to be unable to effectively conduct any meeting;
2. For all activities described in items A, that 2+/- acre portion of Keith Mione Community Park located within the parking lot on the southerly side of the

- driveway and the open area directly south of such parking lot, as more specifically depicted on Exhibit A, attached hereto and incorporated by reference;
3. For activities described in items A(1) and (4), an open and unimproved area no larger than 10' x 10' adjacent to and outside the parking lot at any District Property which has a parking area, provided that such activity, in consideration of all other contemporaneous Park District activity occurring there, does not obstruct any public sidewalk or ingress or egress to any place or building on District property by hindering or impeding or tending to hinder or impede the free and uninterrupted passage pedestrians thereon or therein.
  4. All District Property or parts thereof not expressly described above shall be considered a non-public forum where First Amendment Activities are not permitted.

**“Resident organization”** shall mean a firm, partnership, group, association, corporation, governmental unit, company or organization of any kind, except the District, that has a significant relationship to the Park District community. A significant relationship can be demonstrated by meeting the following criteria:

1. 55% or more members or participants reside within the corporate limits of the Village; or
2. Have a charter or other official recognition by a parent, state or national organization designating it as a Village chapter; or
3. Have a principal place of business located within the corporate limits of the Village; and
4. Be in good standing for all registrations, licenses, permits and regulations.

### **III. Restriction on Solicitation**

Residents and Resident Organizations only shall be issued permits for activities described in Section II.A.2 only for First Amendment Locations. Any person engaging in solicitation activity pursuant to a permit in or in close proximity to a parking lot, highway or street must wear a high visibility vest.

### **IV. Permit Requirement**

- A. No person or organization, other than the District, shall, without a permit:
  1. Conduct a public assembly or parade involving more than fifteen (15) individuals or vehicles;
  2. Place, paste, glue, tack or otherwise affix or post any sign, placard, advertisement, or inscription whatsoever, nor erect or cause to be erected any permanent or temporary sign whatsoever, on any structure, fence or tree on District property, except to the extent temporary signs are allowed by the Illinois Election Code for polling places during the electioneering period. Nothing herein shall be construed to prohibit the carrying of signs in the course of performing a First Amendment

Activity in a First Amendment Location;

3. Circulate or distribute, in any indoor District property, any leaflets, handbills, notices, pamphlets, books, documents, or papers of any kind, except on bulletin boards expressly provided for such purpose, or cause them to be attached to vehicles and equipment parked on District property;
4. Engage in solicitation from persons on District property, except for First Amendment Activities in areas specifically described as First Amendment Locations; and
5. Erect unattended seasonal displays, which may occupy an area no larger than 30 square feet nor be displayed for greater than fourteen (14) days.

B. By issuing a permit the Park District does not relinquish the right to control the management of the District property and enforce all necessary and proper rules for the safe operation of District property.

**V. Indemnification and Reimbursement Agreement**

No permit for any activity described in Article IV shall be granted unless the applicant shall have executed an agreement with the District, on a form to be prescribed by the District staff, in which the applicant shall promise and covenant to bear all costs of policing, cleaning up and restoring the District property upon which the permitted event or activity occurs upon conclusion of the event or activity; to reimburse the District for any such costs incurred by the District; and to indemnify the District and hold the District harmless from any liability to any person resulting from any damage or injury proximately caused by the action or omission of the permittee, the sponsoring organization, its officers, employees or agents or any person under their control insofar as permitted by law. Such an agreement may be executed contemporaneously with the issuance of the permit.

**VI. Security Deposit**

For any activity described in Article IV.A.1, 4 or 5, no application for permit shall be granted unless the same shall be accompanied by the deposit of a sum of money equal to the estimated cost of policing, cleaning up and restoring the park upon conclusion of the use or activity, as set by the schedule of fees set by the District staff and approved by the Board. Promptly after the conclusion of a permitted activity, the District shall inspect the premises and equipment used by the permittee. If it is determined by such inspection, that the sponsor or participants in the permitted event proximately caused damage to District property in excess of normal wear and tear and which requires repairs in excess of routine maintenance, the District shall retain the security deposit or any portion thereof necessary to pay for the cost of repair. The District staff shall give written notice of the assessment of damages and retention of the security deposit to the permittee by personal delivery or by deposit in the United States mail, with proper postage prepaid to the name and address set forth in the application for permit.



## **VII. Insurance**

For any activity described in Article IV.A.1, 4 or 5, Applicant shall procure and maintain at all times during its use of District property, insurance in such amounts and with such coverages as shall reasonably be required by the District and shall name District as an additional insured thereunder. The amounts and type of insurance required shall be reasonably determined by the Director, based upon the nature of the activity, the estimated number of participants, and the risk of personal injury or property damage involved. The Director shall prepare a uniform schedule of insurance guidelines for particular types of activities. Applicant shall provide District with a certificate from its insurer evidencing such coverage prior to applicant's use of District property. The certificate shall also provide that the insurer shall give the District reasonable advance notice of insurer's intent to cancel the insurance coverage provided.

## **VIII. Processing of Application for Permits**

### **A. Order**

Applications may be obtained from [INSERT PLACES TO OBTAIN PERMIT APPLICATIONS, E.G. FRONT DESK, WEBSITE, ETC.]. Applications for permits shall be processed in order of receipt (e.g. first come, first serve); and the use of a particular First Amendment Location or part thereof shall be allocated preference in order of receipt of fully executed applications; provided, the use of the First Amendment Location described in II.B.2 shall be scheduled giving preference in the following order to the following activities and groups regardless of the order of receipt of fully executed applications:

1. District sponsored and supervised programs and activities;
2. Affiliate organization programs and activities;
3. Activities sponsored by residents of the Mundelein Park & Recreation District or Resident Organizations; and
4. Activities sponsored by non-residents or non-resident organizations.

### **B. Preliminary Approval**

Applicants must agree that participants of events will abide by and comply with the laws of the United States of America, the State of Illinois, local laws and policies as well as the rules and regulations of the Park District. Applications for permits for activities or events which require insurance, approval or permits from other governmental entities, or compliance with other terms or conditions, will be reviewed and, if the application otherwise conforms to all other requirements, a preliminary approval will be issued. If, within fourteen days of the issuance of the preliminary approval, but in no event later than the day prior to the date of the event or activity, an insurance certificate evidencing the requisite insurance is not filed with the Director, or the approval or permit of other governmental entities has not been received, or the other terms and conditions have not been met, the preliminary approval will expire, the application for

permit will be deemed denied and no written notice of denial will be required. Please note that the Park District may terminate the permit at any time it determines the applicant and/or the participants have violated the rules set forth in this Code.

#### C. Written Denials

Except for applications for permits for which preliminary approvals have been issued, applications for permits shall be deemed approved, subject to insurance requirements as provided in Section VII, above, if no written denial is issued before the date of the event, but in no case later than fourteen days of the date on which the application is fully completed, executed and filed with the appropriate officer or employee, as designated by the Director; provided, however, the District may extend the period of review for an additional fourteen days by issuance of a written notice of extension describing such additional relevant information required by the District to identify if the application and proposed activity complies with this Code. If, prior to the expiration of the extended review period, no written denial is issued, the application for permit shall be deemed approved.

#### D. Notice of Extended Review or Denial or Issuance of Permit

Written or electronic notice of denial or notice of extension shall be served on the applicant by e-mail, personal delivery, or by deposit in United States mail, with proper postage prepaid, to the name and address on the application for permit.

#### E. Contents of Notice; Grounds for Denial

Notice of denial of an application for permit shall clearly set forth the grounds upon which the permit was denied together with a citation to the sections of this policy with which the application fails to comply and, where feasible, shall contain a proposal by the District for measures by which the applicant may cure any defects in the application for permit or otherwise procure a permit. Where an application or permit has been denied because a fully executed prior application for the same time and place has been received, and a permit has been or will be granted to the prior applicant authorizing uses or activities which do not reasonably permit multiple occupancy of the particular area, the District shall propose an alternate place, if available for the same time, or an alternate time, if available for the same place. The District may deny an application for permit on any of the following grounds:

1. the application for permit is not fully completed and executed;
2. the applicant has not timely tendered the applicable application fee, user fee, indemnification and reimbursement agreement, or security deposit;
3. the application for permit contains a material falsehood or misrepresentation;
4. the applicant is legally incompetent to contract or to sue and be sued;
5. the applicant or the person on whose behalf the application for permit was made

has on prior occasions damaged district property and has not paid in full for such damage, or has other outstanding and unpaid debts to the District;

6. a fully executed prior application for permit for the same time and place has been received, and a permit has been or will be granted to a prior applicant (or higher ranking applicant) authorizing uses or activities which do not reasonably permit multiple occupancy of the particular park or part thereof;
7. the use or activity intended by the applicant would conflict with previously planned programs organized and conducted by the District and previously scheduled for the same time and place;
8. the proposed use or activity is prohibited by or inconsistent with the recognized and accepted uses of the park or part thereof;
9. the use or activity intended by the applicant would present an unreasonable danger to the health or safety of the applicant, or other users of the park, of District employees or of the public, despite reasonable accommodations designed to mitigate such risks;
10. the applicant has not complied or cannot comply with applicable licensure requirements, policies or regulations concerning the sale or offering for sale of any food, goods or services;
11. the use or activity intended by the applicant is prohibited by law, by the policies or policies of the District, or by the regulations of the District staff;
12. the applicant has not secured the requisite insurance; or
13. the applicant or the person on whose behalf the application for permit was made has on prior occasions made material misrepresentations regarding the nature or scope of the event or activity previously permitted or has violated the terms of prior permits issued to the applicant.

#### F. Amendment or Revision of Applications

Any amendment or revision of an application or permit shall, for purposes of determining the priority of the application for permit, relate back to the original filing thereof, but the time in which the District shall grant or deny the application for permit and serve notice of such granting or denial shall be computed from the date of the amendment or revision.

## **IX. Procedures for Review; Waivers**

### **A. Review by Director**

1. Any applicant who is denied a permit or a permittee who is assessed damages pursuant to this Policy may, within seven days of the service of notice of such determination, file a written appeal from such determination with the Director. If the Director's decision is being appealed, the appeal shall be filed with the Board President;
2. The Director shall have two (2) business days from the date on which the appeal was filed in which to serve upon the applicant a notice that he/she has affirmed, modified or reversed the denial;
3. Such notice shall be deemed served upon the applicant or permittee when it is personally delivered or when it is sent by United States mail, with proper postage prepaid, to the name and address set forth on the application for permit;
4. If such notice is not served upon the applicant or permittee within two (2) business days of the date upon which the appeal was filed, then the decision shall be deemed reversed.

### **B. Form of Appeals**

Any appeals filed pursuant to this policy shall state succinctly the grounds upon which it is asserted that the decision should be modified or reversed and shall be accompanied by copies of the application for permit, the written notice of the determination of the supervisor and/or the Director and any other papers material to the determination.

### **C. Waiver of Requirements**

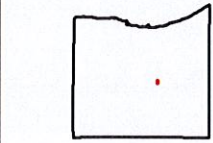
Any requirements for or limitation upon a permit or the requirement of a permit may be waived by the Director if the activity is protected by the First Amendment of the United States Constitution and/or the condition would be so financially burdensome that it would preclude the applicant from using District property for the proposed activity. Fees for equipment and services may not be waived pursuant to this subsection. Application for a waiver shall be made on a form prescribed by the Director.

## **X. Severability**

If any provision of this Policy or the application thereof to any person or circumstance be held invalid, the remainder of this Policy and the application of such provision to other persons or circumstances shall not be affected thereby. The District reserves the power to amend or repeal this Policy at any time without notice; and all rights, privileges and immunities conferred by this policy or by acts done pursuant hereto shall exist subject to such power.

4818-0860-4250, v. 1

# Keith Mione Community Park



**Lake County**  
Geographic Information System

Lake County  
GIS Division  
18 N County St  
Waukegan IL 60085  
(847) 377-2388

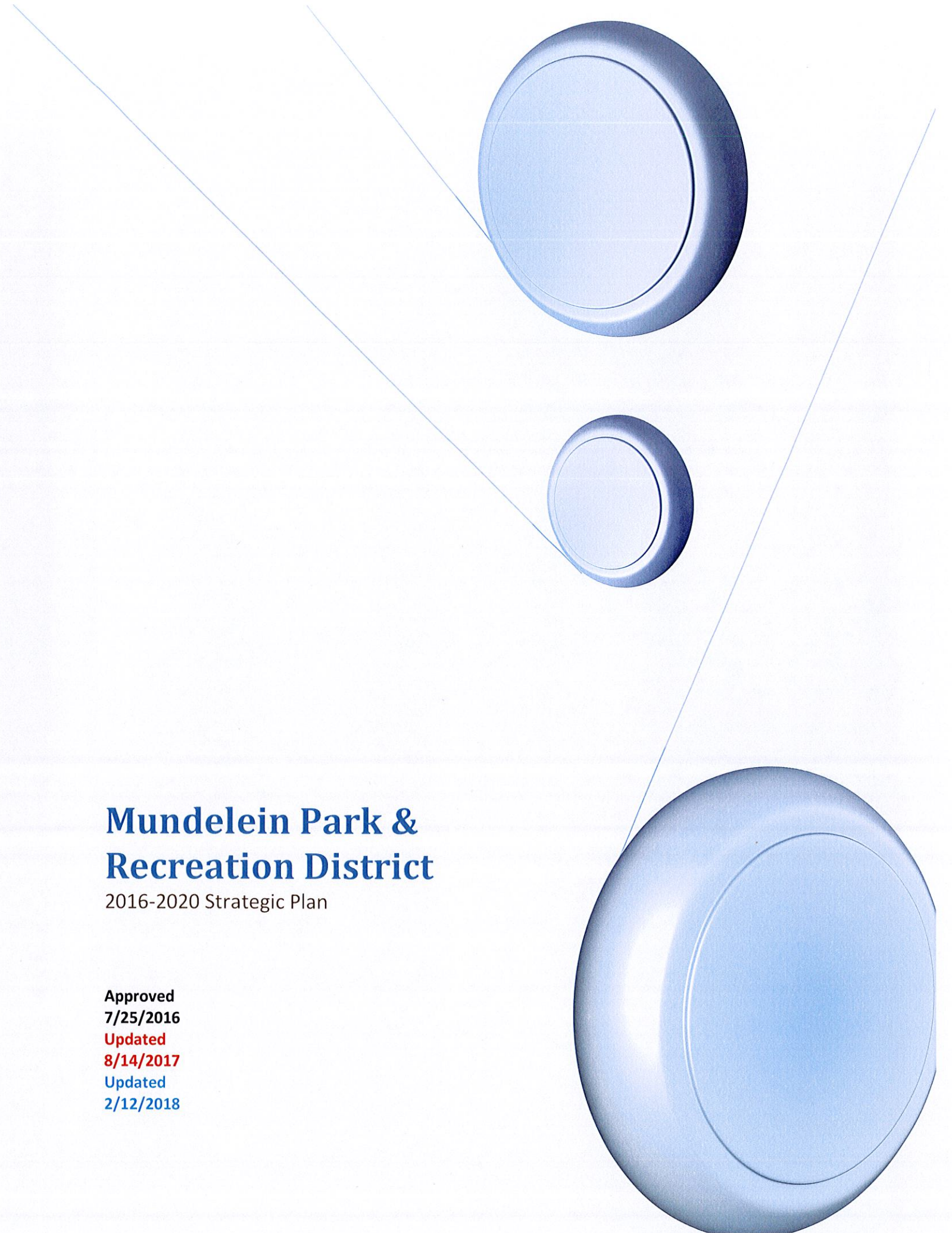
Map Printed on 1/23/2018



 Tax Parcel Lines

## Disclaimer:

The selected feature may not occur anywhere in the current map extent. A Registered Land Surveyor should be consulted to determine the precise location of property boundaries on the ground. This map does not constitute a regulatory determination and is not a base for engineering design. This map is intended to be viewed and printed in color.



# Mundelein Park & Recreation District

2016-2020 Strategic Plan

Approved  
7/25/2016  
Updated  
8/14/2017  
Updated  
2/12/2018

## **Introduction**

The Mundelein Park & Recreation District worked with Executive Decisions in the development of a Strategic Plan in the Spring of 2016. The purpose of the plan is to provide direction for the District in concert with the Master Plan previously adopted. The planning period for this plan covers 2016-2020.

The methods for developing this plan were to use input from the community, Board and staff. A Community Wide Survey was conducted in the late fall/early winter of 2015. The survey instrument was developed in partnership with the University of St. Francis. A random sampling of residents was used to represent approximately 28% of the households. The survey was available online or hardcopy upon request. Of the 2,945 homes notified, 354 (12%) responded. An additional 276 surveys were completed via the District's website but were not considered in the statistical representation of data.

The survey questions were categorized into several areas including : Interests, Participation, Satisfaction/Value, Communication and Demographic. The full report is available on the District's website.

In addition to the Community Wide Survey, the District held a Strategic Plan meeting open to the general public. This half day workshop held on a Saturday at the District's Regent Center was attended by five residents, five Board members and 18 staff. During this meeting attendees had an opportunity to develop a SWOT analysis of the District's strengths, weaknesses, opportunities and threats as related to programming and facilities. From the Parks and Facilities SWOT Analysis, a list of capital improvements was developed for four categories: New Facility and Open Space Acquisition; Park Development; Building & Facility Improvements; and Service Improvements. Each of these capital items was then scored and the Capital Improvement Priorities list was developed.



## Programming SWOT Analysis

### Strengths

Staff  
Special Events  
Communication  
Steeple Chase Golf Club  
Variety  
Clean Facilities  
Community Involvement  
Cost Effective  
Barefoot Bay  
Reputation  
Social Media  
Volunteers  
Customer Service  
Scholarship Program  
Maintenance Landscaping  
Knowledgeable Instructors  
Diversity of Facilities & Opportunities  
Convenience  
Class Size  
Inter-departmental Cooperation  
Well Organized  
Friendliness  
Payment Options  
Customer Options/Schedule Flexibility  
Education  
Self-Worth Development  
Building Developmental Attitudes

### Weaknesses

Aging Facilities  
Complacency  
Senior Programs  
Lack of Ethnic Diversity  
Including Entire Community  
Government Restrictions  
Past Successes  
Money  
Funding  
Lack of Participation/Cancelled Classes  
Inability to Improve Strengths  
Not bilingual  
Low Participation by Hispanics  
Past Failures  
Competition  
Inability to Act Quickly on Trends  
Facilities Lack Multi-purpose Use  
Potential Development of Resources  
Priority Arrangements

## Programming SWOT Analysis

### Opportunities

Technology  
Services for all Ages  
Business Partnerships  
Fundraising  
Diversity  
Dream  
Creative Financing  
Think Outside the Box  
Employment  
Expand Adult Programming  
Accessible Playgrounds  
Growth and Expansion  
Share Talents

### Threats

Changes in Demographics  
Competition  
Funding  
Lack of Fresh Ideas  
Legislation  
Technology Increasing Expectations  
Program Costs  
Politics  
Time  
Criticism  
Maintenance Capabilities  
Fear of Change  
Social Media  
Close Minded/Not Realizing These Threats  
Lack of Communication with Customer  
Economy  
Community Apathy  
Complacency  
Competitive Wages  
Attitude  
Failing  
Monitoring  
Negativity  
Limitations on Potential Expansion

Societal and recreation trends were discussed at the planning meeting. The group came up with the following:

Society Trends

Volunteerism  
Spend more time with social media  
Fitness/wellness  
Selfishness (me centered)  
Ego  
Technology  
Bullying  
Aging populations  
Millennials  
Bribery  
Income gaps  
Celebrityism (celebrities who really aren't)  
Impatience/instant gratification  
Sexual identity  
Changing face of family  
Life expectancy

Recreation Trends

Fitness  
Health/Wellness  
Nature play  
Competition for patrons  
Senior playgrounds  
Shorter class/program duration  
Technology aided fitness  
All hours of the day  
Accessibility  
Inclusiveness  
Non-traditional  
Youth sports  
Lacrosse  
Learn to swim  
Senior enrichment  
Injury protection  
Too much structure  
Sportsmanship

## Parks and Facilities SWOT Analysis

### Strengths

Maintenance Department  
Diamond Lake  
Number of Parks  
Barefoot Bay  
Spray Park  
Diamond Lake Sports Complex  
Community Park  
Kracklauer Park  
Steeple Chase Golf Club  
Cooperation with Village  
Community Center  
Indoor Walking Track  
Management  
Natural Areas  
Park View Health & Fitness  
Intergovernmental Agreements  
Big & Little Child Development Center  
Playgrounds  
New Basketball Courts  
Affiliates  
Leadership

### Weakness

Age of Facilities  
Interior of Facilities  
No Driving Range  
Under Staffed  
Lack of Space at Golf  
Diamond Lake Water  
Lack of Funding  
Building Space  
Not Going Green  
Shoreline Erosion  
Update Landscape at Facilities  
No Dog Parks  
More Walking Trails (connections)  
Policies (internal protest)  
Wi Fi  
Programs  
Expanded Authority (empower staff)  
Slow to Change  
Accessibility

## Parks and Facilities SWOT Analysis

### Threats

Politics  
Money  
Space  
Outdated Maintenance Facility  
Competition  
Aging Facilities  
Lack of Community Involvement  
Confusion of Separation from Village  
Consolidation

### Opportunities

17 Acres on Shady Lane  
Adopt a Park  
Resident Education  
Sponsorships  
Funding  
Chalet  
Ice Rink with Coils  
Inline Skating Rink  
Driving Range over Lake at SCGC  
Outdoor Fitness Equipment (trail)  
Indoor Activity Pool  
Diamond Lake  
New Development  
Paved Path Through Community Park  
Dog Park  
Bike Path Plan (connection)  
Wetland Trails  
Environmental Restoration  
Theatre  
Facilities for the Elderly  
Rental Space  
More Fitness Space  
Public Events (races)  
Banquet Facility  
Longer Hours  
Lights at Basketball Courts  
Children's Zoo

# CAPITAL IMPROVEMENT PRIORITIES

## Assessment March 2016

### NEW FACILITY AND OPEN SPACE ACQUISITION

<u>Rank</u>	<u>Board</u>	<u>Staff</u>	<u>Cumulative</u>	
1	2.2	2.1	2.1	Secure rental space for programs (no longer necessary with Chalet rebuild)
2	2.2	2.4	2.4	Expand clubhouse at Steeple Chase (banquets) (feasibility study showed cost too high for ROI)
3	2.6	2.6	2.6	Build a driving range at Steeple Chase (meeting with engineer/architect February 2018)
4	3.0	2.8	2.9	Build a dog park

**PARK DEVELOPMENT**

**(Improvements to existing parks)**

<b><u>Rank</u></b>	<b><u>Board</u></b>	<b><u>Staff</u></b>	<b><u>Cumulative</u></b>	
1	1.4	2.3	2.0	Develop Shady Lane property
2	3.0	1.9	2.2	Paved path through Community Park
3	3.6	2.6	2.8	Improve natural areas  (actively managing invasive vegetation as well as increasing prescribed burn areas each year)
4	2.0	3.3	3.0	Install coil system for ice rink  (architect secured to develop plans/budget)

## BUILDING & FACILITY IMPROVEMENTS

(Improvements to existing buildings and revenue producing facilities)

<u>Rank</u>	<u>Board</u>	<u>Staff</u>	<u>Cumulative</u>	
1	2.6	2.1	2.2	Remodel interior Regent Center (main room remodel summer 2017)
-2	1.8	2.6	2.4	Expand Chalet (construction began May 2017)
3	3.2	3.4	3.3	Remodel interior Community Center (met with interior designer January 2018 to develop ideas and budgets)
4	4.2	4.0	4.0	Improvements to parks department buildings (improved ventilation in Building 1 to prevent mold, adding heater to make building more useable)
5	4.4	4.3	4.3	Remodel interior Diamond Lake Beach
-6	4.8	4.6	4.6	Remodel interior Kracklauer Dance Studio (new parent viewing/waiting room, June 2017)





## SERVICE IMPROVEMENTS

(Improvements to internal or external services)

<u>Rank</u>	<u>Board</u>	<u>Staff</u>	<u>Cumulative</u>	
1	4.0	3.3	3.4	Develop a building maintenance plan <i>(current procedures documented, plan yet to be drafted)</i>
2	2.3	3.8	3.5	Develop a long range IT plan
3	6.3	3.2	3.7	Expand District's Wi-Fi <i>(work began 2016, not yet complete)</i>
3	2.3	3.9	3.7	Conduct a space study to evaluate best use of existing space
5	3.3	4.7	4.5	Conduct an energy audit for all buildings
6	4.6	4.8	4.7	Implement new financial software <i>(software chosen, launch September 2018)</i>
7	5.3	5.9	5.8	Develop a fleet management plan
8	7.7	6.6	6.8	Move toward paperless environment with large capacity scanners

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

Goals	Timeline	Resources Needed	Staff Assigned
Hire more bi-lingual front line staff (10% of all candidates interviewed must be bi-lingual)	Begin Fall 2016, reach 10% by Fall 2018 Spring 2017 – 11 % applied, 8.3% interviewed	Staff awareness of goal, tracking mechanism	Human Resource Manager, Department Heads, Supervisors
Hire more diverse front line staff (10% of all candidates interviewed must be diverse)	Begin Fall 2016, reach 10% by Fall 2018 Spring 2017 hires – over 50 = 8, Asian = 3, African-American = 2, Hispanic = 5	Staff awareness of goal, tracking mechanism	Human Resource Manager, Department Heads, Supervisors
Develop bi-lingual focus group	Spring 2017	Mano a Mano NICASA	Director, Department Heads
Utilize Hispanic recruitment resources for every opening	Continual Santa Maria, Christina la Vina, Indeed	Reflejos, CLC, Churches, PTOs, Clinics	Human Resource Manager
Encourage current staff to learn Spanish	Continual Marketing Specialist took two class at CLC	CLC Classes, staff time	Director, Department Heads, Supervisors
Develop a “FAQ” (frequently asked questions) cheat sheet in Spanish	Spring/Summer 2017	Translator, staff time	Superintendent of Recreation, Marketing Specialist
Develop a Spanish hotline (telephone and website)	Spring/Summer 2017	Translator	Superintendent of Recreation, Marketing Specialist
Recruit at least one Hispanic for the Rec Advisory Committee	Winter 2016/2017 Hispanic individual invited to join, no commitment yet	Mano a Mano NICASA	Board, Director, Superintendent of Recreation
Host an annual open house	Spring annually Tie into Dunbar Rec Center opening 4/7/18	\$2,000 annually	Director, Department Heads, Supervisors

Strategic Priority 2: Improve Staff Communication Through Technology

Goals	Timeline	Resources Needed	Staff Assigned
Expand master calendar to include activities of each department (update monthly)	Spring 2018 Intranet committee formed, will include calendar	Staff time, scheduling software	Superintendents of Recreation and B&G, Marketing Specialist
Review position duties to set priorities of mobile device implementation	25% of positions annual, completed by 2020 Fall 2017, Grounds Supervisor issued tablet 7 positions in parks department being equipped with smart phone spring 2018	Staff time, mobile providers	Department Heads
Research software for maintenance functions	Summer 2017	Staff time	Superintendent of B&G, IT Contractor
Relaunch intranet for employee communication	Fall 2017 Spring/Summer 2018 launch	Staff time, training, part-time staff ID's	Superintendent of Business Services, Human Resource Manager
Utilize texting more	Continual	Smart phones, annual budgets	Department Heads, Supervisors

Strategic Priority 3: Develop Building Maintenance Plan

Goals	Timeline	Resources Needed	Staff Assigned
Identify and document current maintenance procedures	Spring 2017 Building Maintenance Supervisor developing	Staff time	Superintendent of B&G, Building Maintenance Supervisor
Research other agencies' plans	Fall 2017	Staff time	Superintendent of B&G
Develop financial plan to determine funding	Summer 2017 Long Range Financial Plan drafted fall 2017, not finalized yet	Staff time	Director, Superintendent of Business Services, Superintendent of B&G
Determine long term use of the buildings (space study and energy audit)	Summer 2018	\$\$??	Director, Department Heads
Research grants	Continual Superintendent of B&G researching lighting grants offered through Dominion lighting	Staff time	Director, Department Heads
Research building automation options	Winter 2018/2019 Installing Nest thermostat at Steeple Chase Clubhouse	Staff time	Building Maintenance Supervisor
Conduct geographic assessment	Summer 2018	Staff time, software	Director

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

Goals	Timeline	Resources Needed	Staff Assigned
Increase email database by 10%	Annually measured Golf yes for 2017 Rec benchmark begins 1/1/18 (8,000 on Constant Contact list)	Staff time	Rec Supervisors, Registration staff, Marketing staff
Mail renewal letters to facility members one month before expiration	Continual Regent in newsletter, Park View email, Golf Loyalty Program email	Staff time, postage	Community Center Manager, Aquatic Supervisor
Offer more contests at special events	Minimum 2 per year, beginning 2017 Coloring contest at District 75 & 79 open house, Health Fair punch card, raffles at Chase 5K, Breakfast with Santa guess # candy in jar, Enchanted Princess free drawing for a limo ride	Money for prizes/give-aways, staff time	Rec staff, Foundation
Promote online registration after software launch	Fall 2016 Online registration up to 47% Spring 2017	Advertising dollars, staff time	Marketing Specialist
Develop a monthly marketing calendar	Winter 2016/2017 Completed	Staff time	Marketing Specialist, Rec staff
Research expansion of facility hours of operation	Spring 2017	Staff time	Community Center Manager, Registration Manager
Add adult targeted special events	Minimum 2 per year, beginning 2017 Margaritaville & Craft Beer Night for 2017	Program budgets and staff time	Superintendent of Recreation, Supervisors
Develop a Park District loyalty program	Spring 2018	Staff time	Superintendent of Recreation, Supervisors
Partner with other Park District to purchase expensive special event equipment	Continual Reaching out to Village & Library regarding movie screen purchase	Staff time, funds dependent on equipment purchased	Director, Department Heads