

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

Monday, January 28, 2019

7:30 p.m.

AGENDA

Call To Order:

Pledge of Allegiance:

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

Approval of Minutes: Budget Hearing January 14, 2019
Committee Meeting January 14, 2019
Regular Meeting January 14, 2019

Approval of Disbursements: Warrants -011719, 012219, 012519, 12819 = \$260,129.84

Financials: December

Police Report: December

Correspondence:

Old Business:

New Business:

1. Approve Natural as Resource Provider Contract
2. Approve Personnel Policy on Military Leave
3. Approve Personnel Policy on Vacation Leave
4. Approve Personnel Policy on Personal Days
5. Select New Logo

Board Business:

Staff Reports

Service Anniversaries January: Josh Aguilar, 2 years; Marcus Kivisto, 6 years; Cheri Rehor, 17 years;
Linda Renz, 7 years; Margaret Resnick, 12 years; Mary Yoho,
20 years

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 AND RECREATION DISTRICT BOARD OF
PARK COMMISSIONERS, MUNDELEIN, LAKE COUNTY, ILLINOIS
HELD MONDAY, JANUARY 14, 2019 AT 6:45 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 6:45 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 and Superintendent of Recreation LaPORTE.

President DOLAN reviewed the open items from past budget discussions included the proposed starting rates for lifeguards, possible increase in Barefoot Bay daily rates, possible reduction of hours of operation at Barefoot Bay, construction of a driving range at Steeple Chase Golf Club and construction of an outdoor ice rink at Community Park.

Commissioner KNUDSON asked if the two construction projects were in the budget the Board was looking at. He was told they are. Commissioners FRASIER and ORTEGA both said that if resident rates were going to be increased at Barefoot Bay, non-resident rates need to be increased the same amount. Commissioner FRASIER asked if raising guard wage rates would attract and or retain guards. Executive Director RESNICK said staff feels this will help with both of those. Commissioner FRASIER said if there is an increase in admission rates, reduction of hours should occur the same year rather than impact operations two years in a row.

President DOLAN asked staff to start thinking about what the District will do if the minimum wage was to increase to \$15 per hour as has been discussed by the incoming Governor.

Commissioner ORTEGA moved to close the Public Budget Hearing at 7:13 pm, second by Commissioner McGRATH. The motion was unanimously approved.

Secretary

Mundelein Park & Recreation District
Committee of the Whole
January 14, 2019

The Committee of the Whole meeting of the Board of Park Commissioners of the Mundelein Park and Recreation District was called to order at 7:15 pm by President DOLAN.

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

Executive Director RESNICK informed the Board that she and Superintendent of Buildings & Grounds Derek Solberg attended a workshop hosted by IPRA and Cunningham Recreation to learn more about playground grants being offered. She said the District is applying for a grant for \$86,000 to help with the purchase of equipment at Fairhaven and Hanrahan Parks. President DOLAN suggested that future playground equipment replacements be scheduled to coincide with these grants if they are offered again.

The Board was told the November Financials and Police Report were included in this Board packet because there was no second meeting in December 2018.

The Committee Meeting adjourned at 7:30 pm.

Secretary

**MUNDELEIN PARK AND RECREATION DISTRICT BOARD OF
PARK COMMISSIONERS, MUNDELEIN, LAKE COUNTY, ILLINOIS
HELD MONDAY, JANUARY 14, 2019 AT 7:30 P.M. AT THE
MUNDELEIN COMMUNITY CENTER ADMINISTRATION OFFICES,
1401 NORTH MIDLOTHIAN ROAD, MUNDELEIN, ILLINOIS**

The regular scheduled meeting of the Board of Park Commissioners of the Mundelein Park and Recreation District, Mundelein, Lake County, Illinois, was called to order at 7:30 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.

Commissioner ORTEGA moved to approve the minutes of the Truth In Taxation Hearing, Committee Meeting, Regular Meeting and Executive Session of December 10, 2018, 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 voting yes.

Commissioner FRASIER moved to approve Warrants 121418, 121818, 12198, 122818, 010319, 010419, 010819, 011119, 011219 and 011419 in the amount of \$860,262.36 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 FRASIER, KNUDSON, McGRATH, ORTEGA and DOLAN voting yes.

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

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

Correspondence

President DOLAN said a letter was received from the Illinois Park & Recreation Association informing the District we are receiving the Exceptional Workplace Award. A letter was received from the Park District Risk Management Agency informing the District we have achieved Level A – Accreditation. A letter was received from Government Financial Officer Association the District our comprehensive annual financial report received the Certificate of Achievement for Excellent in Financial Reporting. He congratulated staff on achieving all three honors.

New Business

President DOLAN stated that the Board had conducted two Budget Hearings and had lengthy discussion on the proposed 2019 Budget. The final draft submitted included capital funds for two additional projects not in the first draft. Commissioner ORTEGA moved to approve 2019 Budget as amended, second by Commissioner FRASIER. President DOLAN repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners ORTEGA, FRASIER, KNUDSON, McGRATH and DOLAN voting yes.

The Board reviewed Budget & Appropriation Ordinance submitted. This is document reflects the monies budgeted with an additional 10% appropriated. Commissioner ORTEGA moved to approve Budget & Appropriation Ordinance 19-01-01, 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 informed the Board the District has worked with the Northern Illinois Municipal Electric Collaborative for several years to secure the most competitive electric rates. They will be bidding the service in February and due to the fast turn around for accepting, will need the Executive Director to be authorized to approve a contract up to 36 months. The contract will be ratified by the Board at a meeting after the fact. Commissioner FRASIER moved to approve Ordinance 19-01-01 to authorize the Executive Director to sign a contract for the selection of an electricity supplier, 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 FRASIER, KNUDSON, McGRATH, ORTEGA and DOLAN voting yes.

President DOLAN informed the Board the District has a similar relationship with Rock River Energy Services for the purchase of natural gas and will need the Executive Director to be authorized to approve a contract up to 36 months. The contract will be ratified by the Board at a meeting after the fact. Commissioner FRASIER moved to approve Ordinance 19-01-02 to authorize the Executive Director to sign a contract for the selection of an electricity supplier, second by Commissioner McGRATH. President DOLAN repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners FRASIER, McGRATH, KNUDSON, ORTEGA and DOLAN voting yes.

President DOLAN said the Executive Director's contract was expiring and shared a new three year contract with the Board. Commissioner McGRATH moved to approve a three year contract with Margaret Resnick to serve as Executive Director, second by Commissioner ORTEGA. President DOLAN repeated the motion and asked if there were

any questions and none were raised. A roll call vote was taken with Commissioners McGRATH, ORTEGA, FRASIER, KNUDSON and DOLAN voting yes.

President DOLAN announced service anniversaries: Nerissa Brueckbauer, 5 years; April Lee, 3 years; and Kelli Schillaci, 1 year.

Visitor RuthAnne Hall asked about if the Park District has an intergovernmental agreement with the Village for the maintenance of their properties. Executive Director RESNICK said at this time we do not maintain any of the Village's properties, but if that changes, an IGA will be adopted. She told Ms. Hall that there are several IGA's with many units of local government, including one with the Village regarding maintenance of several retention ponds.

There being no further business, Commissioner ORTEGA moved to adjourn at 7:41 p.m. second by Commissioner McGRATH. The motion was unanimously approved.

Secretary

**MEETING REMINDER
MONDAY, JANUARY 28, 2019**

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

Action Items

1. Approve Natural Gas Provider Contract
2. Approve Personnel Policy on Military Leave
3. Approve Personnel Policy on Vacation Leave
4. Approve Personnel Policy on Personal Days
5. Select New Logo

Updates

1. Staff Training
2. Marketing Report
3. Fourth Quarter Financial Report

Action Items

At the last Board meeting, the Executive Director was given the authority to enter into a contract for natural gas supply. The Board needs to ratify that that contract. With natural gas prices rising due to the colder weather, we were able to lock in to a 34 month contract with Santanna Energy Services for .3163 per therm. Rates paid for the most recent 12 months ranged from .288 to .464 and averaged .331.

Staff recommends approving a 34 month contract with Santanna Energy Services for supplying natural gas to the District facilities.

Recent changes in the law required us to update our policy regarding employees on military leave. The policy proposed policy has been reviewed by Commissioner Ortega and our attorney.

Staff recommends approving Personnel Policy 3.11 Military Leave.

With the change in technology, vacation day requests are now approved electronically by an employee's supervisor. The attached change reflects this new procedure.

Staff recommends approving Personnel Policy 3.02 Vacation Days.

With the change in technology, personal day requests are now approved electronically by an employee's supervisor. The attached change reflects this new procedure.

Staff recommends approving Personnel Policy 3.03 Personal Days.

Marketing Manager Christa Lawrence will present the final recommendation for the new logo design.

Staff recommends approving the new logo design.

Updates

On February 19, we are holding an all staff training. The first hour, which begins at 9:00 am, will be an opportunity to develop a Vision Statement and Values for the District. The Board members are encouraged to attend this first hour if available.

The Fourth Quarter Marketing Report is enclosed.

Staff will be completing the Fourth Quarter Financial Report and it will be included in the February 25 Board packet.

Section 3: Time Off Benefits

3.11 Military Leave

An employee who is a member of the United States Army, Navy, Air Force, Marines, Coast Guard, National Guard, or Reserves will be granted a leave of absence for military service, training or related obligations in accordance with applicable state and federal law.

Pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA); and the Illinois Service Member Employment and Reemployment Rights Act (ISERRA)~~the Illinois Military Leave of Absence Act, the Public Employee Armed Services Rights Act, and the Local Government Employees Benefits Continuation Act,~~ leaves of absence shall be granted for all employees who are called or volunteer for military service, including training duty in a reserve component of the United States Armed Services, including the National Guard, and the Illinois State ~~Militia~~ Guard. During such leave, the employee's seniority and other benefits shall continue to accrue. In addition:

a) During leaves for annual training, the employee shall continue to receive his or her regular compensation as Park District employee for up to 30 days per calendar year;

b) During leaves for basic training, for up to 60 days of special or advanced training, and for any other training or duty required by the United States Armed Forces, the employee shall receive ~~his or her regular compensation, minus the amount of his or her base pay for military activities differential pay as specified by ISERRA~~;

c) For any member of the Illinois National Guard or any member of any branch of the Armed Services Reserve who is placed on active duty status, the employee shall have the following benefits preserved and protected;

1. The provision of insurance coverage and its automatic continuation immediately upon return to employment status with the Park District. In addition, the employer shall pay its full share of the full premium and administrative costs while the employee is an active duty;
2. The right to any promotional, employment, contractual or salary benefits, or pension right and benefits, that accrued while the employee was on active duty status, including that, for purposes of employee performance evaluations during the period of military leave, the employee shall be credited with the average of the efficiency or performance ratings or evaluations received for the 3 years immediately before the absence for military leave.

Additionally, the evaluation rating shall not be less than the rating that the employee received for the rated period immediately prior to the absence for military leave;

When an employee's military leave ends, the employee will be reinstated to the position that he or she would have held if he or she would have remained continuously employed as long as the employee meets the requirements of federal and state military leave laws with regard to reinstatement.

An employee whose military service has ended must return to work or inform the Park District the he or she wants to be reinstated in accordance with the following guidelines:

1. For a leave of 30 or fewer days, the employee must report back to work on the first regularly scheduled workday after completing military service, allowing for travel time;

2. For a leave of 31 to 180 days, the employee must request reinstatement within 14 days after military service ends;

3. For a leave of 181 days or more, the employee must request reinstatement within 90 days after military service ends. An employee who is drafted or ordered into the military service shall be from military service. Seniority shall accrue while the employee is in the military service on active duty.

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An employee returning from initial active training duty is entitled to reemployment if the following conditions have been met:

a) Reservist was called for initial active duty training for at least 12 weeks and was called to active duty for at least 90 days.

b) Reservist applies for reemployment within 31 days after release from active duty training after satisfactory service or from discharge from hospitalization from military injury, provided it is less than one year after scheduled release from duty.

Employees granted a leave of absence for participation in training with the Army Reserves or national Guard need not apply for reemployment, but must report to work at the beginning of the next scheduled working period, unless prevented by circumstances beyond the employee's control. If the employee does not report to work, he or she may be subject to progressive discipline, but does not forfeit entitlement to reemployment.

Except as otherwise provided herein, employees entering the military service shall be allowed the opportunity to continue to participate under the Park District's group health insurance plan by utilizing their Federal COBRA rights.

You must provide the Mundelein Park District with at least thirty (30) days as much advance written notice as possible, preferably at least thirty (30) days, prior to the start of leave for military service except in cases of national emergency. Such notice must include, without limitation, a copy of your orders. Upon return to the Park District from your military training, you must submit a statement signed by an appropriate military official indicating the time you spent in military training and/or service.

If the employee's absence exceeds thirty (30) days, the employee should contact the Illinois Municipal Retirement Fund regarding leave of absence coverage.

Comment [r1]: I think this language needs to stay. The new law provides that the employer pays its share of the full premium along with any administrative costs during periods of "active duty." Other leave situations that do not constitute "active duty" pursuant to the definition in the Act may not require the same type of payment and then this language would govern. I expect that such situations would be minimal. Most types of military leave will be covered under the definition of "active duty."

Comment [r2]: The new law, ISERRA, expressly provides that employees are not required to obtain "permission" from their employers in order to take military leave, and further only that the employee must give "advance" notice of pending military service. No set period is required under the new law to meet the requirement that the notice must be "advance" notice. So unfortunately, any notice prior to the beginning of leave would likely meet the definition of "advance" notice. Once "advance" notice is provided, service member employees have an entitlement to military leave under the Act.

Section 3: Time Off Benefits

3.2 Vacation Leave

Eligibility	1	Payday During Vacation	2
Amount of Vacation.....	1	Vacation Accumulation	1
First Calendar Year of Employment.....	1	Vacation Pay Upon Termination	2
After the First Calendar Year of Employment ..	1		
Vacation as Sick Leave or Other Leave	2		
Scheduling Vacation	2		

Eligibility

Vacation time credits begin accruing immediately for Full-time and Regular Part-time employees. Vacation time becomes available after (6) six months of service.

Amount of Vacation

The basis for administering the vacation policy is the anniversary of the employee. The number of eligible vacation days is determined by an employee's total calendar years of service while employed by the Mundelein Park District on a continuous full-time basis. A vacation day is based on the employee's regular work schedule. The year of hire will count as one calendar year of service. Regular Part-time employees vacation time is based on hours worked per week year round. (see page 14)

After the First Anniversary Year of Employment

A year of service to all full-time employees on the active payroll.

Anniversary Year of Service	Vacation Day
1 – 5	10
6 – 10	15
11 – Over	20

Vacation as Sick Leave or Other Leave

Eligible vacation days may be used in lieu of paid sick leave when and if all accrued sick leave has been exhausted. At the discretion of the Mundelein Park District, vacation days may be required to be used for other types of leave, providing that the benefits associated with those leaves are exhausted. Earned vacation shall be allowed to accumulate up to *at year end* a maximum of 25 days. Time accumulated thereafter is lost. In extreme cases where the employee is unable to exhaust their vacation time due to the needs of the Mundelein Park & Recreation District, the Executive Director and/or Board, may approve monetary compensation in lieu of time off.

Scheduling Vacation

Vacation leave must be approved in advance by your immediate supervisor. Your written vacation request must be filed with and approved by an employee's supervisor ~~and the Executive Director~~. Your immediate supervisor will make every effort to comply with your request for vacation time. In all cases, your immediate supervisor will schedule your vacation leave when the Mundelein Park District can best afford to be without your services. Your immediate supervisor will approve or disapprove the dates requested depending on the workload during the particular time requested. When two or more employees in the same department request the same days off (and it is not possible to let both have it) the department head will decide based on factors such as seniority, timeliness of vacation request, personal situations, and emergencies. Your immediate supervisor may require you to reschedule your vacation if it is determined that your presence is necessary for the efficient or safe operation of the Mundelein Park District.

Earned vacation shall be allowed to accumulate up to a maximum of 25 days *annually*. Time accumulated thereafter is lost *at year end*.

Payday During Vacation

When a payday occurs during an approved vacation leave, you may request your paycheck be mailed to your home. Your request must be in writing, approved by your immediate supervisor.

Vacation Pay Upon Termination

If your employment is terminated for any reason, you will receive pay for any unused vacation days earned during the calendar year of your termination. Personnel leaving the District maybe paid for accumulated vacation time not to exceed 25 days. Payment for accrued but unused vacation leave at the time your employment with the Mundelein Park District is terminated is based upon your regular hourly rate of pay or rate of salary at the time of termination.

3.3 Personal Days

Full-time employees are granted two (2) paid personal days per calendar year. Personal days will be issued on the first of January. Your written Personal Day request must be filed with and approved by an employee's supervisor ~~and the Executive Director~~. Personal days are granted to employees to allow paid time off for personal reasons of any nature, including holidays not recognized by the Park District.

Personal days are not cumulative and must be taken during the year granted or they will be forfeited without compensation. Personal days earned but not yet used will not be paid to an employee upon separation.

Personal days accrue immediately but do not become available until after six (6) months of service.

Employees on leave of absence do not accrue any new Personal Day time during the leave.

4TH QUARTER MARKETING CHANNEL HIGHLIGHTS

	Oct 2018	Nov 2018	Dec 2018
Facebook – MPRD			
Total Likes	3,879	3,922	3,953
Total Monthly Reach	643,186	789,384	555,643
Monthly Engagement	83,758	113,749	71,285
Total Impressions	3,97400	4,703,632	3,601,590
Definitions			
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)			
Monthly Impressions: 28 Days: The number of times a post from your page is displayed, whether the post is clicked or not. People may see multiple impressions of the same post. For example, someone might see a page update in the News Feed once, and then a second time if a friend shares it.			
Twitter			
	Oct 2018	Nov 2018	Dec 2018
Impressions	11,900	10,200	40,600
Followers	801	802	806
Top Tweet	Girls Feeder Basketball	Help Wanted-Accounts Payable Clerk	Help Wanted-Accounts Payable Clerk
Instagram			
	Oct 2018	Nov 2018	Dec 2018
Followers	799	880	936
Website			
	Oct 2018	Nov 2018	Dec 2018
Number of Sessions	6,388	6,093	5,987
Number of Users	4,301	3,997	3,882
% Visits-Returning Visitor	32%	33%	32.4%
% Visits-Unique Visitor	68%	67%	67.6%
Page Views	14,730	14,599	14,950
Most Visited Page	Home	Home	Home
2nd Most Visited Page	Park View	Park View	Park View
3rd Most Visited Page	Boo Bash	Indoor Pool	Indoor Pool
% mobile v. desktop v. tablet	50% mobile, 44% desktop 6% tablet	49% mobile, 46% desktop 5% tablet	50% mobile, 43% desktop 7% tablet


Digital Online Brochure		
	Views	Subscribers
Winter/Spring 2018/2019	1795	795

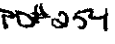
Constant Contact e-newsletters Subscribers: 1			
	Oct	Nov	Dec
Total Subscribers	11,160	11,270	11480
Subscribed through Activenet Permissions	110	109	236
Subscribed through website	5	4	5
Subscribed by Text		3	
Total monthly Subscribes	115	113	241
Total monthly Unsubscribes			
<i>On January 2 we culled through the contacts to deleted 200 bad emails (suspended or bounced)</i>			

Constant Contact e-newsletters Current Active List total:						
		Industry Average: 16.4%	Industry Average: 6.9%		How viewed	
Topic	Date	Open Rate	Click Rate	Unsubscribe*	Desktop	Mobile
October Newsletter	10/1	23%	11%	9	52%	48%
Zombie Apocalypse	10/15	34%	2%	5	54%	46%
Refer a Freind	10/29	37%	3%	5	44%	56%
Nov Newsletter	11/1	25%	12%	6	51%	49%
Nov Go Mundelein	11/2	32%	0	0	42%	58%
Parent/Tot Gym	11/5	23%	2%	0	46%	54%
Tree Lighting Ceremony	11/20	24%	4%	2	44%	56%
Free Thanksgiving workout at PV	11/20	30%	1%	9	51%	49%
Amazon Smile	11/20	30%	2%	15	57%	43%
Go Mundelein Walk	11/27	32%	7%	0	50%	50%
December Newsletter	12/1	23%	13%	5	41%	59%
Youth Basketball league	12/13	33%	5%	0	54%	46%
New Winter Programs	12/18	39%	7%	7	43%	57%
Job Fair	12/19	22%	2%	1	48%	52%
Youth Basketball	12/26	35%	11%	1	40%	60%

MEMORANDUM

To: Chief Eric Guenther

Cc: Deputy Chief Monahan 

From: Sergeant Paul Dempsey  PD# 054

Date: Saturday, January 12, 2019

Re: Park District Report –December 2018

There were two (2) calls for service in the area parks during the reporting period, which is slightly lower than normal with park district activity during this time of year. The calls were minor in nature which included a vehicle accident and a criminal damage to property report.

There were a total of 36 park checks initiated by the patrol officers during this month. There were no patterns or crime trends discovered during this month.

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

- On 12/21/18, Officer Glogovsky responded to the Diamond Lake Sports Complex for a criminal damage to property damage report. Tire marks were located in the grassy area east of the parking lot. Unknown suspect information. Extra patrol requested.
- On 12/28/18, Officer Hall responded to Community Park for a property accident. Subject was driving a garbage truck and forgot to lower his dump bucket and accidentally struck the overhead light. Home Town was notified.

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

I have attached a copy of the December 2018 Park District reports for your review.

Please contact me if you have any questions.

Courage. Pride. Commitment.

To: Board of Park Commissioners

From: Bill Brolley, Golf Operations Manager

Subject: Steeple Chase Operations – January 2019

	<u>2017</u>	<u>2018</u>
Golf Revenue (December)	\$ 0	\$ 0
Merchandise (December)	\$ 3,113	\$ 2,460
Food & Beverage (December)	\$ 0	\$ 50
Miscellaneous (December)	\$ <50>	\$ < 48>
Gift Card (December)	\$ 3,265	\$ 4,099
Total Revenue for December	\$ 6,328	\$ 6,561

		<u>Budget</u>	
Golf Revenue (year end)	\$1,082,435	\$ 1,128,800	\$1,029,073
Merchandise (year end)	\$ 84,976	\$ 85,000	\$ 84,766
Food & Beverage (year end)	\$ 182,355	\$ 185,800	\$ 184,746
Miscellaneous (year end)	\$ 16,102		\$ 22,716
Gift Card (year end)	\$ 27,139		\$ 22,438
Total Revenue (year end)	\$1,393,007	\$1,399,600	\$1,343,739

Rounds	23,080	21,932
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	<u>Budget</u>	<u>Actual</u>
Net of Revenue and Expenditures	\$58,569	\$40,493

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 1,148 rounds compared to 2017. Just in the months of October and November we were down 843 rounds compared to those months in 2017. We ended up about even with budget numbers in merchandise and food and beverage and down about \$50,000 in golf revenue due to bad start and finish of the season due to weather. Total revenue was down about 3.6 % compared to 2017. Bottom line, we ended up \$18,000 behind budgeted expectations.

The Sky Trak simulator has been working out fine, with customers in just about every day hitting balls. We are charging \$10 hour to use the simulator, however we are waiving that fee if they buy clubs or apparel from the pro shop.

We are in the process of getting quotes for carpeting for the first floor of the clubhouse. Superintendent of Buildings & Grounds Derek Solberg is assisting with the development of specification for the roof bid.

We did start the reconstruction of the gazebo at the first tee. We are doing that in house, with John Bestler is spearheading that project.

MEMO TO: Board of Park Commissioners

FROM: Ron Doruff, Golf Course Superintendent

SUBJECT: Golf Course Grounds Report – January, 2019

With the lack of snow the first two weeks of January, I was able to inspect the golf course for any winter damage or disease. The golf course seems to be hibernating nicely. Other than a lot of leaves and branch debris, it is looking good. When spring comes along, we still have two traps on #6 to repair drainage and put new sand in. Otherwise it should be a fairly normal spring start up.

The crew is down to our typical three. It will be this way until the weather breaks in late March-early April. That is when we will start to bring in some of the seasonal crew to start the new season.

The biggest project of the winter is finding more seasonal employees. We advertised on "Indeed" and received 16 inquiries. I sent them all applications and received zero completed applications back. I called seven of them and left messages. One returned my call. I interviewed him on the phone and asked him to come in on the 18th. He was a no-show. The job fair gave us three potential high school kids for the summer months, but that does not help us in April, May, September, and October. We will continue trying. Maybe by putting help wanted ads in the newspapers, word of mouth, simple things, etc. we might get a few candidates.

All of our season ending applications has been applied by the end of the first week in January. Hopefully the granular products will melt into the frozen turf and not roll off into low areas. We have had an injection pump in the pump house to neutralize the high Ph water with an acid solution. It was purchased in 2000. The company has sent a notice that they are going out of business. I will need to locate a new company to service our 18 year old equipment.

I will be attending the annual GCSAA conference the first week in February. That gives me an opportunity to research new products and learn about new trends in golf course maintenance.

Marcus Kivisto has taken his Illinois State pesticide license testing. He has passed three and will be taking the remaining two at the end of February.

To: Board of Commissioners

From: Derek Solberg, Superintendent of Buildings and Grounds

Re: Parks Department Report – January 2019

Work continues to take place in the Community Center to keep it up to date with the needs of patrons and staff. Construction of additional office space on the 3rd floor continues to progress. Walls have been framed, electric run and drywall added that has been taped and mudded. Following the addition of network lines and connections the rooms will be painted and close to opening for occupancy. Flooring is another addition on the near horizon.

The stairwell at the Community Center was repainted. Recreation staff assisted with the work and this allowed the project to be completed in a more efficient manner.

In late December grounds care benefited from additional seasonal staff that were available to work during the break from school. The department took advantage of their availability and the warmer than usual winter weather to complete as many tasks as possible during this time. Sidewalks along park frontages were edged, shrubs trimmed and landscape beds were mulched as examples. This highlights a change this year in offering an extended opportunity for seasonal staff to work in the winter months. Traditionally these spaces are primarily reserved for use in the warmer months. Furthermore, staff worked at tree trimming and removal of invasive tree species along park water bodies. Prescribed burns were completed at Community and Wortham Parks. Part of the trail network at Longmeadow Park was cut back to clear overgrowth that had begun to encroach that section of trail. The path was re-mulched after that.

The vehicle fleet was serviced. Repairs are completed as needed as well to be sure that vehicles and equipment are ready to go when the need arises. Repairing and maintaining an active snow removal fleet is another constant this time of year.

At Barefoot Bay, the interior of the offices have been repainted to give them a clean look in preparation for the 2019 season.

An application for funding has been approved and the District will receive matching funds to assist with the replacement of the playgrounds at Fairhaven and Hanrahan Parks in 2019. This opportunity is possible through IPRA and Playcore, the parent company of GameTime Playground Equipment. Following an announcement from IAPD, Parks staff are in the process of completing an application for grant funding from the Illinois Department of Natural Resources. The grant is being applied for under the Recreational Trails Program (RTP). The funds can be used to assist local governments in the rehabilitation, development, maintenance, and acquisition of recreational trails and related facilities. The project in mind is to improve the trail system at Diamond Lake Sports Complex by converting it from a mulch path to a crushed rock material. The department is routinely on the lookout for grant opportunities and has most recently applied for grants through the Chicago Region Trees Initiative, ComEd and PDRMA in addition to the above named.

Memorandum

To: Park District Board of Commissioners

From: Matt LaPorte, Superintendent of Recreation

RE: January 2019

Programs

On December 15, the Mundelein Dance Program took over Washington School's gymnasium to present their winter showcase. This was the second year the performance has taken place. Parents enjoyed seeing the dancer's progress at the halfway point of the program. The Mundelein Dance Company performed at Brookfield Zoo on December 22 to a large crowd on the Holly Jolly Stage. The performance included ballet, jazz, musical theater, contemporary and tap pieces. Dancers got experience performing and the community was introduced to the MPRD Dance Program.

A good decision by Assistant Superintendent Scott Schleiden to postpone the youth basketball leagues a few weeks helped get enough late signups to run the leagues this year. League play started January 14 with 13 kids in the 5th-6th grade league and 12 in the 3rd-4th league. It was important to keep these programs going this year so momentum can continue to build in the program. The feeder basketball season continues to go well. Teams are progressing with the 8th graders posting a winning record for the season and the 6th grade team already improving from last year's 2-13 record by two wins.

Enrollment has increased in all three early childhood programs. Learning Center Preschool has gained another new student and is now at 47 students enrolled in the five preschool classes. Additionally, we have seven students enrolled in the upcoming Kindergarten Practice class, which is held at the Diamond Lake Recreation Center. Big and Little Child Development Center gained two new students this month with another student scheduled to begin before month's end. Staff from Big and Little and Learning Center did some promotion of their programs by attending the preschool fair at Fremont Library on January 12. Last, Rec Connection also received new enrollments with three children joining the program. There are now 186 students enrolled in the program, increasing the all-time high.

Events & Parties

December's events did extremely well. The Polar Express Story Time Train ride had 128 participants and Breakfast N' Story with Santa had 94 attendees, filling both events to capacity. These events closed out a successful year for the District's special events. Last year our staff ran 30 special events and workshops which allowed us to serve over 9,900 people. The first event for this year is the Enchanted Princess Dad and Daughter Dance on February 2. The event will be held at Dunbar Recreation Center for the first time as a way to accommodate a larger crowd. As of writing, the event is full with 130 participants, up from the 93 we had last year.

Birthday parties continue to be very successful. Sixteen parties have already been booked for the next three months. The goal was modestly set at 40 parties for the year and with this early interest, we are confident we will surpass the goal and last year's number of 65 parties.

Rentals

Rentals at Carl Sandburg and Dunbar Recreation Center gymnasiums for January are down by 20 hours this January from last year (102.5 hours in 2018 to 81.5 hours in 2019) but thankfully, due to a rate increase the revenue is the same and on budget. Overall for the main rental period (September 1-May 31) we have booked 154 rentals for 299.5 hours or \$10,483. Last year we did 155 rentals for 307 hours and \$8,688. Things are off to a favorable start.

Facilities

Regent: Memberships at the Regent Center finished 2018 at 404 members which matched 2017. This year's memberships are off to a good start. Through this week, we have re-newed over 200 members for 2019. Visits to the Center dipped by 320 visits in 2018. The biggest drops were seen in Bingo and exercise classes. Growth was seen in book club, line dancing and adult programs. Additionally, the lending closet service was very popular with 632 uses this year versus 209 in 2017. Upcoming activities include the trip to Mama Mia in April at the Drury Lane and a gardening class.

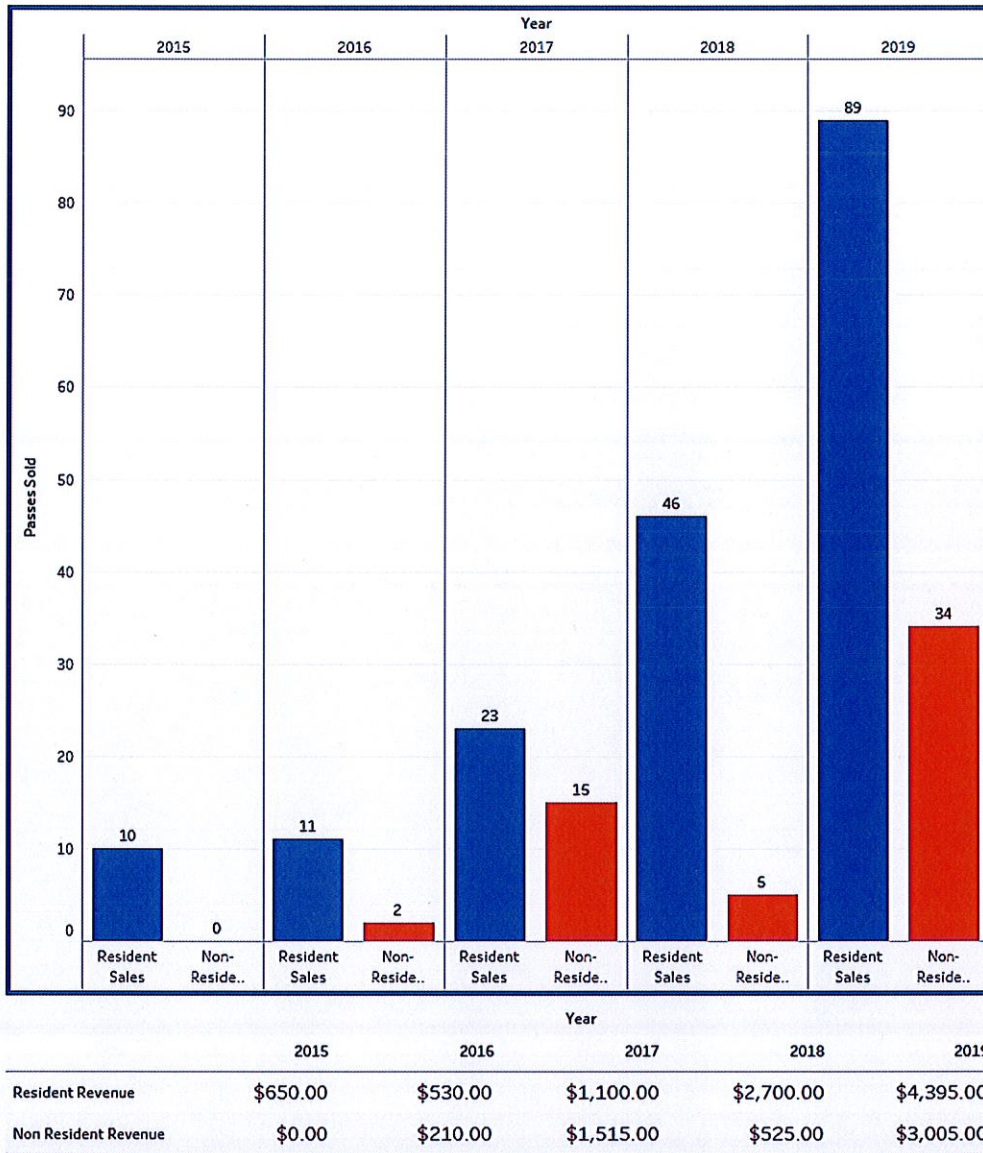
Aquatics:

Staff closed the indoor pool from December 21-26 for a brief maintenance period and partial water exchange. Aquatics Coordinator Josh Aguilar and his indoor pool staff also took the opportunity to do a deep clean on the sauna, locker rooms and hot tub. The indoor pool will be closed again from July 21-August 3 during which the pool deck will get resurfaced and the pool painted, which is a part of our approved work plan.

I am happy to report the success we are finally experiencing with our swim lesson program. Lesson registration for the current session has doubled from where it was last year. This is largely due to the changes Coordinator Aguilar has implemented, along with the help of our Registration Department.

Barefoot Bay and Beach Season passes went on sale starting November 14th. Thus far we have sold 123 Barefoot Bay passes and 17 COMBO (includes beach) passes, for a total of \$8,450. This is above last year's total of 51 Barefoot Bay passes, 13 COMBO Passes, and two Diamond Lake Beach Passes, for \$4,005. The graph below shows a breakdown of pass sales through January 12. Recruitment and interviews for staff has begun. Thankfully, interest has been higher than normal as there are a lot of positions to fill. The Job Fair on January 4 was successful, as staff received 14 applications. Word has been getting out about the rate increase in starting pay and ten additional applications came in in the past week. As of right now we are at 42% hired.

Barefoot Bay Passes Through January 12th



Park View:

December was an eventful month at Park View Fitness Center. Park View turned 21 years of age and members were greeted in the lobby with hot coffee and treats during week. To thank our current members, we offered a 10% discount on 12 months of membership paid in full. A total of 69 members took advantage of this promotion. Additionally, we were successful with a holiday special for students, with 74 student memberships sold. Facility improvements also dominated this month. Staff completed the painting of the fitness floor, the upgraded electrical and voltage wiring was installed to accommodate television and internet service on the cardio machines. The new equipment was installed

on January 3. The final step will be connecting the new equipment to the television and internet, which is expected in the next two weeks.

Capitalizing on the buzz generated from the changes, we started our January fitness promotions early in December. We are offering the **Month of January for Free** with every new membership sign up and we are offering **Buy One Get One Half Off** personal training packages, which PT and fitness staff is advertising. Membership is now up to 1,900 members, an encouraging start of the year for the facility.

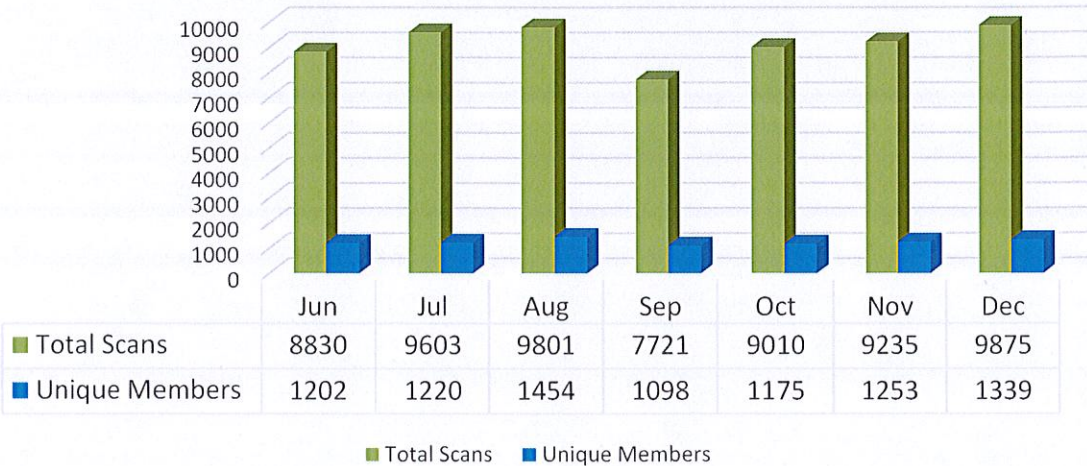
Mundelein Parks Foundation

The Mundelein Parks Foundation balance is \$11,767.19. Revenue of \$992 was received from Foundation fund raisers and \$2,000 was spent from the foundation to reimburse the purchase of the key log earlier in the year.

Attachments

- Membership Usage
- Membership Summary

Park View Membership Usage



MEMBERSHIPS		As of Sept 14			
OPEN/ACTIVE PROMOTIONAL MEMBERSHIPS		30-Sep	31-Oct	30-Nov	31-Dec
PV 10 Visits		15	21	31	42
Student					8
HMHB					1
OPEN/ACTIVE MEMBERSHIPS					
PV Individual		133	189	281	354
PV 2 or More		131	198	291	385
Track		243	244	246	251
CLOSED/ACTIVE MEMBERSHIPS					
Ultimate Summer		71	7	0	0
Premium Monthly		356	279	247	230
Premium Annual		457	438	388	338
Group Ex Annual		13	11	11	11
Group Ex Monthly		28	14	7	6
Indoor Pool Monthly		65	32	23	12
Indoor Pool Annual		129	123	117	103
MEMBERSHIP TOTALS		1641	1535	1611	1741
					1900

**Mundelein Parks & Recreation District
Memorandum**

To: Board of Commissioners
From: Debbie McInerney, Superintendent of Business Services and Technology
RE: Board Report – January 2019
Date: January 21, 2019

Finance

The agency received the GFOA Certificate of Achievement for Excellence in Financial Reporting for the 2017 Comprehensive Annual Financial Report (CAFR), which is the highest form of recognition in governmental accounting and financial reporting.

Year-end processing is in progress as well as preparation for the annual audit. Preliminary audit fieldwork is scheduled for February 1, 2019 and the full audit will take place the week of February 11, 2019.

Human Resources

Anthony Nitti has resigned as Human Resource Manager and is being replaced by Sarah Bannon. Sarah has 11 years of HR experience and knows the district well from having worked with us over the past year in the Administrative Assistant and Accounting Clerk roles.

Anthony Nitti and I completed the payrolls for the periods of 12/09/18 – 12/22/18 for 153 employees, and 12/23/18 – 01/05/19 for 138 employees. Staff hired include a rental staff attendant, a swim lesson coordinator, and four additional swim instructors. We are recruiting for an Accounts Payable Clerk, an Accounting Clerk, a Dance Instructor, and seasonal employees. A job fair was held 01/04/19 and was a success. We received 37 completed applications as a result of the job fair.

The 2019 MPRD Employee Care and PATH presentation was conducted and the annual Employee Appreciation Party was held at Dover Straits.

IT

Completed general maintenance tasks and responded to various user ticket requests. Preparations are underway for the upcoming office move on the 3rd floor.

Risk Management

The January safety training will be held on the 23rd and 24th to cover what to do in case of various emergencies. This training touches on our emergency action plans, crisis plan, and active assailant plan. The next safety committee meeting will take place on January 30.

Year End Statistics, Annual Employee Injury Analysis Checklist and OSHA Injury and Illness Report were completed.

Property Loss for 2018: \$310,550 to include \$295,647 loss during the January 1, 2018 sprinkler burst.

Risk Management (continued)

Employee Injuries for 2018: nine total, six with job restrictions during recovery. Cost to date is \$10,213.31. Near misses (injuries requiring first-aid only): six.

Accident/Incidents for 2018:

Camp – head incidents reduced 35% from 2017 to 2018 (down 40% from 2016).

RecConnect – Accidents/Incidents 47% from 2017 to 2018 (down 55% from 2016).

Property Loss Report

18 December	\$283.94	RTV backed into fence down gravel road by Bay; damage to tailgate
18 December	No damage	Leak at Fort Hill Museum leak repaired and floor dried
21 December	Labor Grass seed	Diamond Lake Sports Complex – turf torn up by a vehicle. Police called and report number is 2018-05293

Employee Injury/Illness

11 Dec	Golf Maint	Bending and kneeling to plant tulips, aggravated injury to left knee from October	No EMS	Urgent care
17 Dec	Parks	Clearing brush from the Noll Retention pond, fell and landed on knee – contusion and sprain	No EMS	Urgent care
9 Jan	Parks	Clearing spillway found a live fish, returning fish to open water slipped and fell, fractured hand	No EMS	Urgent care

Accident/Incident Summary

26 Dec	Park View	Boy, 16, playing basketball and was elbowed in the face. Braces got stuck in lip.
26 Dec	B&L	Bottle of Smirnoff Ice (11.2 oz) found in B&L classroom on top of the cubbies in one of the classrooms; Superintendent of Buildings & Grounds will call the owner of the cleaning company to have it addressed.
27 Dec	Park View	Boy, 17, playing basketball and came down on right leg and caused pain in the knee, indicated knee was already bruised
2 Jan		Empty beer cans found in the Men's indoor pool locker room
4 Jan		Park View, Adult female, reaching for a chair that tipped over in the front lobby, fell on left shoulder and wrist. Did not hit head. Denied any injury
7 Jan		Park View, Adult female, putting weights away hit knee on locking tab of weight cabinets; soreness. Refused first aid. Fitness Coordinator will have tab unscrewed and removed.
8 Jan		Park View, Adult male, twisted ankle while playing basketball – first-aid
8 Jan		Boy, 7, RecConnect, another child poked him in the upper arm with a pencil – first-aid