

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

Monday, January 22, 2018

7:30 p.m.

AGENDA

Call To Order:

Pledge of Allegiance:

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

Approval of Minutes: Budget Hearing January 8, 2018
Committee Meeting January 8, 2018
Regular Meeting January 8, 2018

Approval of Disbursements: Warrants 010318, 011118, 011218, 011618, 012218 = \$709,225.25

Financials: December

Police Report: December

Correspondence: Letter from PDRMA – 2017 Loss Control Award

Old Business:

1. Approve Budget & Appropriation Ordinance 18-01-01
2. Approve 2018 Budget and Workplan
3. Marquee Sign Usage Policy Update

New Business:

Board Business:

Staff Reports

Service Anniversaries December: Nerissa Brueckbauer 2013 (4); Deb Engdahl 2001 (16);
April Lee 2015 (2)

Service Anniversaries January: Marcus Kivisto 2013 (5); Cheri Rehor 2002 (16); Linda
Renz 2012 (6); Margaret Resnick 2007 (11); Mary Yoho
1999 (18)

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)

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

**MEETING REMINDER
MONDAY, JANUARY 22, 2018**

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

Action Items

Old Business

New Business

1. Approve Budget & Appropriation Ordinance 18-01-01
2. Approve 2018 Budget and Workplan
3. Approve Marquee Sign Usage Policy

Updates

1. Establishing a Public Forum
2. Staff Facility Use Benefits
3. Marketing Report

New Business

The Budget & Appropriation Ordinance is the document that is filed with the County each year.

Staff recommends approving Budget & Appropriation Ordinance 18-01-01.

The Budget was first presented to the Board at the December 11, 2017 meeting so that it could be placed on display for public viewing. A Budget Hearing was held January 8, 2018. A narrative of budgeting philosophies, changes and capital projects will be presented to the Board at the February 12, 2018 meeting, as well as the Budget & Appropriation Ordinance.

Staff recommends approving the 2018 Budget and Workplan as presented.

At the last meeting, the Board discussed the recommended updated Marquee Sign Usage Policy. The District's attorney has modified the Policy based on Board input.

Staff recommends approving the updated Marquee Sign Usage Policy.

Updates

One of our attorneys will be present at the Committee Meeting to discuss with the Board the purpose of establishing a Public Forum.

The District offers some complimentary and some discounted use of facilities and programs to staff. We have recently reviewed what is offered and have suggested changes. The current offerings and suggestions are attached for Board discussion. This policy will be presented at a future meeting for approval.

The 4th Quarter Marketing report is attached. Unfortunately once again Facebook changed their algorithms again January 1st. This will make it hard to compare year over year statistics. The positive is our Facebook "likes" and "followers" and our Twitter and Instagram "followers" continues to increase each month.

**MUNDELEIN PARK AND RECREATION DISTRICT BOARD OF
PARK COMMISSIONERS, MUNDELEIN, LAKE COUNTY, ILLINOIS
HELD MONDAY, JANUARY 8, 2018 AT 6:30 P.M. AT THE
MUNDELEIN COMMUNITY CENTER ADMINISTRATION OFFICES,
1401 NORTH MIDLOTHIAN ROAD, MUNDELEIN, ILLINOIS**

The Public Budget Hearing of the Board of Park Commissioners of the Mundelein Park and Recreation District, Mundelein, Lake County, Illinois, was called to order at 6:30 p.m. by President DOLAN.

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 Operations Manager BROLLEY, Golf Course Superintendent DORUFF, Superintendent of Buildings & Grounds SOLBERG, Superintendent of Business Services & Technology MILLER and Superintendent of Recreation LaPORTE.

President DOLAN asked the Board if they felt the current format of reviewing the budget numbers was appropriate. He said his feeling is that the Board should not get too much into the details such as the amount spent on office supplies but should be looking at overall trends. Executive Director RESNICK said she feels the Board should be reviewing the workplan as it explains capital projects and operational changes. If the Board agrees with these, they agree with the dollars budgeted as they are tied together.

President DOLAN said this doesn't explain trends or why an area is increasing, decreasing or staying level. Golf Operations Manager BROLLEY said he uses a five year average to budget revenue. President DOLAN said this may not be accurate if trends are not taken into consideration, He would like to see summaries that show the reasoning for the numbers. Executive Director RESNICK said the staff could put together a report with the narrative explaining the rationale in each area. This can include what steps will be taken to reduce expenses if revenues do not meet expectations.

Commissioner KNUDSON agreed that there was too much detail for the Board to digest and seeing the big picture would be beneficial. Commissioner FRASIER commented on the recent pipe break and how this may affect the 2018 budget. Commissioner ORTEGA said he would like the Board to receive quarterly reports that explain any blips in the financials.

President DOLAN asked what the Go Mundelein program is. Executive Director RESNICK said it started with the Gurnee Park District after a presentation at the NPRA Congress, It is a program intended to get the community active. There will be activities scheduled and promotional items encouraging increased activity to combat obesity and sedentary lifestyles.

Commissioner FRASIER asked if the tree inventory planned for 2018 included trees at the golf course. Superintendent of Buildings & Grounds SOLBERG said he did not know and would find out.

Commissioner ORTEGA moved to close the Public Budget Hearing at 6:55 pm, second by Commissioner McGRATH. The motion was unanimously approved.

Secretary

Mundelein Park & Recreation District
Committee of the Whole
January 8, 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 Course Superintendent DORUFF, Superintendent of Buildings & Grounds SOLBERG, Superintendent of Business Services & Technology MILLER and Superintendent of Recreation LaPORTE,.

Executive Director RESNICK reviewed the bids for the demolition work at the Goodwin property. She said the District had worked with the low bidder, DK Contractors and was happy with their work in the past.

Due to changes in DOT regulations concerning CDL drivers, the District's personnel policy on drug and alcohol abuse needed to be updated. The District's attorney reviewed and updated the policy for Board approval.

Similarly, the Illinois State Legislators recently passed a law requiring public agencies to adopt by resolution or ordinance an anti-harassment policy. The District's attorney reviewed the current policy and updated to include the elements required by law.

The 2018 training expenses were presented to the Board. Executive Director RESNICK pointed out a typo in the date of the memo and the year of the expenses. Both should be 2018.

The District's attorney suggested changes to the Marquee Sign Usage policy. Commissioner ORTEGA said he didn't feel it was consistent. The first bullet says organizations must be not-for-profit but the later bullets include organizations that are for profit. The policy will be reviewed again before the Board approves.

Executive Director RESNICK asked the Board if they are in support of redesigning the District's logo. The recent survey of shoppers at the two Jewel stores in town showed that only 9% recognize the current logo. Commissioner FRASIER if all the facility logos would change. Executive Director RESNICK said not at this time, but could be updated later. Commissioner KNUDSON said he was concerned about the cost to update all materials if the logo is changed. Executive Director RESNICK said replacement of larger items, such as park signs, could be phased in over a three or four year period. Commissioner ORTEGA asked how this was different than the conversation last year about rebranding. Executive Director RESNICK said the idea was always to update our look, not to change the perception of who we are. We have a very solid reputation and the idea is to look more current. President DOLAN said he feels the current logo is fine but is not opposed to refreshing our look. Marketing Manager Christa Lawrence will develop some logos for the Board to review. Commissioner McGRATH asked that a scope of implementation also be developed.

Executive Director RESNICK said at the previous Board meeting a resident family had requested a menorah be added to the tree lighting ceremony. Because the request came in after the agenda was published, the topic was briefly discussed at the meeting but no action could be taken. The Board was asked if they would like to continue discussing the topic.

President DOLAN said the Board was on the record that the District was trying to be neutral with facilities and events regarding religion. He asked if the other Board members felt this should be formalized. Commissioner ORTEGA said he believes the position of neutrality should be kept. Commissioner KNUDSON mentioned the District changing the Good Friday to Spring Friday to avoid the religious affiliation. President DOLAN said the District has the stance of neutrality and needs to follow our own intention. He said there should not be a star at the top of the tree. Commissioner ORTEGA said the star and the tree are not symbols of Christianity, it is the cross. President DOLAN said the District's attorney has reviewed case law and agrees that neutrality is an acceptable position and if the District deviates from this for one religion, they will need to do the same for all requests. He did not know what would be the best approach, a resolution, policy or ordinance. He asked staff to seek advice from the District's attorney on this.

Executive Director RESNICK said the union contract would be expiring and asked if the Board would like to have a Board member as part of the negotiations. Commissioner McGRATH will serve on the negating team.

The Committee Meeting adjourned at 7:28 pm.

Secretary

**MUNDELEIN PARK AND RECREATION DISTRICT BOARD OF
PARK COMMISSIONERS, MUNDELEIN, LAKE COUNTY, ILLINOIS
HELD MONDAY, JANUARY 8, 2018 AT 7:30 P.M. AT THE
MUNDELEIN COMMUNITY CENTER ADMINISTRATION OFFICES,
1401 NORTH MIDLOTHIAN ROAD, MUNDELEIN, ILLINOIS**

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

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

Commissioner ORTEGA moved to approve the minutes of the Committee and Regular Meeting of December 11, 2017, 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 121417, 121517, 121817, 121917, 122017, 122817, 122917, 010218, and 010818 in the amount of \$1,126,88.87 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 November 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 KNUDSON, McGRATH, FRASIER, ORTEGA and DOLAN voting yes.

Commissioner ORTEGA moved to place the November 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 ORTEGA, FRASIER, KNUDSON and DOLAN voting yes.

New Business

President DOLAN reviewed the bids received for the demolition work at the Goodwin property. Commissioner KNUDSON moved to award a contract to DK Contractors in the amount of \$23,553.00 for demolition work at 102 Goodwin, second by Commissioner ORTEGA. President DOLAN repeated the motion and asked if there were any questions and Commissioner FRASIER asked if this price included the fill. He was told it did. A

roll call vote was taken with Commissioners KNUDSON, ORTEGA, FRASIER, McGRATH and DOLAN voting ye.

President DOLAN stated the District's policy on drug and alcohol abuse was updated by the attorney to meet the new DOT regulations. Commissioner McGRATH moved to approve the updated Alcohol and Drug Abuse Policy for the Personnel Policy Manual, 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 McGRATH, FRASIER, KNUDSON, ORTEGA and DOLAN voting yes.

President DOLAN said due to a new State law, the District needed to update the Anti-Harassment Policy and adopt it via resolution. Commissioner KNUDSON moved to approve Resolution 18-01-01 an Anti-Harassment Policy, 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 KNUDSON, McGRATH, FRASIER, ORTEGA and DOLAN voting yes.

President DOLAN reviewed the 2018 training expenses included in the 2018 Budget. Commissioner ORTEGA moved to approve the 2018 Training Expenses as presented, 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.

President DOLAN asked if the Board was prepared to vote on the proposed Marquee Sign Usage Policy. Commissioner FRASIER moved to table approval of the policy until the attorney could clarify the wording, second by Commissioner ORTEGA. 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.

President DOLAN asked if any of the visitors had comments. Ron Greenberg addressed the Board regarding refreshing the logo. He said he was aware of sessions at the State and National Conferences on branding and thought while the District has a very good image, the logo was not recognized by the majority of those asked.

Jason Lenhoff addressed the Board regarding adding a menorah to the tree lighting ceremony. He feels the menorah does not represent Judisam. He feels having Santa Claus and singing carols at the events is not neutral. He stated that other towns have a Christmas tree and menorah and that he feels there is more to the Board's reasoning. Commissioner ORTEGA stated that may be Mr. Lenhoff's impression, but that it wasn't fact. Mr. Lenhoff said he is making this request for the sake of inclusion.

Tara Lenhoff added that she feels it doesn't have to be a choice between neutrality and diversity. President DOLAN thanked them for their comments.

There being no further business, Commissioner ORTEGA moved to adjourn at 7:45 p.m. second by Commissioner McGRATH. The motion was unanimously approved.

Secretary

MEMORANDUM

To: Chief Eric Guenther

Cc: Deputy Chief Monahan *[Signature]*
Deputy Chief Hansen *[Signature]*

From: Sergeant Paul Dempsey *[Signature]*

Date: Monday, January 15, 2018

Re: Park District Report – December 2017

There were five (5) calls for service in the area parks during the reporting period, which is consistent with park district activity during this time of year. The majority of the calls were minor in nature and included suspicious persons/circumstances/vehicles, found property, vehicle accident, and hit and run vehicle accident.

There were a total of 33 park checks initiated by the patrol officers during this month. There were no patterns or crime trends discovered during this month. The numbers of calls and checks were consistent with the weather getting colder and a decreased use of the parks.

The following gives more detail about several of the calls during the reporting period:

- On 12/01/17 Officer McCourt responded to the Mundelein Police Department for a found item complaint. Complainant located a backpack at Kracklauer Park. The backpack was placed into evidence to be returned to the owner.
- On 12/02/17, CSO Torres responded to Community Park for a private property accident. Subject accidentally backed into a parked vehicle.
- On 12/06/17, Officer Schmidt responded to Lincoln School/Park for a suspicious circumstance complaint. Complainant observed a female juvenile walking in the area with a white jeep slowly following her. Officers made contact with the driver, who was the father of the female juvenile and he was making sure she went to school.
- On 12/28/17, Officer Hernandez responded to Parkview Fitness for a hit and run private property accident. Offending vehicle struck the complainants vehicle and left the scene. The offender was later located and arrested.
- On 12/30/17, Officer Pyrek located a vehicle at Asbury Park after hours. Officer Pyrek spoke with the occupants who advised they were just talking. They were advised of the park hours and they left the area.

Officers will continue to perform walk-throughs at Park View to deter unwanted subjects from attending, especially during open gym hours. In addition, they will continue to perform park checks at the various parks.

Courage. Pride. Commitment.

I have attached a copy of the December 2017 Park District reports for your review.

Please contact me if you have any questions.

January 2, 2018

Margaret Resnick
Mundelein Park & Recreation District
1401 N. Midlothian Road
Mundelein, IL 60060

Re: 2017 Loss Control Award

Dear Margaret:

Through the Loss Control Review process, your agency previously achieved PDRMA's highest loss control award, which is accreditation. I am pleased to inform you that we continue to acknowledge your agency's loss prevention efforts with a **Level A – Accredited \$1,500 cash award**.

Enclosed is your agency's award check. While not a requirement, we hope you will use the cash incentive to strengthen your agency's loss control program.

Please share this correspondence with your Safety Coordinator, Safety Committee, and all others involved in your loss control program.

You may recall that members no longer receive yearly plaques, but small plates affixed to the larger plaque received previously. PDRMA's risk pool members truly appreciate your continued efforts in safety and loss prevention.

Sincerely,



Tim Conlon
Property/Casualty Program Director

Enclosure

PRIVILEGED AND CONFIDENTIAL INFORMATION

This communication and any attached materials constitute claims, loss or risk management information, communications and/or advice, and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or use of the information contained herein (including any reliance thereon) is STRICTLY PROHIBITED.

18-01-01
AN ORDINANCE MAKING COMBINED BUDGET AND APPROPRIATION
FOR CORPORATE PURPOSES OF THE MUNDELEIN PARK AND RECREATION DISTRICT
FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2018
AND ENDING DECEMBER 31, 2018

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE MUNDELEIN PARK AND RECREATION DISTRICT, LAKE COUNTY, ILLINOIS

Section 1: That the following sums of money in the total amount of THIRTEEN MILLION EIGHT HUNDRED TWENTY THOUSAND NINE HUNDRED TWENTY-NINE (13,820,929) or as much thereof as may be authorized by law, and the same are hereby appropriated for the corporate purposes of the Mundelein Park and Recreation District as hereinafter specified, for the fiscal year beginning January 1, 2017 and ending December 31, 2017 and further that the following sums of money the total amount of TWELVE MILLION FIVE HUNDRED SIXTY-FOUR THOUSAND FOUR HUNDRED EIGHTY-ONE (12,564,481) or as much thereof as may be authorized by law, be and the same are hereby budgeted for the corporate purposes of the Mundelein Park and Recreation District as hereinafter specified, for fiscal year beginning January 1, 2018 and ending December 31, 2018.

| I. GENERAL- CORPORATE FUND | <u>APPROPRIATE</u> | <u>BUDGET</u> |
|--|---------------------------|----------------------|
| <i><u>Central Services- Administration</u></i> | | |
| Salaries, Wages and Benefits | 623,975 | 567,250 |
| Contracted Services | 147,375 | 133,977 |
| Operating Supplies and Expenses | 86,191 | 78,355 |
| <i><u>Parks and Playgrounds</u></i> | | |
| Salaries, Wages and Benefits | 1,074,594 | 976,904 |
| Contracted Services | 73,919 | 67,199 |
| Operating Supplies and Expenses | 273,074 | 248,249 |
| <i><u>Golf Course - Pro Shop</u></i> | | |
| Salaries, Wages and Benefits | 352,484 | 320,440 |
| Contracted Services | 48,840 | 44,400 |
| Operating Supplies and Expenses | 185,295 | 168,450 |
| <i><u>Golf Course - Food and Beverage</u></i> | | |
| Salaries, Wages and Benefits | 62,040 | 56,400 |
| Operating Supplies and Expenses | 110,840 | 100,764 |
| <i><u>Golf Course - Maintenance</u></i> | | |
| Salaries, Wages and Benefits | 496,856 | 451,687 |
| Contracted Services | 54,296 | 49,360 |
| Operating Supplies and Expenses | 205,546 | 186,860 |
| TOTAL GENERAL - CORPORATE FUND | 3,795,325 | 3,450,295 |

| II. RECREATION PROGRAM FUND | <u>APPROPRIATE</u> | <u>BUDGET</u> |
|--|--------------------|------------------|
| <u>Recreation Administration</u> | | |
| Salaries, Wages and Benefits | 354,607 | 322,370 |
| Contracted Services | 4,994 | 4,540 |
| Operating Supplies and Expenses | 143,219 | 130,199 |
| Transfers to Other Funds | 517,017 | 470,015 |
| <u>Learning Center, Dance, Camps</u> | | |
| Salaries, Wages and Benefits | 278,752 | 253,411 |
| Contracted Services | 59,169 | 53,790 |
| Operating Supplies and Expenses | 68,127 | 61,934 |
| <u>Athletics</u> | | |
| Salaries, Wages and Benefits | 14,512 | 13,193 |
| Contracted Services | 94,646 | 86,042 |
| Operating Supplies and Expenses | 15,390 | 13,991 |
| <u>Regent Center</u> | | |
| Salaries, Wages and Benefits | 97,185 | 88,350 |
| Contracted Services | 8,201 | 7,455 |
| Operating Supplies and Expenses | 32,512 | 29,556 |
| <u>Big & Little Child Development</u> | | |
| Salaries, Wages and Benefits | 490,160 | 445,600 |
| Contracted Services | 72,479 | 65,890 |
| Operating Supplies and Expenses | 34,287 | 31,170 |
| <u>Parkview Health and Fitness</u> | | |
| Salaries, Wages and Benefits | 463,276 | 421,160 |
| Contracted Services | 123,690 | 112,445 |
| Operating Supplies and Expenses | 116,298 | 105,725 |
| <u>Aquatics - Outdoor</u> | | |
| Salaries, Wages and Benefits | 488,675 | 444,250 |
| Contracted Services | 159,104 | 144,640 |
| Operating Supplies and Expenses | 231,847 | 210,770 |
| <u>Rec Connection - After School Program</u> | | |
| Salaries, Wages and Benefits | 217,635 | 197,850 |
| Contracted Services | 43,153 | 39,230 |
| Operating Supplies and Expenses | 58,726 | 53,387 |
| <u>MCC - Indoor Pool</u> | | |
| Salaries, Wages and Benefits | 140,800 | 128,000 |
| Contracted Services | 61,600 | 56,000 |
| Operating Supplies and Expenses | 26,950 | 24,500 |
| TOTAL RECREATION FUND | 4,417,009 | 4,015,463 |

| | <u>APPROPRIATE</u> | <u>BUDGET</u> |
|--|--------------------|------------------|
| III. DEBT SERVICE FUND | | |
| Interest | 123,310 | 112,100 |
| Principle | 429,000 | 390,000 |
| Service Charges | 605 | 550 |
| TOTAL DEBT SERVICE FUND | 552,915 | 502,650 |
| | | |
| IV. CAPITAL IMPROVEMENT FUND | | |
| For the payment of land condemned or purchases for parks or boulevards and for the improving, maintaining and protecting of the parks and boulevards and for the payment of the expenses incident thereto. | | |
| TOTAL CAPITAL IMPROVEMENT FUND | 4,235,765 | 3,850,695 |
| | | |
| V. LIABILITY INSURANCE & RISK MANAGEMENT | | |
| For the purchase of insurance to protect against loss or liability, workmen's compensation and unemployment compensation and property damage. | | |
| Risk Management Training & Equipment | 201,669 | 183,335 |
| TOTAL LIABILITY INS & RISK MANAGEMENT | 211,569 | 192,335 |
| | | |
| VI. AUDIT | | |
| Annual audit as required by law. | | |
| TOTAL AUDIT | 16,390 | 14,900 |
| | | |
| VII. MUNICIPAL RETIREMENT | | |
| Contribution for Illinois Municipal Retirement Fund | | |
| TOTAL MUNICIPAL RETIREMENT | 397,859 | 361,690 |
| | | |
| VIII. SOCIAL SECURITY | | |
| Contribution for Social Security | | |
| TOTAL SOCIAL SECURITY | 350,978 | 319,071 |
| | | |
| IX. POLICE | | |
| Salaries, Wages and Benefits | 7,700 | 7,000 |
| Contracted Services | 58,383 | 53,075 |
| Operating Supplies and Expenses | 1,463 | 1,330 |
| TOTAL POLICE FUND | 67,546 | 61,405 |

| | <u>APPROPRIATE</u> | <u>BUDGET</u> |
|--|--------------------|-------------------|
| X. SPECIAL RECREATION | | |
| Special Recreation Association of Central Lake County | 255,200 | 232,000 |
| ADA Improvements | 36,850 | 33,500 |
| ADA Programming | 19,286 | 17,533 |
| TOTAL SPECIAL RECREATION | 311,336 | 283,033 |
| | | |
| XI. MUSEUM | 12,140 | 11,036 |
| | | |
| <u>SUMMARY</u> | | |
| I. General- Corporate Fund | 3,795,325 | 3,450,295 |
| II. Recreation Program Fund | 4,417,009 | 4,015,463 |
| III. Debt Service Fund | 552,915 | 502,650 |
| IV. Capital Improvement Fund | 4,235,765 | 3,850,695 |
| V. Liability Insurance & Risk Management | 211,569 | 192,335 |
| VI. Audit | 16,390 | 14,900 |
| VII. Municipal Retirement | 397,859 | 361,690 |
| VIII. Social Security | 350,978 | 319,071 |
| IX. Police | 67,546 | 61,405 |
| X. Special Recreation | 311,336 | 283,033 |
| XI. Museum | 12,140 | 11,036 |
| TOTAL ALL FUNDS | 14,368,830 | 13,062,573 |

Section 2: Estimated Cash on Hand January 1, 2018

| | |
|---------------------------------------|------------------|
| General- Corporate Fund | 2,047,235 |
| Recreation Program Fund | 1,254,362 |
| Debt Service Fund | 128,642 |
| Capital Improvement Fund | 1,417,655 |
| Liability Insurance & Risk Management | 58,114 |
| Audit | 10,987 |
| Municipal Retirement | 103,149 |
| Social Security | 56,231 |
| Police | 37,997 |
| Special Recreation | 117,433 |
| Museum | 176,118 |
| TOTAL ALL FUNDS | 5,407,924 |

Section 3: Estimate of Cash Receipts January 1, 2018 to December 31, 2018

| | TAXES | OTHER | TOTAL |
|---------------------------------------|------------------|------------------|-------------------|
| General- Corporate Fund | 1,750,000 | 1,868,870 | 3,618,870 |
| Recreation Program Fund | 1,029,700 | 3,004,268 | 4,033,968 |
| Debt Service Fund | 502,100 | (9,870) | 492,230 |
| Capital Improvement Fund | 0 | 1,357,905 | 1,357,905 |
| Liability Insurance & Risk Management | 191,900 | | 191,900 |
| Audit | 14,900 | | 14,900 |
| Municipal Retirement | 361,997 | | 361,997 |
| Social Security | 319,260 | | 319,260 |
| Police | 49,000 | 50 | 49,050 |
| Special Recreation | 170,000 | | 170,000 |
| Museum | 1,000 | 0 | 1,000 |
| TOTAL ALL FUNDS | 4,389,857 | 6,221,223 | 10,611,080 |

Section 4: Estimate of Expenditures January 1, 2018 to December 31, 2018

| | TAXES | OTHER | TOTAL |
|---------------------------------------|------------------|------------------|-------------------|
| General- Corporate Fund | 1,750,000 | 1,700,295 | 3,450,295 |
| Recreation Program Fund | 1,029,700 | 2,985,763 | 4,015,463 |
| Debt Service Fund | 502,100 | 550 | 502,650 |
| Capital Improvement Fund | 0 | 3,850,695 | 3,850,695 |
| Liability Insurance & Risk Management | 191,900 | 435 | 192,335 |
| Audit | 14,900 | 0 | 14,900 |
| Municipal Retirement | 361,997 | 20,334 | 382,331 |
| Social Security | 319,260 | (561) | 318,699 |
| Police | 49,900 | 12,041 | 61,941 |
| Special Recreation | 170,000 | 113,529 | 283,529 |
| Museum | 1,000 | 10,036 | 11,036 |
| TOTAL ALL FUNDS | 4,390,757 | 8,693,117 | 13,083,874 |

Section 5: Estimate of Cash on Hand December 31, 2018

| | |
|---------------------------------------|------------------|
| General- Corporate Fund | 2,284,636 |
| Recreation Program Fund | 1,126,989 |
| Debt Service Fund | 130,492 |
| Capital Improvement Fund | 30,460 |
| Liability Insurance & Risk Management | 57,679 |
| Audit | 10,987 |
| Municipal Retirement | 103,149 |
| Social Security | 56,231 |
| Police | 26,542 |
| Special Recreation | 4,783 |
| Museum | 166,082 |
| TOTAL ALL FUNDS (estimated) | 3,998,030 |

Section 6:

The receipts and revenues of Mundelein Park and Recreation District derived from sources other than taxation and not specifically appropriated, and all unexpended balances from the preceding fiscal year not required for the purposes for which they were appropriated and levied, shall constitute the General Fund and shall first be placed to the credit of such fund.

Section 7:

All ordinances and parts of ordinances in conflict or inconsistent with any of the provisions of the Ordinance are hereby repealed, and this Ordinance shall be in full force and effect from and after its passage and approval.

PASSED: _____, 2018

APPROVED: _____, 2018

President

Secretary

STATE OF ILLINOIS)
) SS.
COUNTY OF LAKE)

I, MARGARET RESNICK, do hereby certify that I am the duly qualified and acting Secretary of the Mundelein Park and Recreation District, in the County and State aforesaid, and as such Secretary I am the keeper of the records and files of the Board of Commissioners of the Park District. I do further certify that the attached and foregoing is a true and complete copy of the "ORDINANCE 18-01-01 BUDGET & APPROPRIATION ORDINANCE OF THE MUNDELEIN PARK & RECREATION DISTRICT, LAKE COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2018 AND ENDING DECEMBER 31, 2018," as adopted by the Board of Commissioners at its properly convened meeting held on the 22nd day of January, 2018, as appears from the official records of the Mundelein Park & Recreation District in my care and custody.

Secretary

**CERTIFICATE OF ESTIMATE
OF REVENUE**

FISCAL YEAR January 1, 2018- December 31, 2018

I, Jesse Ortega, do hereby certify that I am the duly qualified Treasurer of the Mundelein Park and Recreation District and the chief fiscal officer of said Park District. As such officer I do further certify that the revenues, by source, anticipated to be received by the Park District in the fiscal year beginning January 1, 2018 and ending on December 31, 2017 are estimated to be as follows:

ESTIMATE OF REVENUE

| <u>FUNDS</u> | <u>TAXES</u> | <u>OTHER</u> | <u>TOTAL</u> |
|---------------------------------------|------------------|------------------|-------------------|
| General- Corporate Fund | 1,750,000 | 1,868,870 | 3,618,870 |
| Recreation Program Fund | 1,029,700 | 3,004,268 | 4,033,968 |
| Debt Service Fund | 502,100 | (9,870) | 492,230 |
| Capital Improvement Fund | 0 | 1,357,905 | 1,357,905 |
| Liability Insurance & Risk Management | 191,900 | 0 | 191,900 |
| Audit | 14,900 | 0 | 14,900 |
| Municipal Retirement | 361,997 | 0 | 361,997 |
| Social Security | 319,260 | 0 | 319,260 |
| Police | 49,000 | 50 | 49,050 |
| Special Recreation | 170,000 | 0 | 170,000 |
| Museum | 1,000 | 0 | 1,000 |
| TOTAL ALL FUNDS | 4,389,857 | 6,221,223 | 10,611,080 |

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Mundelein Park and Recreation District this 22nd day of January, 2018.

Treasurer

(SEAL)

CERTIFICATE

The Undersigned, Treasurer of the Mundelein Park and Recreation District, hereby certifies that I am the chief fiscal officer of the Mundelein Park and Recreation District, and as such officer, I hereby certify that the estimate of cash receipts of the 2018 Budget and Appropriation Ordinance, a copy of which is appended hereto, is a fair and accurate estimate of revenues to be anticipated in the following fiscal year.

Date: _____

Treasurer

MUNDELEIN PARK AND RECREATION DISTRICT

**MUNDELEIN PARK & RECREATION DISTRICT
MARQUEE SIGN USAGE POLICY
FOR PUBLIC SERVICE ANNOUNCEMENTS, 2018**

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):

[INSERT NAMES OF AFFILIATE GROUPS AND OTHER LOCAL NFP ORGANIZATIONS]

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

Village of Mundelein
Fremont Township
Fremont Public Library District
Consolidated High School District No. 120
Elementary School District No. 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 a recreational service within Mundelein.
5. Being an organization which provides recreation services for people with special needs:
Special Recreation Association of Central Lake County (SRACLC)
6. 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.
7. 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 _____. During the months of March, April, September and October the District reserves the right to limit usage to _____, depending on the demand for space during those months.

Approved this _____ day of _____, 2017.

President, Board of Park Commissioners

USE OF FACILITIES

| Benefit Description | Full-Time | Regular Part-Time | Part-Time | Seasonal (Only while employed with MPRD) |
|---|--|---|---|---|
| Barefoot Bay Passes | Employee & Immediate Family | Employee only, Spouse 50% discount | Employee only, Spouse 50% discount | Employee only |
| Park View Health & Fitness Center. Premium Fitness membership with a Indoor Pool add-on. | Employee & Immediate Family | Employee only, Spouse 50% discount. | Employee only, Spouse 50% discount | Employee only |
| Park View Group X classes *** | Resident rate <i>Add on rate or 50% monthly rate</i> | Resident rate <i>Add on rate or 50% monthly rate</i> | Resident rate <i>Add on rate or 50% monthly rate</i> | Resident rate <i>Add on rate or 50% monthly rate</i> |
| Park View Program Class *** | 50% discount of resident rate | 50% discount of resident rate | 50% discount of resident rate | 50% discount of resident rate |
| Park View Personal Training | Resident Rate <i>Direct cost</i> | Resident Rate <i>Direct cost</i> | Resident Rate <i>Direct cost</i> | Resident Rate <i>Member Rate</i> |
| Park View Child Care | Member Rate | Member Rate | Member Rate | Member Rate |
| Recreation Programs Lead by Park District Staff *** | <i>Pay all direct costs</i> | <i>Resident Rate</i> | <i>Resident Rate</i> | <i>Resident Rate</i> |
| Recreation Programs Lead by Contractor *** | <i>Pay all direct costs</i> | <i>Resident Rate</i> | <i>Resident Rate</i> | <i>Resident Rate</i> |
| Big & Little | <i>20% discount, unless the Center is full, resident rate</i> | <i>Resident Rate</i> | | |
| Summer Day Camp | <i>50% discount, unless the program is full, resident rate</i> | <i>Resident Rate</i> | | |

USE OF FACILITIES

| Benefit Description | Full-Time | Regular Part-Time | Part-Time | Seasonal (Only while employed with MPRD) |
|--|--|---|----------------------|---|
| Learning Center Preschool *** | <i>20% discount, unless the program is full, resident rate</i> | | | |
| Before/After School Program | <i>50% discount, unless program is full, resident rate</i> | | | |
| Facility Rentals | <i>No charge, employee must act as rental attendant and pay liquor liability insurance if applicable. Can not reserve more than 30 days in advance</i> | <i>50% of resident rate, employee must act as rental attendant and pay liquor liability insurance if applicable. Can not reserve more than 30 days in advance</i> | Resident Rate | Resident Rate |

*** all programs must meet the minimum enrollment before employee can enroll

**USE OF FACILITIES
STEEPLE CHASE GOLF COURSE**

| Benefit Description | Executive Director | Superintendent & Assistant Superintendent | Full-Time | |
|---|--|---|--|--|
| Prime Time | 50% discount, employee only <i>\$20, employee only</i> | 50% discount, employee only <i>\$20, employee only</i> | 50% discount, employee only <i>\$40, employee only</i> | |
| Non-Prime Time | One round per week with cart, employee only | Two rounds per month with cart <i>One round per week with cart, employee only</i> | One round per month | |
| Twilight | One round per week with cart, employee only | Two rounds per month with cart, employee only | 50% discount, employee only | |
| Guest Passes | 20 passes with cart per year | <i>One pass per month with cart, non-prime time</i> | None | |
| Merchandise | 10% above cost | 10% above cost | 10% above cost | |
| Food & Beverages | <i>50% discount on food & non-alcoholic beverages including immediate family</i> | <i>50% discount on food & non-alcoholic beverages including immediate family</i> | <i>50% discount on food & non-alcoholic beverages including immediate family</i> | |
| Beverage Cart | <i>50% discount on all purchases from beverage cart.</i> | <i>50% discount on all purchases from beverage cart.</i> | <i>50% discount on purchases from beverage cart, limit 2 drinks.</i> | |
| Steeple Chase Golf Staff receive one non-prime time round per 8 hours worked in a week. Employee only receives 50% discount all other times. | Part-Time & Seasonal employees who do not work at Steeple Chase do not receive a use of facility benefit. | | | |

MARKETING CHANNEL HIGHLIGHTS

| | Oct 2017 | Nov 2017 | Dec 2017 |
|---|------------------------------------|--|--------------------------------------|
| Facebook – MPRD | | | |
| Total Likes | 3084 | 3111 | 3130 |
| Total followers | 3072 | 3099 | 3116 |
| Total Monthly Reach | 790,294 | 669,410 | 371,889 |
| Monthly Engagement | 73,569 | 77,014 | 39,340 |
| <p><i>****Social Media can be mercurial. Facebook changed its algorithms around mid-summer 2017 and tightened the amount of reach that our posts get. This makes it difficult if not impossible to measure what due to Facebook controlling who will see our posts and what could be interest drop off.</i></p> | | | |
| Definitions | | | |
| <p>Total Likes: Lifetime: The total number of people who have liked your Page. (Unique Users) Total Followers: A follower sees our posts in their News Feed. Monthly Reach: 28 Days: The number of people who have seen any content associated with your Page. (Unique Users) Monthly Engagement: 28 Days: The number of people who engaged with your Page. Engagement includes any click or story created. (Unique Users)</p> | | | |
| Twitter | | | |
| | Oct 2017 | Nov 2017 | Dec 2017 |
| Impressions | 5,464 | 8,912 | 4,800 |
| Followers | 702 | 709 | 719 |
| Top Tweet | Best of the Best Gala | Health Fair | Park View Hours |
| Instagram | | | |
| | Oct 2017 | Nov 2017 | Dec 2017 |
| Followers | 329 | 345 | 361 |
| Website | | | |
| | Oct 2017 | Nov 2017 | Dec 2017 |
| Number of Sessions | 5600 | 5500 | 5200 |
| Number of Users | 3700 | 3500 | 3300 |
| % Visits-Returning Visitor | 48.3% | 54.3% | 50% |
| % Visits-Unique Visitor | 51.7% | 45.7% | 50% |
| Page Views | 13,500 | 13,500 | 13,500 |
| Most Visited Page | Home page | Home page | Home page |
| 2nd Most Visited Page | Park View | Park View | Park View |
| 3rd Most Visited Page | Indoor pool | indoor pool | indoor pool |
| % mobile v. desktop v. tablet | 49% mobile, 45% desktop, 6% tablet | 43.7% mobile, 50.8% desktop, 5.5% tablet | 52% mobile, 41% desktop, 7.3% tablet |

| Digital Online Brochure | | |
|-------------------------|-------------------------|------------------------|
| | Views | Subscribers |
| Fall Brochure total | 3,790 | 430 |
| Winter/Spring Brochure | 1639 (not finished yet) | 482 (not finished yet) |

| Constant Contact e-newsletters | | | | | | |
|--------------------------------|-------|----------------------------|---------------------------|-------------|------------|--------|
| | | Industry Average: 16.4% | Industry Average: 6.9% | | How viewed | |
| Topic | Date | Open Rate | Click Rate | Unsubscribe | Desktop | Mobile |
| October Newsletter | 10/1 | 26% | 7% | 8 | 39% | 61% |
| Thanksgiving Table | 10/21 | 37% | 7% | 0 | 35% | 65% |
| Flu Shot | 10/23 | 28% | 10% | 0 | 41% | 59% |
| November Newsletter | 11/1 | 27% | 11% | 4 | 39% | 61% |
| Health Fair | 11/8 | 27% | 9% | 2 | 41% | 59% |
| Chase 5k | 11/4 | 33% | 5% | 1 | 35% | 65% |
| December Newsletter | 11/30 | 23% | 8% | 3 | 40% | 60% |
| Park View Pick Your Perk | 12/16 | 36% | 8% | 1 | 41% | 59% |

To: Board of Park Commissioners

From: Bill Brolley, Golf Operations Manager

Subject: Steeple Chase Operations – January 2018

| | | | |
|---------------------------------|-------------|-------------|-------------|
| | 2017 | | 2016 |
| Golf Revenue (December Totals) | \$ 0 | | \$ 0 |
| Merchandise (December Totals) | \$ 3,113 | | \$ 4,529 |
| Food & Bev. (December Totals) | \$ 0 | | \$ 0 |
| Miscellaneous (December Totals) | \$ <50> | | \$ < 120> |
| Gift Card (December Totals) | \$ 3,265 | | \$ 3,799 |
| Total Revenue for December | \$ 6,328 | | \$ 8,208 |
| | | Budget | |
| Golf Revenue (ytd) | \$1,082,435 | \$1,144,950 | \$1,106,724 |
| Merchandise (ytd) | \$ 84,976 | \$ 84,000 | \$ 91,441 |
| Food & Beverage (ytd) | \$ 182,355 | \$ 185,600 | \$ 180,453 |
| Miscellaneous (ytd) | \$ 16,102 | | \$ 17,486 |
| Gift Card (ytd) | \$ 27,139 | | \$ 28,365 |
| Total Revenue (YTD) | \$1,393,007 | \$1,414,550 | \$1,424,469 |
| Rounds | 23,080 | | 24,019 |

We had our second highest December revenue since I have been here (2000) only behind 2016. The average revenue in December is \$4,300. For the year we were down 939 rounds compared to 2016, in October we down 83 rounds and November we were down 668 rounds, so most of the rounds we were down for the year came in November. At the end of September we up in total revenue compared to 2016.

This year is our 25th Anniversary; we will be doing various things throughout the year to celebrate it. We sent out an email last week, telling people that it is our 25th and we are taking 25% off our loyalty program fee, which sparked some interest, we have had 28 people sign up already compared to just one last year at this time. All but one of the sign ups have been done online.

The Sky Trak simulator has been working out fine, we have had customers in just about every day hitting balls. One customer has donated a gaming computer to use so it can be used to play different courses. We are charging \$10 hour to use the simulator. We are also using it to sell clubs which has also been working out well.

We started painting the washrooms this week. The urinals in the washroom upstairs had frozen pipes last week, we called out a plumber and everything is fine now.

Jon Karl and I will going to PGA Show in Orlando January 23-27.

MEMO TO: Board of Park Commissioners
FROM: Ron Doruff, Golf Course Superintendent
SUBJECT: Golf Course Grounds Report – January, 2018

Now that the holidays are over and we have all had an opportunity to take some time off, it's back to business as usual. All of our work is now inside, except for the occasional snow plowing of our driveway and the clubhouse entryway.

There are only three of us to complete our winter checklist for the upcoming season. That work involves preventative work on our equipment which includes tee and green equipment. The checklist includes checking out hoses and any moveable parts. It also means sharpening reels, blades, and bed knives. Of course our winter work would not be complete without stripping off old paint and giving everything a fresh coat of paint.

I almost got my wish from last month's report with the cold weather. The snow acted like a blanket over the ground so the cold/frost/freeze didn't go as deeply into the ground as I had hoped for. None the less, it had to have a positive effect on reducing the amount of insects in the soil.

I will be taking my State of Illinois pesticide license test in February. The state requires retesting every three years. The test is given in English which limits who else in the crew can take it.

The national convention for Golf Course Superintendents will be the first week in February. This year it is in San Antonio, Texas. I hope the traveling won't be a problem with the weather the nation has been experiencing this year.

I have not had any inquiries about crew positions for next season, but I have not advertised yet. I have asked some of the returning crew members to help spread the word to their friends about positions that are available for next season. It will be interesting to see if anything comes from those crew members.

To: Board of Commissioners

From: Derek Solberg, Superintendent of Buildings and Grounds

Re: Parks Department Report – January 2018

First and foremost, members of the Parks Department responded to the break in the fire suppression system water pipe alongside the rest of the staff who were involved in the clean-up due to that event. In addition to reporting on January 1st, staff has been continuing to work to clean and repair as directed as part of the effort to bring Parkview, the indoor pool and other affected areas of the Community Center back to operational as quickly as possible. Additional cleaning has been routine of late due to the dust produced by drywall and gym floor removal. Staff has also been working closely with Recreation staff as needed to move fitness machines and to perform any other tasks that help move the work along. Steve Yeazell and Mike Krauleidis in particular have committed large parts of their time to this effort.

Staff used cold temperatures that occurred for two weeks to make ice on the rinks at Community Park and Lions Field. The amount of ice was impressive and was estimated at six to seven inches thick. Although the rinks have seen a setback due to subsequent warmer temperatures the ice making will continue when the weather is favorable for this work.

The wooded area adjacent to Bull Creek in Community Park has seen some recent improvements. Invasive trees were removed to give the area a cleaner look. The windows on the north and east side of the Dunbar Recreation Center overlook this area so we felt the work would complement the opening of the new facility. The stumps of the small trees that were removed were treated with herbicide to prevent regrowth.

Other tree work took place as is the norm for this time of year. Dead or dying trees were removed at Asbury, Cambridge Country, Hanrahan, Leo Leathers and Gordon Ray Parks. When deemed safe to do so we try to leave tree work for the winter. Trees that need an immediate or timely pruning or removal are addressed as soon as possible, regardless of the time of year.

Playground repairs were completed recently. At Longmeadow Park a set of stairs that had rusted and was deteriorating on the 5-12 year old module was replaced. Staff also added playground mulch to the area as well as added playground mulch to the Big and Little playground.

Much of the work has focused on preparing for the 2018 season. Aquatic and building maintenance is ongoing to keep facilities operating safely and looking their best. Clean up and organization of the Parks maintenance buildings is ongoing. There is always a work list to be completed to help us be ready for the parks to green up again.

Staff are constantly prepared to stop what they are working on to aid in snow and ice removal throughout the District.

Memorandum

To: Park District Board of Commissioners
From: Matt LaPorte, Superintendent of Recreation
RE: January Board Report 2018

Programs

The big news of the year has been the impact on the Recreation programs and Community Center due to the New Year's Day flood. Recreation Staff handled it well as a team, but some impact on our operations has been felt. The fitness center was fully closed for two and a half days, after which we were able to open on January 4 with free group exercise classes and limited use of the gymnasium and full use of the indoor pool. For the past two and a half weeks the north part of the fitness center has been closed, but should re-open during the week of January 22. At that time we will re-organize the fitness floor and introduce a more inviting fitness equipment layout. To thank members for their patience in dealing with the inconvenience we have added a week duration to each membership category. Last, staff is meeting with fitness equipment vendors for the replacement and possible upgrade to our existing cardio line.

On the programs side, Rec Connect and Big & Little were able to remain open and unaffected by the water damage and restoration. Adult Men's Basketball was set to resume play at the Community Center after the New Year, but had to be delayed by three weeks. Creative scheduling has allowed the league to be moved to the Sandburg gym, and will finish up on March 16.

In other news, recreation staff are already working on the programs to be included in the summer brochure. This will hit mailboxes around March 28. Early registration numbers show a slow December but that is to be expected with classes not beginning until mid-January. A full report on success/cancellation rates will be given at the next board meeting. In related news, swim lessons are off to a good start with 77 participants enrolled. In order to remain competitive in the market place, staff are exploring a revision to the swim lesson program where lessons will be organized by time instead of by skill level – i.e. different skill levels will be offered at all lesson time periods. This will give parents more flexibility to fit lessons into busy work/life schedules.

Registration

Boat launch keys and decals were received and forms have been updated and are ready for permit taking. All 2017 garden plot participants have been contacted for early reservation of their 2018 plots. Starting February 19, all unreserved plots become available to the general public.

Rentals

Staff is working on making a recommendation for rental fees for the Dunbar Recreation Center gymnasium, community rooms and kitchen (as an add on). Additionally, staff is reviewing the Regent Center rates, which have not been raised in the past three years and are preparing a recommendation. These recommendations will be made at the February 5 board meeting.

Special Events

The 2018 calendar of special events is attached. The next upcoming event is the Enchanted Princess Daddy Daughter Dance on February 3. This event is already sold out with 93 participants. This is at least the second

year in a row that the event has sold out. With such interest, this will be an event that we will look to hold at the Dunbar Recreation Center next year, as a way to accommodate more families.

Facilities (Regent, Park View, Big & Little and Rec Connection, Barefoot Bay & Beach, Dunbar Recreation Center)

Regent: This is the time of year for Regent Center membership renewals. To date, 170 memberships have been renewed. As programs and activities pick up throughout January and February, memberships will continue to roll in. A ten year comparison of programming and membership statistics has been provided in the reports section below. The analysis shows a continuation of a reduction in participation and membership. Specifically, membership dropped 5% down from 425 members in 2016 to 404 members in 2017. Participation at the center dropped from 18,930 in 2016 to 17,348 in 2017.

Park View: In December we offered a Pick a Perk promotion for the fitness center. It was moderately successful during a slower time of year (pre New Year’s rush) and netted 10 new annual memberships, and nine renewals. Annual membership remained flat in December but the monthly membership increased by 22%. Staff conducted 29 tours and received 14 new memberships. A total of 9500 visits were made to the fitness center this past month as well, with our members making on average seven visits over the month. Staff are looking into making some changes in the group exercise schedule to accommodate more of the generation x and millennial population interests. This will include changing class times around school hours and introducing trendy formats.

| Premium Memberships 2017 | Jan | Feb | Mar | Apr | May | Jun | July | Aug | Sept | Oct | Nov | Dec | Jan |
|--------------------------------|------|------|------|------|------|------|------|------|------|------|------|------|------|
| Annual Memberships | | | | | | | | | | | | | |
| Premium Annual | 348 | 397 | 410 | 485 | 513 | 527 | 549 | 544 | 561 | 567 | 581 | 563 | 563 |
| Indoor Pool Annual | 228 | 234 | 266 | 305 | 308 | 301 | 312 | 304 | 299 | 298 | 317 | 316 | 318 |
| Group Exercise Annual | 87 | 91 | 95 | 100 | 104 | 106 | 81 | 101 | 108 | 113 | 112 | 110 | 110 |
| Child Care Annual | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Track | 246 | 238 | 256 | 254 | 247 | 248 | 250 | 245 | 230 | 246 | 238 | 269 | 269 |
| Total | 1150 | 1259 | 1210 | 1233 | 1237 | 1214 | 1204 | 1195 | 1219 | 1225 | 1269 | 1259 | 1263 |
| Monthly Memberships | | | | | | | | | | | | | |
| Premium Monthly | 403 | 472 | 482 | 450 | 481 | 490 | 534 | 452 | 442 | 454 | 514 | 537 | 659 |
| Indoor Pool Monthly | 185 | 236 | 241 | 213 | 241 | 219 | 268 | 228 | 246 | 258 | 267 | 274 | 318 |
| Group Exercise Monthly | 99 | 116 | 123 | 119 | 133 | 116 | 140 | 119 | 127 | 132 | 151 | 122 | 142 |
| Child Care Monthly | 6 | 6 | 7 | 7 | 5 | 4 | 8 | 6 | 5 | 10 | 6 | 8 | 9 |
| Track Monthly * Winter Special | 3 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 14 |
| Total | 696 | 833 | 853 | 789 | 860 | 829 | 950 | 805 | 820 | 854 | 938 | 945 | 1142 |
| Personal Training Memberships | 23 | 48 | 47 | 33 | 30 | 38 | 46 | 33 | 42 | 50 | 53 | 53 | 57 |

Big & Little/Rec Connect: After the quiet holiday period both Big & Little and the Rec Connect programs are back into their normal routines. During the break, Big & Little added two enrollments into the day care program. Additionally, what’s not reflected in the numbers below is several of our children have added more days to their weekly schedules which adds revenue. In other good news, the Big & Little program also received it’s bi-annual inspection from Lake County Health Department, of which there were no infractions.

Big & Little Enrollment

| | <u>Total</u> | <u>Full Time</u> | <u>Full Days</u> | <u>½ Days</u> |
|---------------|--------------|------------------|------------------|---------------|
| January 2018 | 62 | 17 | 24 | 21 |
| December 2017 | 61 | 16 | 25 | 20 |
| November 2017 | 59 | 16 | 24 | 19 |
| January 2017 | 65 | 30 | 19 | 16 |
| January 2016 | 68 | 26 | 28 | 14 |
| January 2015 | 77 | 29 | 29 | 19 |

Just a reminder: Full time is defined as 5 full days per week.
Full days refers to 2-4 full days per week.
½ days refers to 2-5 preschool mornings (8:30 – 12:30)

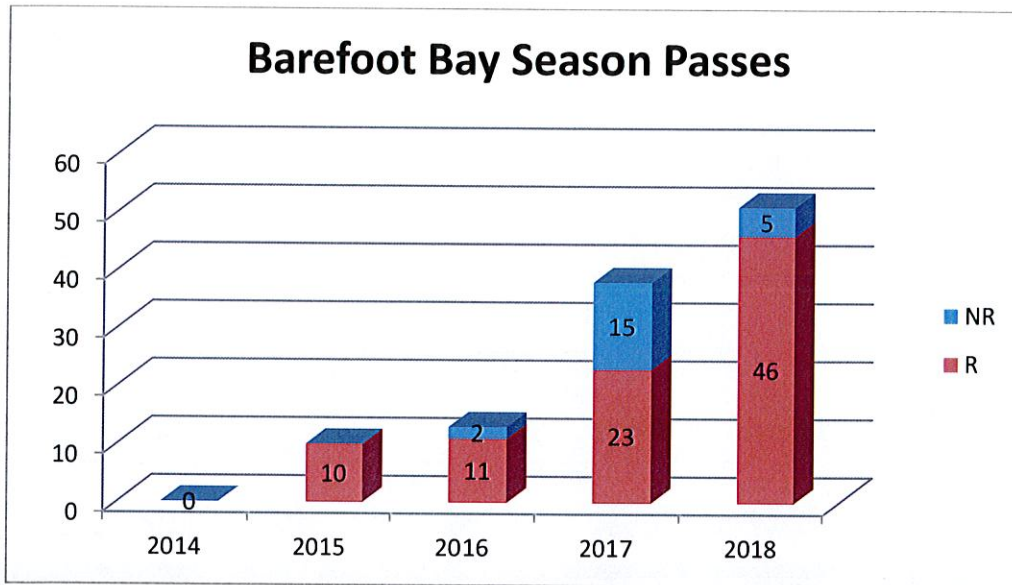
Rec Connect: We ran six day off programs during the winter break from which we averaged 31 participants a day. The program was able to be run during the water damage restoration. As mentioned in the last report, we are offering some enrichment classes to the Rec Connect children. We are happy to report that both programs (Chess – 7 participants, Young Rembrants Art Class – 9 participants) have been successful with enrollments.

Rec Connection Enrollment

| | <u>Total</u> | <u>MCC</u> | <u>Washington</u> |
|---------------|--------------|------------|-------------------|
| January 2018 | 165 | 77 | 87 |
| December 2017 | 165 | 76 | 89 |
| November 2017 | 163 | 76 | 87 |
| January 2016 | 172 | 73 | 99 |
| January 2015 | 167 | 74 | 93 |
| January 2014 | 180 | 84 | 96 |

Barefoot Bay & Diamond Lake Beach: Preparations for the upcoming season are still coming along. To date, 49% of the pool staff has been hired. The early pass sales numbers are doing well thus far. So far 51 Bay passes, two beach passes and 13 combo passes have been sold for a total of \$4,005. This is above last year's total of 47 passes and \$3,185. The success of the early bird sales for the past two years can be connected to the holiday gift bag promotion that was instituted.

Barefoot Bay Season Passes



Barefoot Bay Season Pass Revenue

| | Res | Non-Res | Total |
|-------------|--------------------|--------------------|--------------------|
| 2018 | \$ 2,700.00 | \$ 525.00 | \$ 3,225.00 |
| 2017 | \$ 1,100.00 | \$ 1,515.00 | \$ 2,615.00 |
| 2016 | \$ 530.00 | \$ 210.00 | \$ 740.00 |
| 2015 | \$ 650.00 | \$ - | \$ 650.00 |
| 2014 | \$ - | \$ - | \$ - |

Recreation Advisory Committee

The next Recreation Advisory Committee meeting will take place on Tuesday, January 23 at 6:45 pm. We currently have five members on the committee. I will be announcing a need for two new volunteer members with the hope to get us up to a committee of seven.

Mundelein Parks Foundation

Scholarship graph attached. Foundation balance is \$7255.31. No scholarships were approved in the past month.

Miscellaneous

Learning Center fundraiser will be held at Hitz Pizza on February 3.

Attached Reports

- Scholarship
- Registration and Rental Reports
- Regent Center Participation

Mundelein Park District- 2018 Special Events

January 2018

- None

February 2018

- Feb 3- Enchanted Princess

March 2018

- Mar 17- St. Patrick's Day of Fun
- Mar 29- Flashlight Egg Scramble
- March 30- Spring Egg Hunt

April 2018

- Apr 7- Dunbar Rec Center Open House & Day of Play
- Apr 22- Earth Day Event

May 2018

- May 5- Cinco de Mayo Festival
- May 11- Wild about Mom
- May 19-20- Dance Recital

June 2018

- Jun 16- Beach Bash (Formerly Community Picnic)
- Jun 21- Movie in the Park
- Jun 23- Barefoot Bay Margaritaville
- Jun 30- Freedom Classic

July 2018

- Jul 19- Big Wheel Race/Movie in the Park
Foundation Fundraiser
- Jul 28- Barefoot Bay Craft Beer Night

August 2018

- Aug 9- Movie in the Park

September 2018

- Sept 8-9 – Mundelein Arts Festival
- Sept 21- Old School Indoor Drive-in

October 2018

- October 4- Chase 5K
Foundation Fundraiser

November 2018

- Nov 4- Pumpkin Drop
- Nov 9- Mom N' Son Game Night

December 2018

- Dec 8- Polar Express
- Dec 15- Breakfast N' Story with Santa

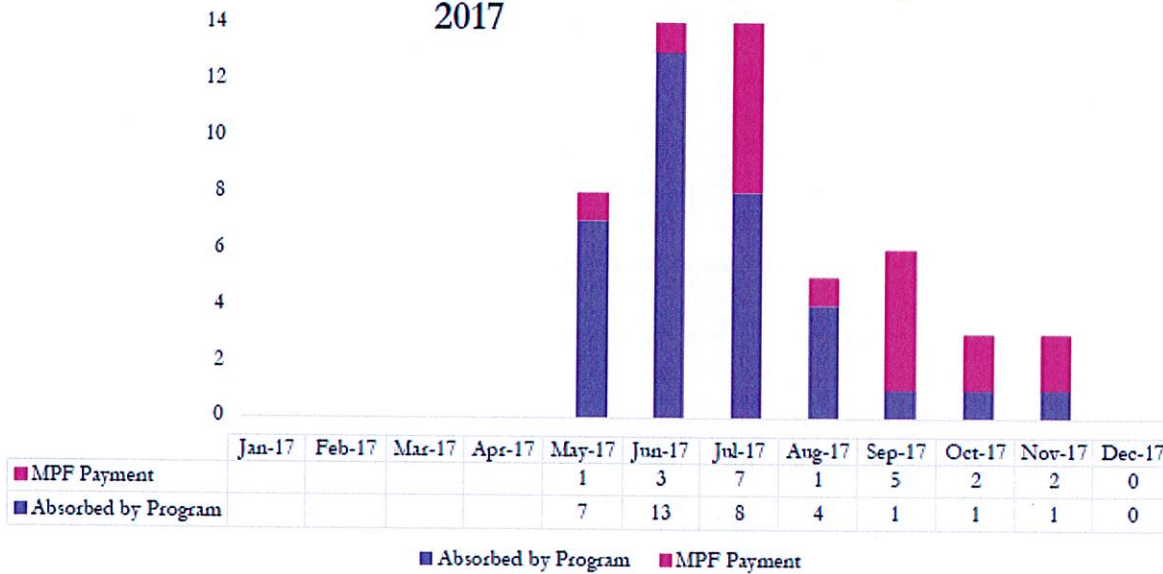
January 2019

- Jan 12- Winterfest
-

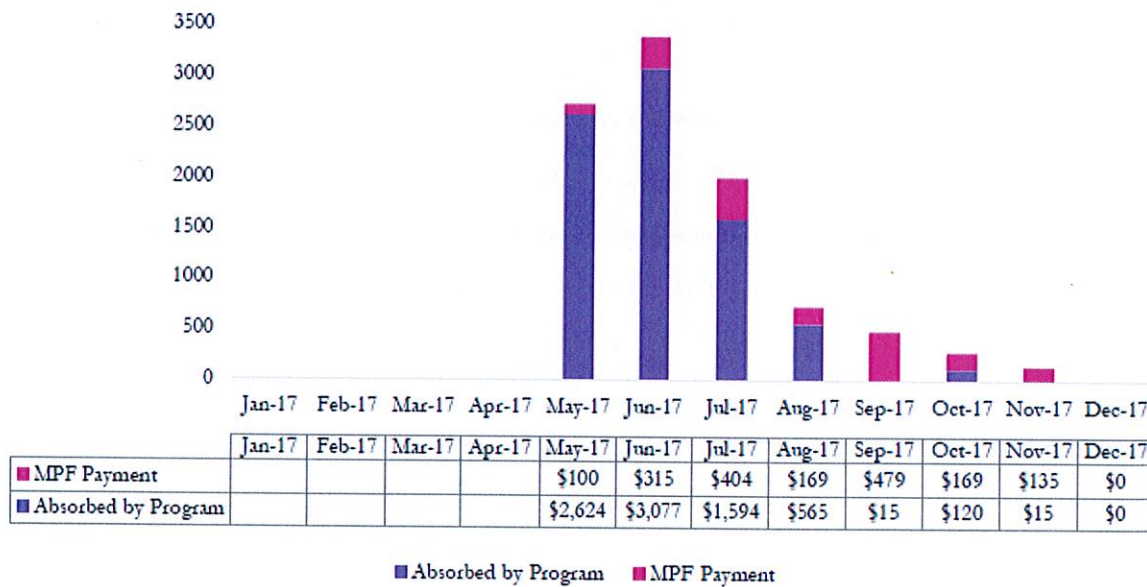
SCHOLARSHIP REPORT

DECEMBER 2017

of Families Benefitting from Scholarships Monthly 2017

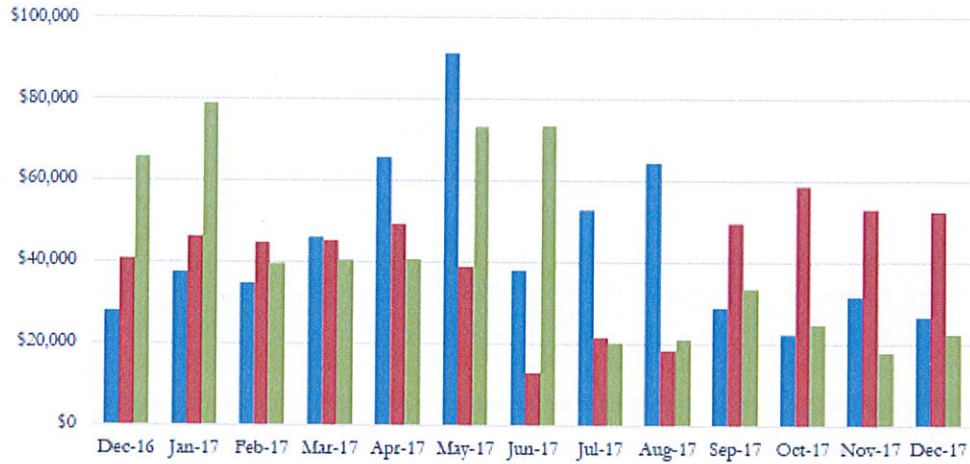


Scholarships Distributed for Program Registrations Monthly 2017



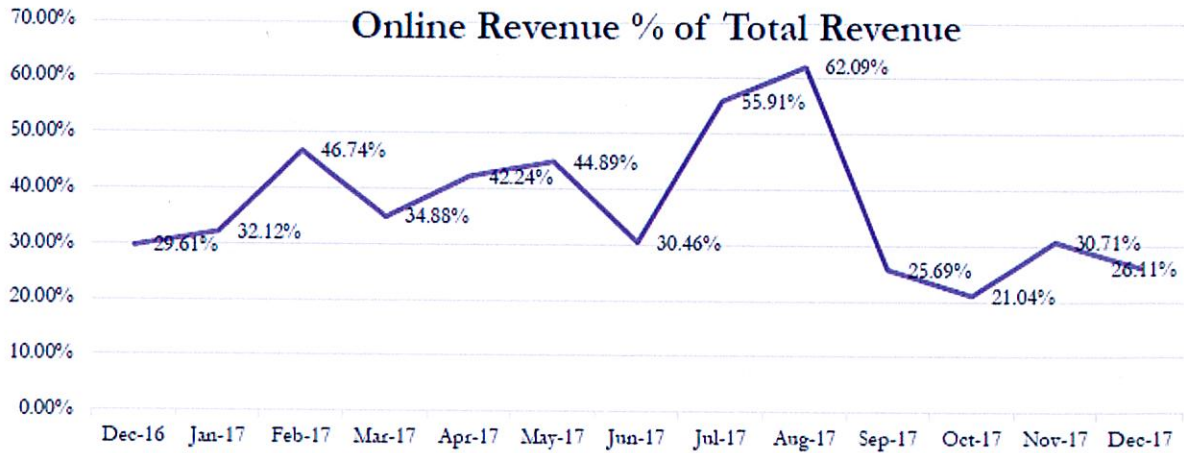
REGISTRATION REPORTS

Reg Office vs. Auto Pay vs. Internet User

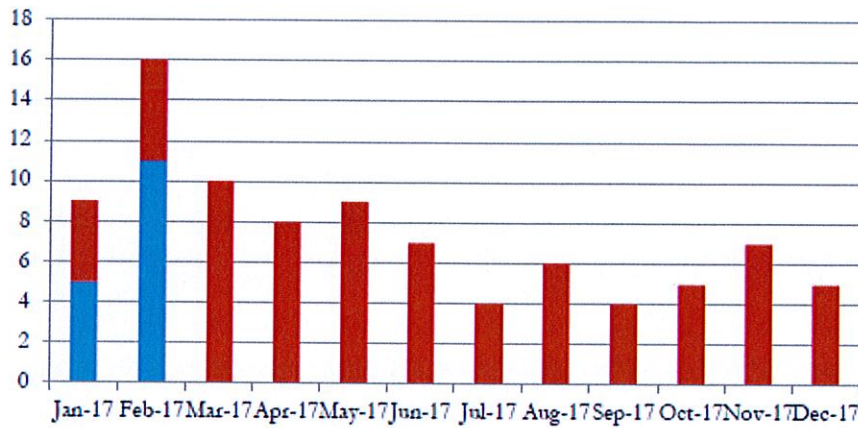


| | Dec-16 | Jan-17 | Feb-17 | Mar-17 | Apr-17 | May-17 | Jun-17 | Jul-17 | Aug-17 | Sep-17 | Oct-17 | Nov-17 | Dec-17 |
|---------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Online | \$27,715 | \$37,345 | \$34,623 | \$45,880 | \$65,672 | \$91,236 | \$37,774 | \$52,784 | \$64,361 | \$28,666 | \$22,184 | \$31,461 | \$26,394 |
| Auto Pay (LC, PV, Rec, BL, and Dance) | \$40,687 | \$46,260 | \$44,666 | \$45,215 | \$49,254 | \$38,728 | \$12,709 | \$21,490 | \$18,331 | \$49,513 | \$58,677 | \$53,095 | \$52,421 |
| Registration Office | \$65,877 | \$78,934 | \$39,454 | \$40,458 | \$40,548 | \$73,275 | \$73,542 | \$20,130 | \$20,960 | \$33,394 | \$24,552 | \$17,894 | \$22,273 |

Online Revenue % of Total Revenue

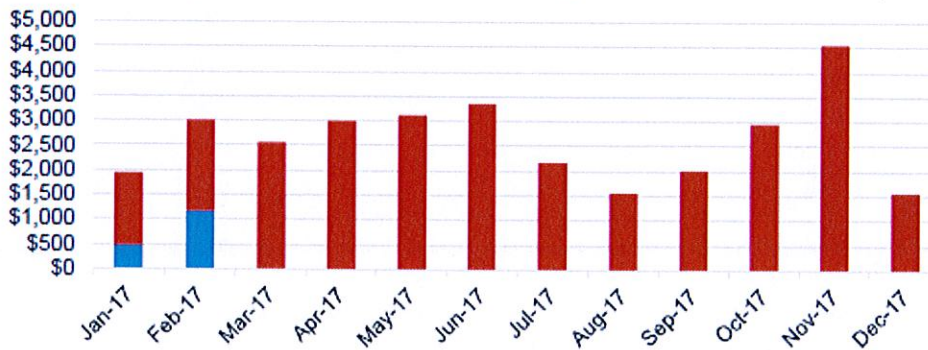


Regent/Chalet 2017 Monthly Rentals



| | Jan-17 | Feb-17 | Mar-17 | Apr-17 | May-17 | Jun-17 | Jul-17 | Aug-17 | Sep-17 | Oct-17 | Nov-17 | Dec-17 |
|-----------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| ■ Regent Center | 4 | 5 | 10 | 8 | 9 | 7 | 4 | 6 | 4 | 5 | 7 | 5 |
| ■ Chalet | 5 | 11 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

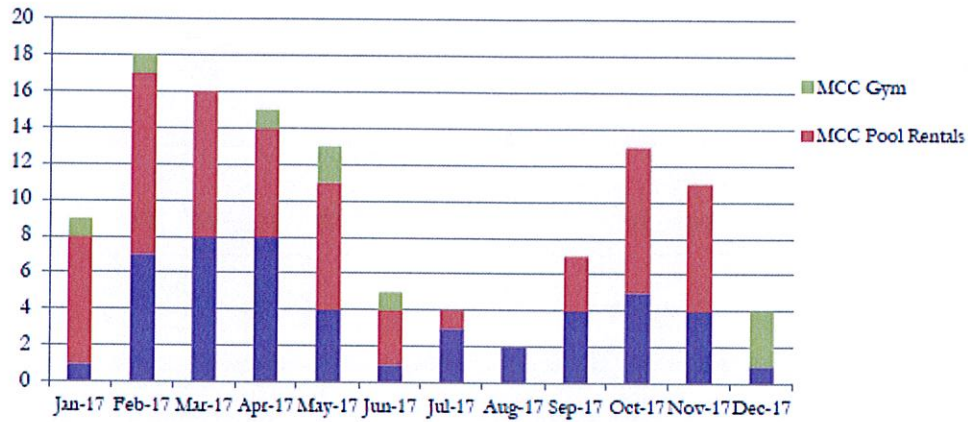
Regent/Chalet 2017 Monthly Revenue



| | Jan-17 | Feb-17 | Mar-17 | Apr-17 | May-17 | Jun-17 | Jul-17 | Aug-17 | Sep-17 | Oct-17 | Nov-17 | Dec-17 |
|-----------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| ■ Regent Center | \$1,465 | \$1,840 | \$2,563 | \$3,000 | \$3,123 | \$3,344 | \$2,168 | \$1,560 | \$2,018 | \$2,957 | \$4,553 | \$1,566 |
| ■ Chalet | \$480 | \$1,170 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |

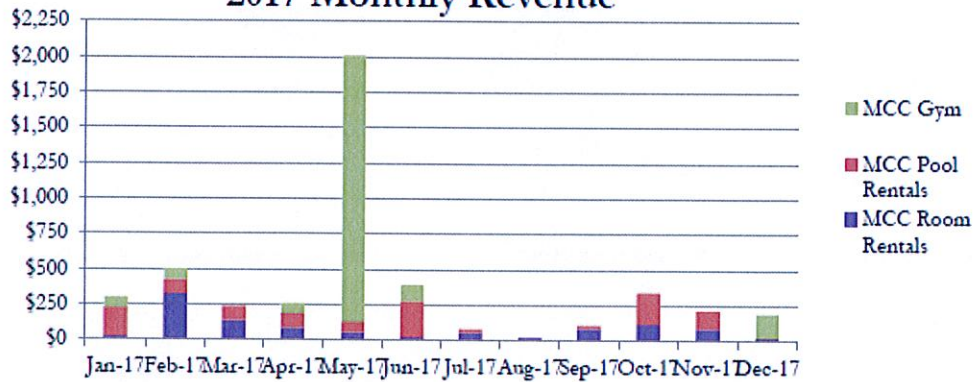
■ Chalet ■ Regent Center

MCC Room / Pool / Gym 2017 Monthly Rentals



| | Jan-17 | Feb-17 | Mar-17 | Apr-17 | May-17 | Jun-17 | Jul-17 | Aug-17 | Sep-17 | Oct-17 | Nov-17 | Dec-17 |
|------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| MCC Gym | 1 | 1 | 0 | 1 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 3 |
| MCC Pool Rentals | 7 | 10 | 8 | 6 | 7 | 3 | 1 | 0 | 3 | 8 | 7 | 0 |
| MCC Room Rentals | 1 | 7 | 8 | 8 | 4 | 1 | 3 | 2 | 4 | 5 | 4 | 1 |

MCC Room / Pool / Gym 2017 Monthly Revenue



| | Jan-17 | Feb-17 | Mar-17 | Apr-17 | May-17 | Jun-17 | Jul-17 | Aug-17 | Sep-17 | Oct-17 | Nov-17 | Dec-17 |
|------------------|--------|--------|--------|--------|---------|--------|--------|--------|--------|--------|--------|--------|
| MCC Gym | \$75 | \$75 | \$0 | \$75 | \$1,875 | \$113 | \$0 | \$0 | \$0 | \$0 | \$0 | \$165 |
| MCC Pool Rentals | \$200 | \$100 | \$100 | \$100 | \$75 | \$250 | \$25 | \$0 | \$25 | \$225 | \$125 | \$0 |
| MCC Room Rentals | \$30 | \$330 | \$140 | \$90 | \$60 | \$30 | \$60 | \$30 | \$90 | \$120 | \$90 | \$30 |

Mundelein Parks & Recreation District

Memorandum

To: Board of Commissioners

From: Linda Miller, Superintendent of Business Services and Technology

RE: January 2018 Monthly Report

DATE: January 16, 2018

Finance

Year-end processing and preparation for the annual audit is underway. Preliminary audit fieldwork is scheduled for January 31, 2018. The IDNR has acknowledged receipt of our 50% billing for the PARC Grant.

Human Resources

Anthony Nitti completed the payrolls for the periods of 12/10/17 – 12/23/17 for 158 employees and 12/24/17 – 01/06/18 for 153 employees. We continue to recruit for the job positions of swim instructors and lifeguards for the Indoor Pool, an Administrative Assistant, an Aquatic Assistant, and a Housekeeper for Parkview. Hiring for all summer seasonal positions has begun. We filled the Rental staff position. Anthony handled the preparations for the Employee Recognition Evening including the creation of the awards and programs. A special thank you to Anthony's daughter Ali for the beautifully hand written name tags.

IT

The new email archiving software is now operational. The computer wiring, WIFI installation, and desktop computer setup are in process for the Dunbar Recreation Center.

Risk Management

Property Loss Report

| Date | Cost | Incident |
|-------|---------------------------------|---|
| Jan 1 | To be determined | Auto sprinkler pipe break – fitness floor, gym floor, indoor pool, locker rooms |
| Jan 6 | \$3,325 (\$1,000 deductible) | Driver (with ins) went through chain link fence at DLB |

Employee Injury/Illness

| Date | Employee | Injury/illness | Transport? | Severity |
|--------|--------------------|--|------------|---------------------------|
| Jan 8 | Teacher | Going to turn off light for nap time, slipped and fell; laceration on wooden cubby – laceration above left eyebrow | No | Urgent care |
| Jan 10 | Fitness instructor | Exiting car to teach class, slipped on ice and fell on left knee and elbow | No | Unknown |
| Jan 9 | Laborer | Cutting trees and branches – lumbar strain | No | Urgent care, limited duty |

Monthly Summary

Nerissa Brueckbauer is doing an exceptional job handling our property loss claim for the water damage suffered at Parkview. Training for the month of January is Sexual Harassment prevention.