

MUNDELEIN PARK & RECREATION DISTRICT
REGULAR BOARD MEETING
Monday, January 23, 2017
7:30 p.m.

AGENDA

Call To Order:

Pledge of Allegiance:

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

Approval of Minutes: Committee Meeting January 9, 2017
Regular Meeting January 9, 2017

Approval of Disbursements: Warrants 011017; 011217; 011317
011817; 012317 = \$ 196,071.05

Financials: December

Correspondence: Letter from Stormwater Management Commission
regarding Grant Application

Old Business:

New Business:

Board Business:

Staff Reports:

Service Anniversaries: Marcus Kivisto 2013 (4); Cheri Rehor 2002 (15);
Linda Renz 2012 (5); Margaret Resnick 2007 (10);
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)

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 names 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 Chair determines the allowing a speaker to address the Board again will contribute new testimony or evident germane to an issue on the agenda for that meeting.
- C. Unless a representative spokesperson is appointed in the manner described in rule E, 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 comment; and (iii) whether the subject matter is germane to an item on that meeting's agenda. Any person identified as being represented by a group spokesperson shall be deemed to have waived their opportunity to speak independently unless the Chair determines that allowing such a speaker to address the Board will contribute new testimony or evidence germane to an issue on the agenda for that meeting.
 - 1. A representative spokesperson who timely files a complete appearance form to speak on a matter germane to the agenda shall be permitted to speak for three (3) minutes for each person being represented, up to a maximum of fifteen (15) minutes.
 - 2. A representative spokesperson who timely files a complete appearance form to speak on a matter not germane to the agenda shall be permitted to speak for three (3) minutes for each person being represented, up to a maximum of nine (9) minutes.
- E. The Board shall not respond to questions posed during public comment. All questions shall be recorded by the Board secretary and a response shall be presented either during the next regular Board meeting or in writing before such meeting.
- F. All comments must be civil in nature. Any person who engages in threatening, slanderous or disorderly behavior when addressing the Board shall be deemed out-of-order by the presiding officer and his or her time to address the Board at said meeting shall end.

Approved 4/14/2014 Board Meeting

Mundelein Park & Recreation District
Committee of the Whole
January 9, 2017

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 p.m. by President KNUDSON.

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

Executive Director RESNICK informed the Board the Budget & Appropriation Ordinance is the document that is filed with the County while the actual Budget and Workplan are the documents used by staff to operate.

With the new travel expense reimbursement law, the Board needs to approve travel expenses via a voice vote. This will be accomplished with the annual training memo that outlines who is attending what trainings, location of the training and an estimated cost. The actual expenses or reimbursements will also be approved via a voice vote when the Board approves the warrant lists.

The Board members were asked if they had any questions or comments about the proposed changes in the Administrative Manual. Commissioner ORTEGA asked about the attorney's comments on page one regarding the Illinois Park District Code. Executive Director RESNICK said she needed to research that question. He asked if the purchasing policy limits were current. Executive Director RESNICK said she recommends the \$5,000 threshold stay the same but the \$20,000 threshold could be increased to \$25,000 since the new state law is now in effect.

Commissioner FRASIER suggested the wording on allowing smoking at Steeple Chase Golf Club be specific that smoking is prohibited in the clubhouse and the tent used for outings.

Commissioner ORTEGA suggested that wording be added to the infectious disease policy requiring participants to notify the District of their condition. He also questioned the wording on page 16 about the approval of the use of illegal substances. Commissioner DOLAN suggested there be wording at the beginning of the manual that would reflect nothing in the manual is meant to conflict with State or Federal law.

Commissioner DOLAN asked about the dollar amount chosen for capital expenses. Executive Director RESNICK said it was \$1,000 but that is low and thought \$5,000 was more realistic. Commissioner DOLAN was comfortable with \$1,000 to keep a tighter control on equipment.

Commissioner ORTEGA asked about the separation of accounting for the Foundation. Executive Director RESNICK said the payments for programs is a transfer of funds. The Foundation filed annual with the State of Illinois as a 501 (c) 3 and that was our controls.

Commissioner FRASIER suggested putting the Rules for Public Comment on the back of the Board agenda so public would know the rules in advance.

The Committee meeting adjourned at 7:30 p.m.

Secretary

**MUNDELEIN PARK AND RECREATION DISTRICT BOARD OF
PARK COMMISSIONERS, MUNDELEIN, LAKE COUNTY, ILLINOIS
HELD MONDAY, JANUARY 9, 2017 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 KNUDSON 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 DOLAN moved to approve the minutes of the Truth in Taxation Public Hearing, Committee Meeting and Regular Meeting minutes from December 12, 2016, second by Commissioner McGRATH. President KNUDSON 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 120816, 121416, 121616, 122116, 122216, 122916, 123016, 010317 and 010917 and in the amount of \$712,526.87, second by Commissioner ORTEGA. President KNUDSON repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners FRASIER, ORTEGA, DOLAN, McGRATH and KNUDSON voting yes.

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

Commissioner ORTEGA moved to approve Budget & Appropriation Ordinance 17-01-01, second by Commissioner McGRATH. President KNUDSON repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners ORTEGA, McGRATH, DOLAN, FRASIER and KNUDSON voting yes.

Commissioner DOLAN moved to approve the 2017 Budget and Workplan, second by Commissioner ORTEGA. President KNUDSON repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners DOLAN, ORTEGA, FRASIER, McGRATH and KNUDSON voting yes.

Commissioner FRASIER moved to approve the 2017 Trainings, second by Commissioner ORTEGA. President KNUDSON repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners FRASIER, ORTEGA, DOLAN, McGRATH and KNUDSON voting yes.

Commissioner McGRATH moved to approve a two year lease with Neopost for a postage machine, second by Commissioner ORTEGA. President KNUDSON repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners McGRATH, ORTEGA, DOLAN, FRASIER and KNUDSON voting yes.

Under Board Business, Commissioner FRASIER complimented staff on the fliers recently inserted in the Daily Herald promoting Park View Health & Fitness. The Board members commented on the professionalism of the promotional pieces produced by Marketing Specialist Christa Lawrence.

Executive Director RESNICK informed the Board that the 2017 Budget includes \$80,000 for financial software but staff's first choice was quoted at \$100,000. She said we could delay the purchase of a couple of the modules until 2018 to come in within budget, but staff would prefer to have all of the modules ready to go at one time. She added the selection had not been made yet, but wanted the Board's input on the possibility of going over budget. Commissioner DOLAN said he thought it was prudent to purchase all the software at the same time. The consensus of the Board was to make the purchase.

Executive Director RESNICK asked the Board if they had any thoughts on the naming of the Chalet project. President KNUDSON suggested selling the naming rights. Commissioner ORTEGA said he would consider naming it after Commissioner FRASIER for his long service to the Park District. Commissioner DOLAN said he didn't feel it would be a good idea to name it after a sitting Board member. Commissioner FRASIER suggested naming it after Alex Marx for his many years of dedicated service. Commissioner DOLAN said he feels the District should pursue naming rights.

Commissioner ORTEGA asked about approaching the Wirtz family regarding naming rights for the ice rink at Community Park. Executive Director RESNICK will speak with Sponsorship Coordinator Tracie Ouimet.

There being no further business, Commissioner ORTEGA moved to adjourn at 7:46 p.m., second by Commissioner McGRATH. The motion was unanimously approved.

Secretary



STORMWATER MANAGEMENT COMMISSION

January 18, 2017

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

Subject: FY 2017 Watershed Management Board Grant Application
2017 Diamond Lake Cooperative Preservation Strategy

Dear Ms. Resnick:

The Lake County Stormwater Management Commission (SMC) would like to thank you for your grant application to the Watershed Management Board (WMB) for the "2017 Diamond Lake Cooperative Preservation Strategy" project. We are happy to inform you that your project has been awarded WMB funding in the amount of \$30,000 and 24 hours of SMC staff time. Congratulations! We appreciate your interest in the program and your dedication to improving Lake County's water resources.

I will soon be forwarding you an agreement for the grant. The agreement will need to be executed and returned to me. Please note that, as of the date of this letter, eligible project expenditures may begin to be counted toward the total project cost, of which 50% or \$30,000, whichever is less, will become reimbursable upon satisfactory completion of the project. If you have not already, please begin tracking all eligible project expenditures, including in-kind services, so that they may be reimbursed upon satisfactory completion of the project.

If you have any questions regarding this process, or about the WMB grant program in general, please do not hesitate to contact me at (847) 377-7730.

Best Regards,

LAKE COUNTY STORMWATER MANAGEMENT COMMISSION

A handwritten signature in black ink, appearing to read "Neil Schindelar".

Neil Schindelar
Engineering Technician

C: Bill Grinnell – Fremont Highway Department Commissioner (Supporting WMB Member)
Tori Trauscht – Grant Project Manager
Greg Denny – Co-Chair of Diamond Lake Preservation Alliance
Tracy Kleinschmidt – Co-Chair of Diamond Lake Preservation Alliance

500 W. Winchester Road, Suite 201
Libertyville, IL 60048
847.377.7700
www.lakecountyil.gov/stormwater

MEETING REMINDER
MONDAY, JANUARY 23, 2017

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

Action Items

Old Business

New Business

Updates

1. November Financial Approvals
2. SRACLC Presentation
3. Legislative Breakfast
4. Auditors Comparison
5. December Police Report

Updates

Last meeting the Board approved the November financials, but the meeting agenda listed them as December. No action necessary, just wanted to clarify this.

Does the Board want a presentation from John Buckner of SRACLC?

The IAPD Legislative Breakfast will be held in Hawthorn Woods on March 3. Please let me know if you would like to attend.

Our auditor, Lauterbach & Amen, shared a comparison with other park districts to give us an idea of how we compare based on population, expenses, debt, etc. The report is enclosed.

The December Police report is enclosed.

Save the Date!



IPRA/IAPD JOINT LEGISLATIVE COMMITTEE BREAKFAST

Legislative Breakfast on March 3, 2017

8:30 a.m. – 10:00 a.m.

Sponsored by Cunningham Recreation

AGENDA

Social, Breakfast and Refreshments

(Provided by Chick-filet Kildeer)

Call to Order

Introduction of Legislators and Guests

Welcome by Mayor Joseph Mancino, Village of Hawthorn Woods

Remarks by Legislators

Review IAPD/IPRA Joint Legislative Platform

Question and Answer Opportunity

Adjournment



January 5, 2017

As the auditors for a number of Park Districts and Special Recreation Districts in the area, we are often called upon by our clients to provide additional information regarding financial and operating indicators of other Park Districts. Lauterbach & Amen, LLP has access to the financial and operating data of over forty Park Districts and Special Recreation Districts. Therefore, we are providing the attached analysis as an additional service to our clients. Attached, please find a formal comparison of your Park District to four of your peers. We have included a variety of budgetary, financial, and non-financial information. Special consideration has been made to match your District to similar Districts so the analysis is meaningful to your District and provides a means of benchmarking your District to others in the area.

We would certainly appreciate your feedback on the enclosed report and are able to make changes and modifications to the report in future years if you so desire. If you would like to discuss this information further please contact Ron Amen, Jamie Wilkey, or Matt Beran, or if you have specific questions regarding the enclosed analysis, please contact Brandy Peterman at bpeterman@lauterbachamen.com.

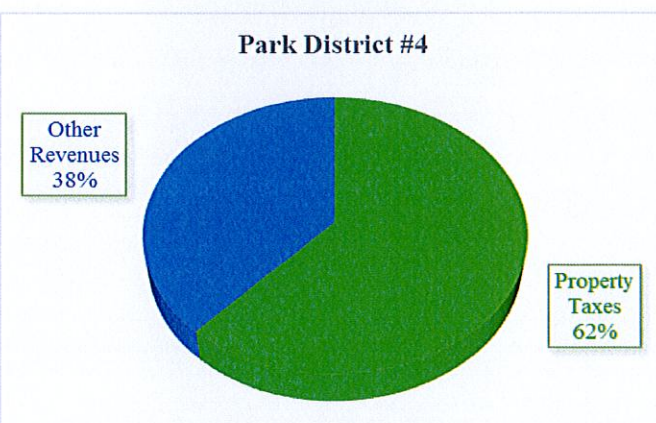
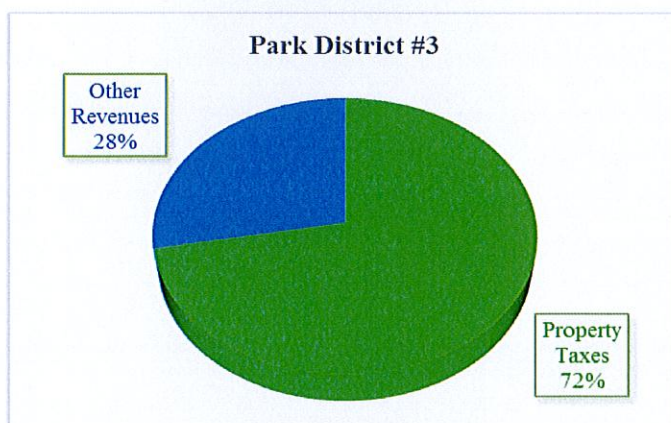
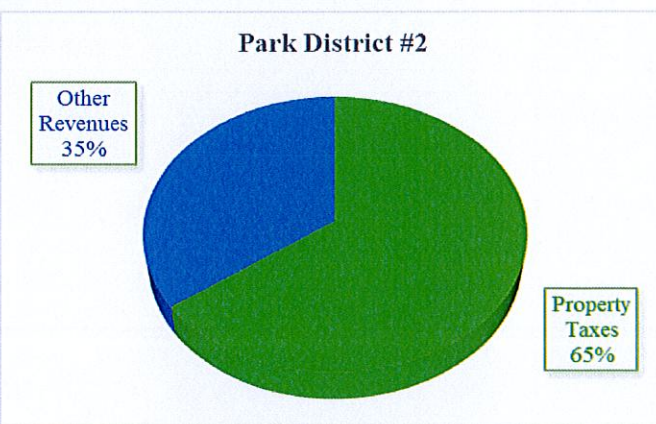
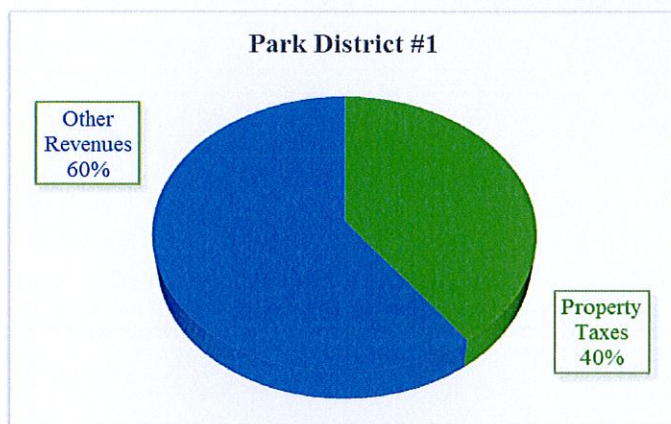
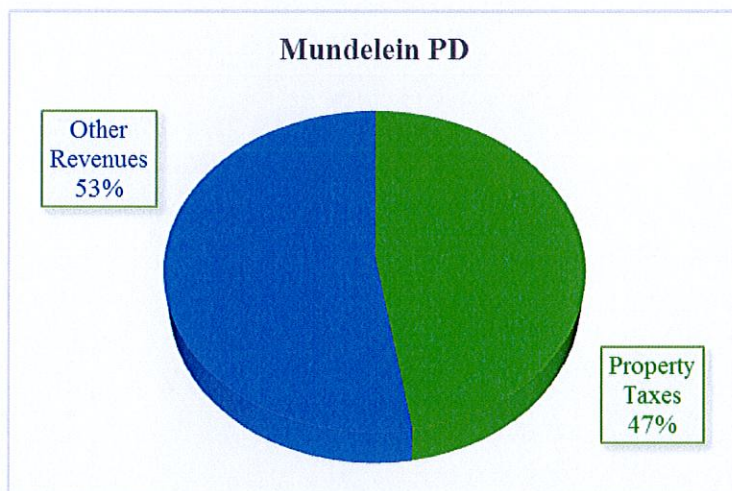
Cordially,

Lauterbach & Amen LLP
LAUTERBACH & AMEN, LLP

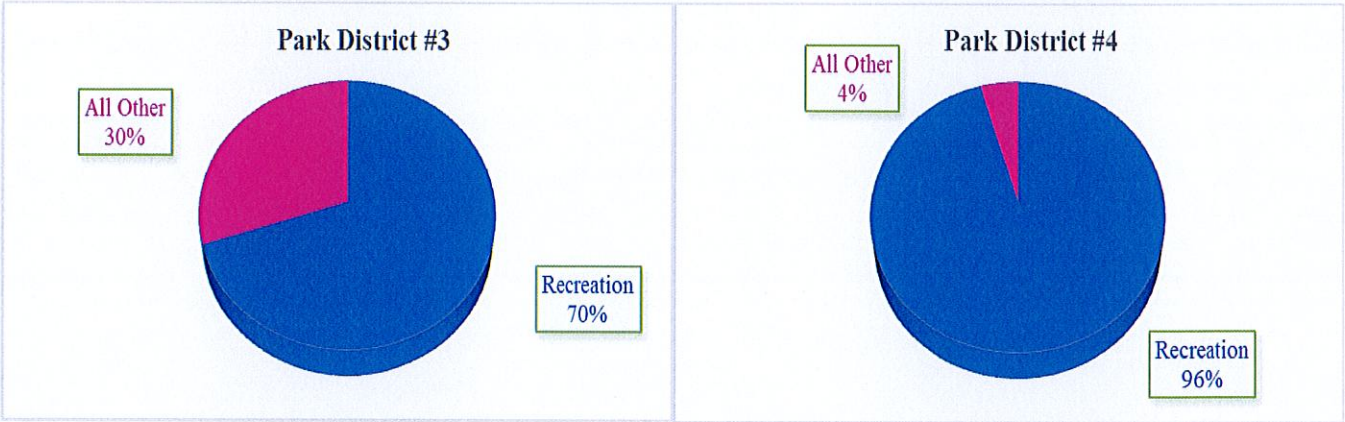
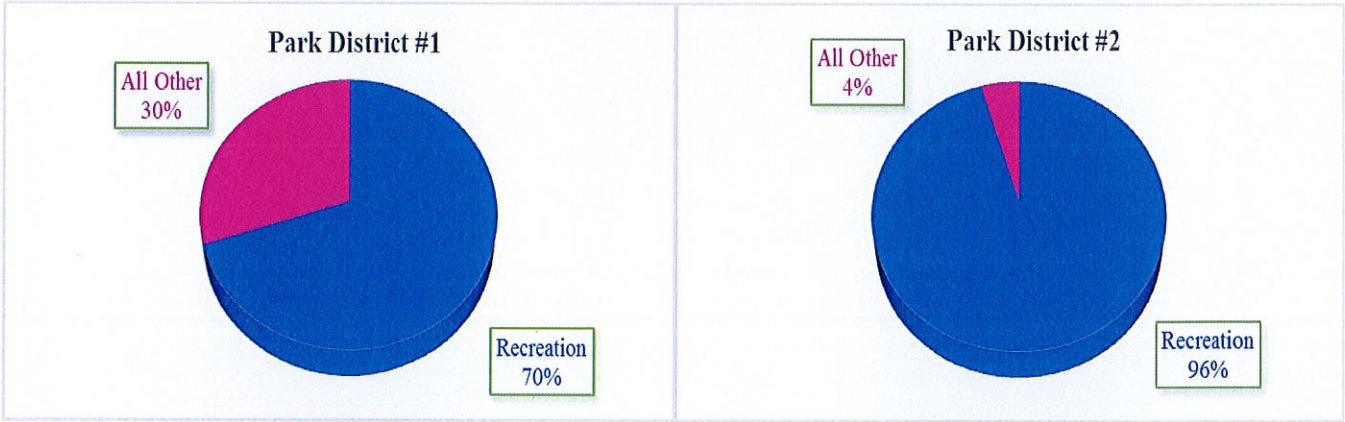
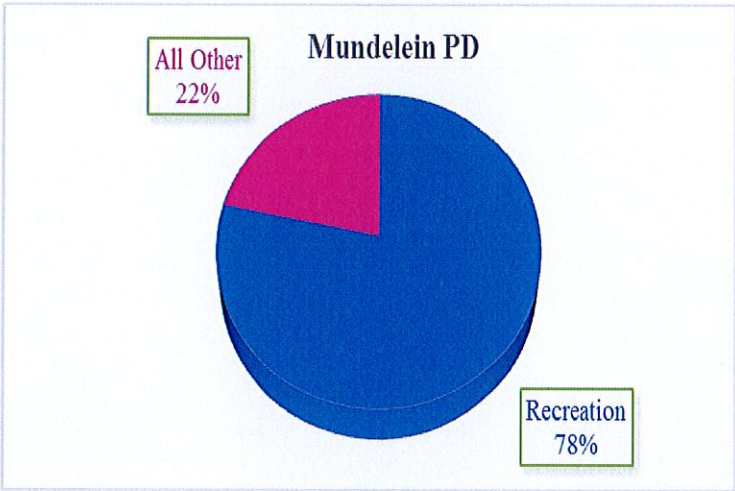
	Mundelein PD	Park District #1	Park District #2	Park District #3	Park District #4
FINANCIAL INFORMATION					
Total Budgeted Expenditures/Expenses	\$ 12,674,455	\$ 18,814,443	\$ 15,700,000	\$ 14,745,345	\$ 10,621,980
Net Position					
Governmental Activities	\$ 41,178,661	\$ 21,315,999	\$ 26,073,971	\$ 28,684,426	\$ 17,747,728
Business-Type Activities	\$ -	\$ -	\$ (253,053)	\$ 1,952,432	\$ -
Total Primary Government	\$ 41,178,661	\$ 21,315,999	\$ 25,820,918	\$ 30,636,858	\$ 17,747,728
General Fund					
Expenditures	\$ 4,207,979	\$ 1,932,970	\$ 3,595,325	\$ 3,365,515	\$ 1,668,601
Fund Balance	\$ 2,099,657	\$ 645,202	\$ 2,972,907	\$ 2,861,584	\$ 1,243,065
Fund Balance as a % of Expenditures	49.90%	33.38%	82.69%	85.03%	74.50%
Special Revenue					
Expenditures	\$ 3,632,346	\$ 9,238,763	\$ 582,245	\$ 4,506,045	\$ 6,609,984
Fund Balance	\$ 1,358,294	\$ 3,226,702	\$ 458,988	\$ 3,164,182	\$ 3,010,507
Fund Balance as a % of Expenditures	37.39%	34.93%	78.83%	70.22%	45.54%
Debt					
Expenditures	\$ 494,077	\$ 1,467,401	\$ 2,270,914	\$ 1,978,033	\$ 889,194
Fund Balance	\$ 152,383	\$ 707,849	\$ -	\$ 384,161	\$ 460,079
Fund Balance as a % of Expenditures	30.84%	48.24%	0.00%	19.42%	51.74%
Capital Projects					
Expenditures	\$ 548,842	\$ 1,251,910	\$ -	\$ 583,451	\$ 821,887
Fund Balance	\$ 380,833	\$ 3,135,436	\$ -	\$ 1,179,741	\$ 1,180,086
Fund Balance as a % of Expenditures	69.39%	250.45%	0.00%	202.20%	143.58%
Permanent					
Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ 73,710
Fund Balance as a % of Expenditures	0.00%	0.00%	0.00%	0.00%	0.00%
Enterprise					
Expenses	\$ -	\$ -	\$ 1,466,176	\$ 1,638,962	\$ -
Unrestricted Net Position	\$ -	\$ -	\$ (542,552)	\$ (472,491)	\$ -
Unrestricted Net Position as a % of Expenses	0.00%	0.00%	-37.00%	-28.83%	0.00%
Internal Service					
Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Unrestricted Net Position	\$ -	\$ -	\$ -	\$ -	\$ -
Unrestricted Net Position as a % of Expenses	0.00%	0.00%	0.00%	0.00%	0.00%
REVENUE INFORMATION					
Property Tax Revenue	\$ 4,236,439	\$ 5,379,927	\$ 3,751,718	\$ 7,072,515	\$ 5,781,726
Entity-Wide Total Revenues					
Governmental Activities	\$ 8,934,876	\$ 13,475,293	\$ 5,780,702	\$ 9,821,613	\$ 9,358,979
Property Tax Revenue as a % of Total Revenues - Governmental Activities	47.41%	39.92%	64.90%	72.01%	61.78%
Equalized Assessed Value	\$ 825,908,952	\$ 1,041,820,185	\$ 510,885,397	\$ 1,294,545,465	\$ 685,876,956
DEMOGRAPHIC INFORMATION					
Population	31,064	34,284	21,500	58,000	58,000
Number of Employees (FT and PT)	460	658	224	436	57
DEBT INFORMATION					
Total Outstanding Debt	\$ 851,042	\$ 17,601,325	\$ 8,533,555	\$ 6,163,720	\$ 7,236,000
Debt Per Capita	\$ 27	\$ 513	\$ 397	\$ 106	\$ 125

These amounts represent balances and values obtained from the most recent audited financial statements.

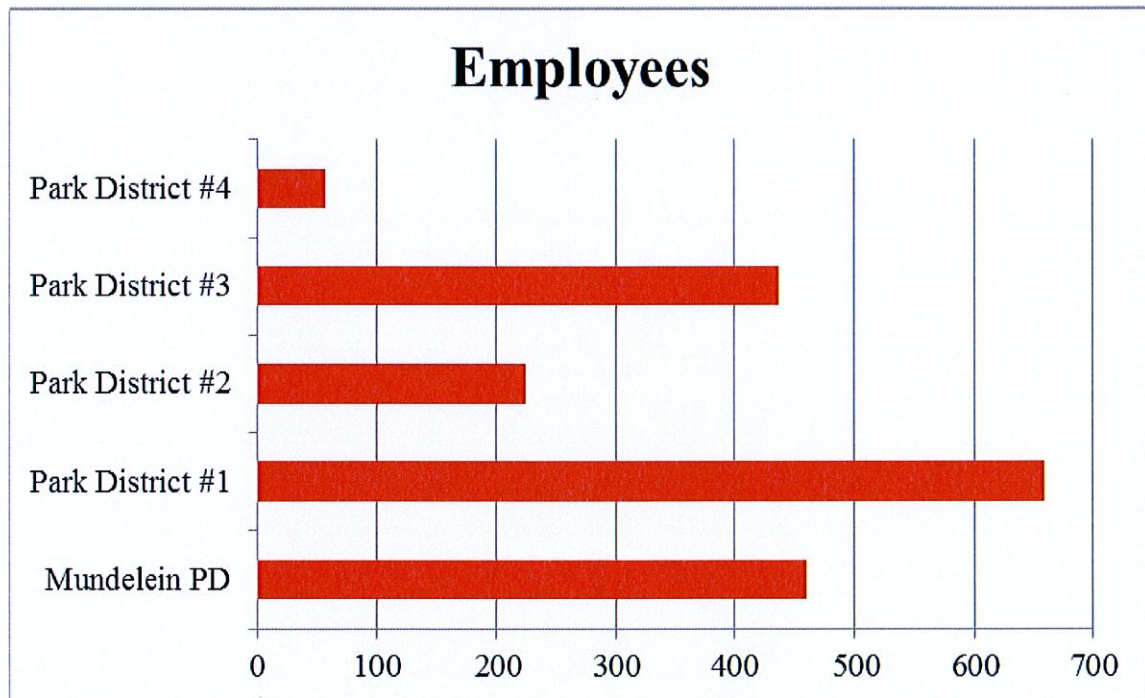
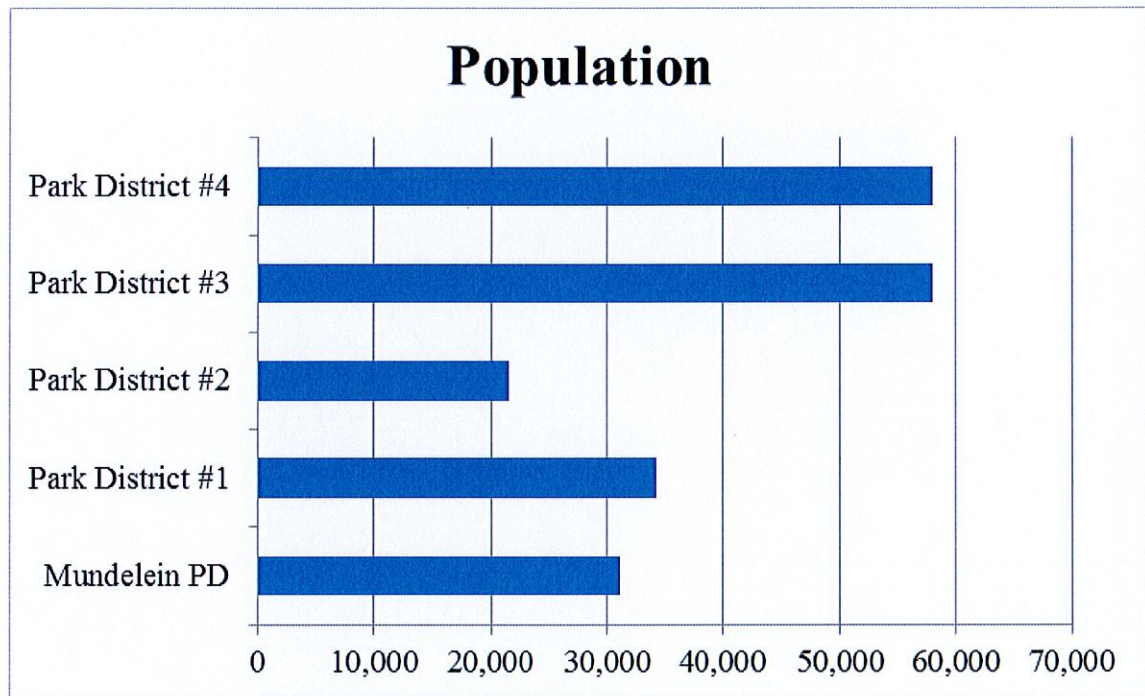
Property Tax Revenues as a Percent of Total Governmental Activities Revenue



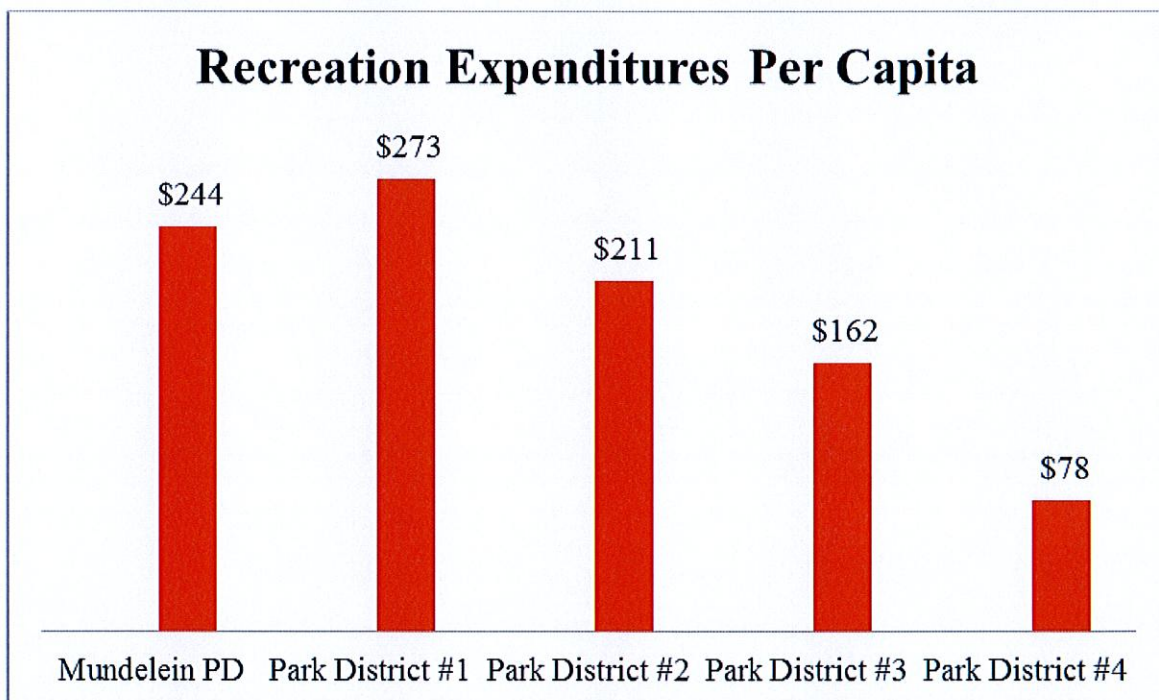
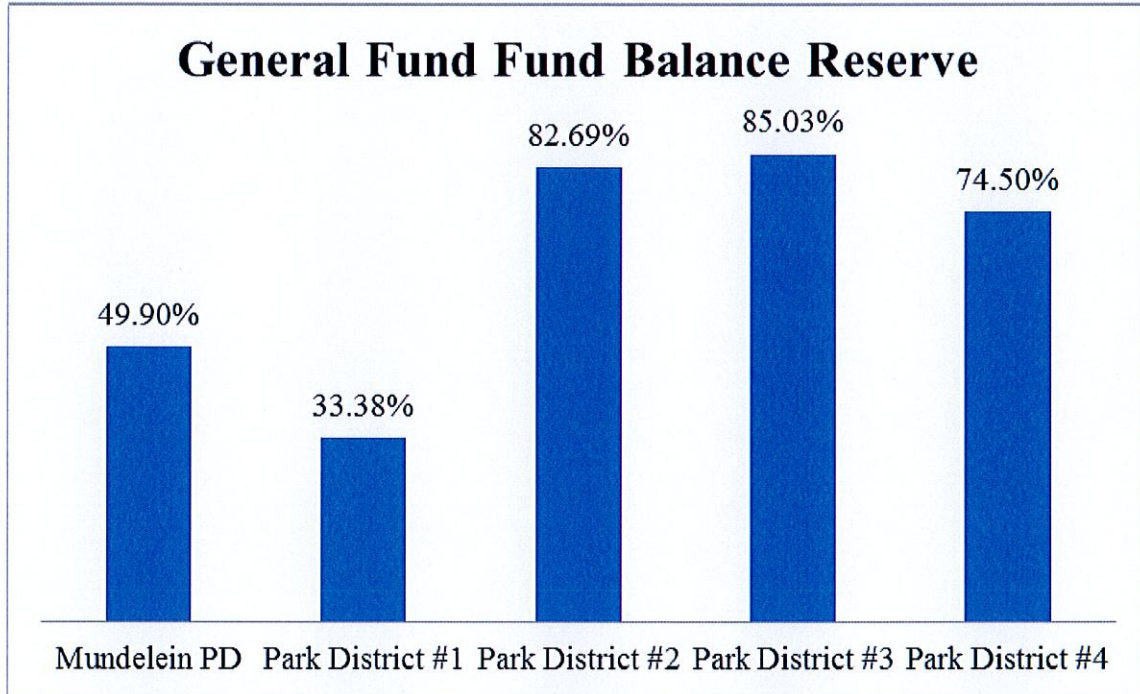
Governmental Activities Expenses by Function



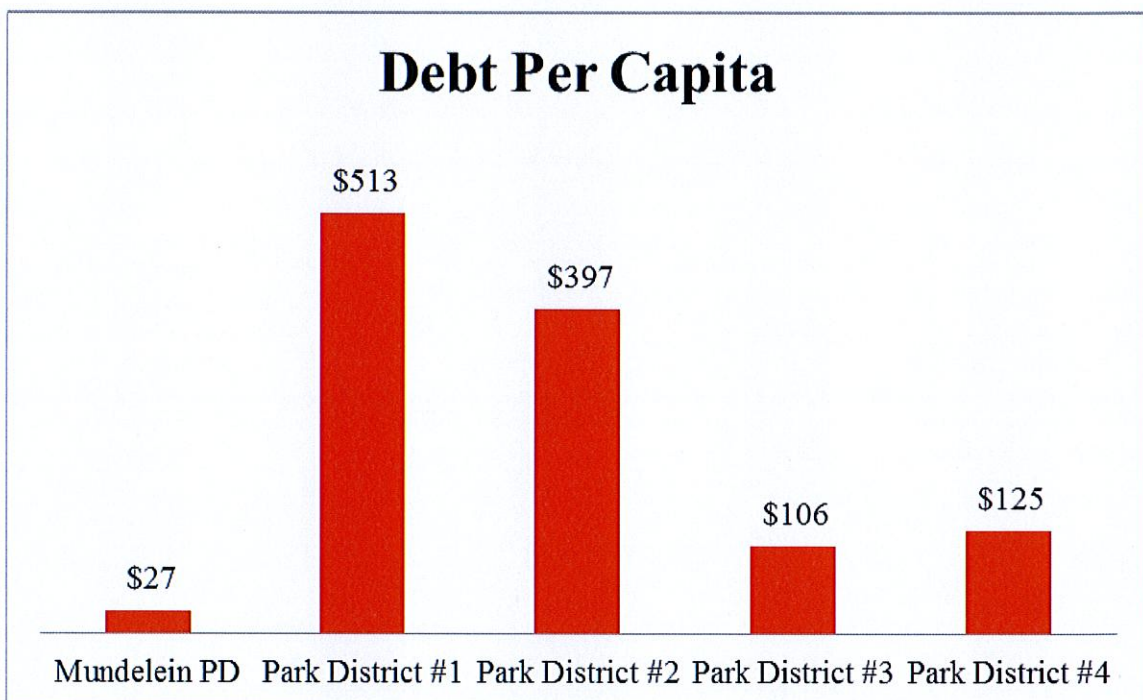
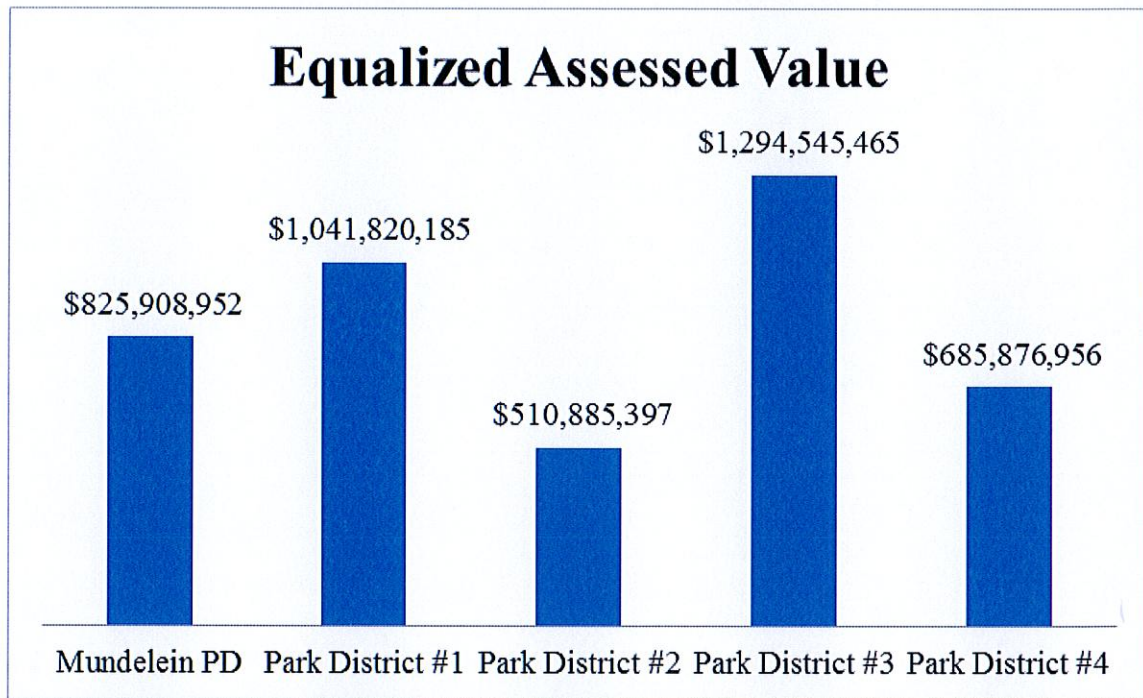
Demographic Information



General Fund Information



Debt Information



MEMORANDUM

To: Chief Eric Guenther

Cc: Deputy Chief Monahan
Deputy Chief Hansen

From: Sergeant Brian Kisselburg

Date: Saturday, January 07, 2017

Re: Park District Report – December 2016

There were ten (10) 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, burglar alarms, assist rescue, and check the well-being calls.

There were a total of 103 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 12/04/16 Officer Devore came across a vehicle parked at Hickory Park after hours. Officer Devore made contact with the occupants who were deciding on their plans for the night. Officer Devore advised them about the park hours and they left the area.
- On 12/06/16, 12/16/16, 12/29/16, and 12/30/16 there were burglar alarms at the Regent Center. In each of these incidents the alarm was set off in error by an employee.
- On 12/14/16 Officer Ahern responded to Parkview Fitness in response to an elderly female who was confused and had fallen. Officer Ahern was assisted by members of the Park District in making contact with the female subject's family who came to pick her up.
- On 12/30/16 there was a burglar alarm at the Diamond Lake Recreation Center. The alarm was set off in error by the employee on scene.
- On 12/31/16 officers received a call of a suspicious person sitting in his vehicle at the Diamond Lake Sports Complex. Officers responded and spoke to the subject who was eating his lunch in his vehicle. There were no signs of criminal activity.

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.

I have attached a copy of the December 2016 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 2017

	2015	2016
Golf Revenue (December)	\$ 0	\$ 0
Merchandise (December)	\$ 785	\$ 4,530
Food & Beverage (December)	\$ 0	\$ 0
Miscellaneous (December)	\$ <380>	\$ < 121>
Gift Card (December)	\$ 3,797	\$ 3,799
Total Revenue for December	\$ 4,202	\$ 8,208

		Budget	
Golf Revenue (ytd)	\$1,138,445	\$1,157,000	\$1,106,724
Merchandise (ytd)	\$ 77,928	\$ 75,000	\$ 91,441
Food & Beverage (ytd)	\$ 181,111	\$ 187,000	\$ 180,453
Miscellaneous (ytd)	\$ 11,979		\$ 17,486
Gift Card (ytd)	\$ 22,685		\$ 28,365
Total Revenue(YTD 12/31)	\$1,432,148	\$1,419,000	\$1,424,469

Rounds	24,145	24,019
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	Budget	Actual 2016
Fund Surplus (Deficit)	\$ 116,018	\$ 101,367

We had our highest December revenue since I started here in 2000. Our highest year before this year was 2014 in which we had \$5,300 in sales. The average revenue in December is \$4,300 so we almost doubled that total. For the year we were down 126 rounds compared to 2015. Total revenue was down .38% from last year and merchandise revenue was up 18%. Overall bottom line we were down about \$15,000 compared to budget.

Jon Karl has implemented the use of PayPal for online Gift Card sales and we will be offering credit card purchases on the beverage cart this year.

We do have the hitting net up in the restaurant with the simulator attached to the television. It is fine to warm up with but this simulator does not read drivers, so it would be very hard to charge people to use it at this time. I will be attending the PGA Merchandise show on January 24th and will look for better options, I know that there is one called Sky Trak for about \$2,500-\$3,000 that is supposed to work well, so I will check that out.

MEMO TO: Board of Park Commissioners

FROM: Ron Doruff, Golf Course Superintendent

SUBJECT: Golf Course Grounds Report – January, 2017

It certainly has been a different kind of winter. Snow early with below normal temperatures, and then above normal temperatures and lots of rain. I took a quick tour around the golf course and it is doing well. No tree damage or signs of turf diseases. Currently, there are a few more "lakes" than sand traps but that is due to the ground being frozen and no place for the water to go.

The winter work is going well. There are only the three of us fixing, sharpening, painting, and doing whatever else we can find that needs to be done.

The crew will start to return January 23rd with Hilario Gonzalez and Jose Hidrogo being the first to come back. The rest of the crew will be returning the end of March or beginning of April. So far all of the crew from last year will be returning except for a couple of college students.

The chemical and fertilizer bid opening is scheduled for January 25. The breakdown will be ready for your approval the last meeting in February. The bid documents were sent to nine companies and the notice was published in the Daily Herald newspaper.

Marcus Kivisto will be taking his State of Illinois pesticide license test in February. He is the only one who needs to complete the testing this year. The state requires retesting every three years. Marcus, Jerry Kurowski and I all have the licensing required. It would be helpful to have more crew members licensed, but at this point I don't have anyone who would be interested. The seniors have restrictions on the number of hours they can work, and the test is 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. Among other things, I will be looking at utility vehicles to replace the 1994 vehicles we have. I will also be looking at another top dressing brush, fairway aerifying equipment, as well as aerification clean up equipment. This would replace the 1993 equipment we currently have.

I would like to thank the Board for the wonderful Holiday party. It's always nice to go to a new place.

To: Board of Commissioners

From: Derek Solberg, Superintendent of Buildings and Grounds

Re: Parks Department Report – January 2017

Grounds Maintenance Supervisor Paul Rogus' last day at MPRD was January 6th. The open position was advertised in three outlets and there were approximately 45 applications submitted. HR Manager Anthony Nitti identified potential candidates from a high level. First round interviews were concluded on January 18th and qualified candidates will be brought back soon to continue the interview process.

The Community Park Shoreline Stabilization and Pond Enhancement moved forward by way of some in-house work. Staff cleaned up the remaining trees by removing sucker growth which will give a more finished look to the area. We also treated the cut stumps of invasive tree species with herbicide.

Snow and ice removal is always a priority this time of year. The Parks staff has done a good job of keeping up with the events. No two events are the same so flexibility of staff plays an important role in things going well. Any time there is enough snow cover the sled hill is open as well. The hill is inspected for safe conditions each day.

Staff rotated to cover another period of ice making for 48 hours straight. Both Community and Lions rinks were resurfaced with new ice and Community sees regular use, especially when students are off school.

When not working on regular winter tasks, staff has been able to focus on tree work at Leo Leathers and Wortham Parks. This will continue through all of the parks as time permits. Invasive Buckthorn was removed along the waterway at Lions Field to improve visibility of the Skate Park from the street. Sawvell Tree Service worked at Leathers Park to remove trees that were difficult to access and best left to a contractor. The rest of the tree work scheduled can be accomplished in-house using District owned equipment unless an unexpected situation arises.

Building maintenance is ongoing to keep up with activity within. There is always something that needs repair or replacement. Building Maintenance Supervisor Joe Albert continues to progress on the creation of a Building Maintenance Plan for the entire District. The floor at the Regent Center was stripped and waxed in-house and looks great. The window sills on the first floor of the Community Center have been sanded and re-stained. Fire extinguisher inspection was completed in the entire District by a contractor on January 12th.

Mechanic John Rogers continues to improve the care and maintenance of equipment and vehicles. John has done a great job of bringing some work in-house that in the past would have been outsourced.

Maintenance and project tasks moved forward in the past month as well. In this time trash cans were rotated in from park sites to be re-painted as were the soccer goals from Longmeadow Park.

To: Park District Board of Commissioners
From: Rita D. Kipp, Superintendent of Recreation
Re: January Board Report 2017

PROGRAMS

Winter programs have begun. A new Kindergarten Readiness program began January 11th. Thirteen students have enrolled in the program instructed by Debbie Chin. The Learning Center staff were in attendance at the Fremont Library preschool fair on Saturday, January 14th. Youth basketball has begun with 45 children enrolled. Seven new students joined our dance program in January. Summer camp plans are underway and staff interviews have begun.

REGISTRATION

This month begins a new area of reporting for the Recreation Board report. The Registration Department is an integral part of our operations and I think it is important that the work they do be documented. I will be reporting on areas of emphasis, seasonal issues and trends. There is also a page attached of the "stats" for the department and the registration manager, that will report registration transaction numbers, online vs. onsite, time spent by staff working in various capacities and financial information. This information will be for the previous month as the information is not available until the month is closed. December was a smorgasbord of activity for the department crossing all seasons in one month. Winter program registration began, keys, stickers, and applications for boat launch permits were ordered, "Boating Rules and Regulations" manual was updated for the 2017 season, and staff stepped in and assisted organizing and working the Polar Express due to a family illness in a supervisor's family. 2016 registration, boat launch, Barefoot Bay, and rental applications were archived. A "Front Desk Training Manual" for the new software was created and implemented and the department acquired the additional responsibility of MCC room/gym/pool rental processing. This was in addition to all of their obvious functions involving enrollment, class arrangement, working with supervisors, customer service (online and onsite).

LEAGUES

The men's basketball league is heating up with several technical and a couple of ejections in the last few weeks. Nothing significant, just complaining and swearing at officials, which we do not tolerate. The league has about six more weeks. An attempt to revive adult volleyball leagues is coming up short. At this time we have only 3 teams committed and the league is scheduled to begin January 25th.

SPECIAL EVENTS

Registration is slow for The Enchanted Princess Ball scheduled for February 11th. Twenty four people have registered. Promotional boosts have begun.

FACILITIES

Regent Center numbers are attached. A new exercise program began at the start of the New Year. "Be You're Best" is led by two personal trainers, allowing them to individualize exercises as needed. Many of the exercises are modeled after those used in rehab.

Big and Little and Rec Connection numbers are attached. Big and Little had an unannounced inspection from DCFS on January 6 and the new licensing rep spent 1.25 hours in our center and found all to be compliance. A new licensing rule requires all staff show proof of two different immunizations or immunity to the disease (MMR & Tdap). Staff has one month to provide proof of appointment or record of MMR & Tdap. It has proven to be a little tough to get medicals from doctors or high schools for those born before 1957. If proof cannot be found then staff will have to get a blood test to determine immunity.

Park View numbers are attached. All membership levels have seen an increase. Group exercise participation was up 50%, participants took 1,222 class spots in December compared to 815 classes in December 2015. The Kids Center had 35 users in the month of December which was up from November, we're hoping this continues to grow. Our first Wellness Open House is scheduled for January 28, 10:00 am - 2:00 pm. The event will include demonstrations of exercise classes, nutrition information etc.

Aquatic season pass sales numbers are attached. Sales are almost triple what they were last year at this time. (Amazing what perfect summer weather does for pass sales☺) Pass sales are also now available online with \$540 of the sales coming online. We will not be promoting online sales until after the gift bag promotion ends. We have 76 staff members from last year committed to returning this summer, this puts us at 43% hired. Manager interviews were held and went very well, official hires will be made next week. New staff interviews will begin next week also. The first group outing has been booked and we are awaiting paperwork from two more. The Community Picnic will be held June 17th and the Cardboard Regatta on August 5th. A second adult themed night will be added this year to join the Margarita night event. Details to follow.

TRAINING AND EDUCATION

All staff attended "Active Assailant Training."

AFFILIATE ORGANIZATIONS

Nothing to report.

RECREATION ADVISORY COMMITTEE

Nothing to report.

MUNDELEIN PARKS FOUNDATION

I am going to schedule a meeting for the Foundation board some time in February. I think we need to discuss ideas, concerns, and the structure of the Foundation. If any of the Board members are interested in being involved please let me know and I will send you the date.

MISCELLANEOUS

As we all know Scott Schleiden, April Lohr, and Mike Gerton have spent a large amount of time working as IT support. This past month I asked them to document the time (approximate) they spent on IT issues for the District. They all gave me written notes and then provided some time estimates. I am only including the time estimates as the notes would be too cumbersome for this report. Scott spent 25% or 30 hours of his time on IT from Dec. 23-Jan.14. April Lohr has indicated in her charts for the registration department that she spent 60% of her time on software administration and IT issues in the month of December, and Mike Gerton estimates 45% of his time was spent on IT. I think it's important to have an understanding of how much time is spent on IT. This time is dealing with the software; it is following up and meeting with Unified to discuss the issues, trouble shooting general problems coming up with computers throughout the district and training staff. The time is often being spent when all three of them are "off". April is stopped as she walks in the building to workout, Mike is pulled off the fitness floor while working out, all of three of them were brought in on the issues on the Christmas Eve holiday and Christmas Eve, and they all get calls at home. I will be including the hours in future reports and hopefully the time spent will start trending downward as I don't think we can spend another summer with these three staff being pulled in for every issue with a computer.

THE REGENT CENTER MEMBERSHIPS

January	Total	Resident	NR	New	DW	Boomer
2013	248	172	76	10	38	46
2014	153	98	55	7	21	37
2015	165	120	45	9	25	43
2016	188	128	60	14	36	59
2017	168	121	47	12	28	59

Big & Little Enrollment

	<u>Total</u>	<u>Full Time</u>	<u>Full Days</u>	<u>½ Days</u>
January 2017	65	30	19	16
January 2016	68	26	28	14
January 2015	77	29	29	19
January 2014	76	30	24	22
January 2013	79	36	21	22

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 Connection Enrollment

	<u>Total</u>	<u>MCC</u>	<u>Washington</u>
January 2017	174	74	100
January 2016	167	74	93
January 2015	176	82	94
January 2014	169	84	85
January 2013	159	74	85

Premium Memberships 2016 -2017					
Annual	September	October	November	December	January
	41	71	107	156	186
Monthly	164	213	244	297	414
Ultimate	381	460	323	326	326
Annual Each Add'l	108	141	104	113	118
Monthly Each Add'l	41	49	65	71	115
Annual Group Ex add on	29	47	35	41	46
Monthly Group Ex add on	20	28	37	40	71
Annual Indoor pool add on	25	41	49	66	82
Monthly Indoor pool add on	56	82	95	103	139
Total	865	1132	1059	1213	1497

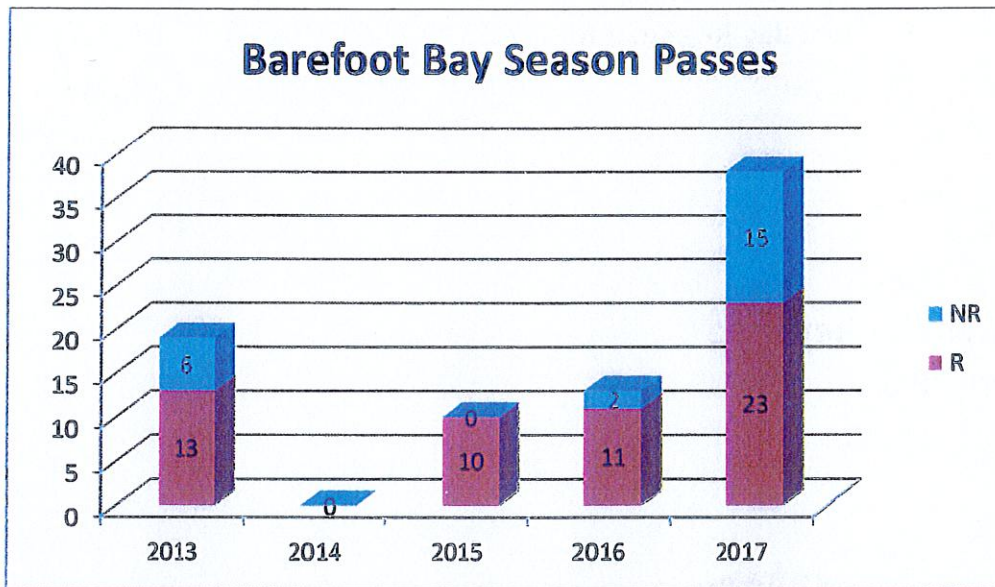
Group Exercise Unlimited					
	September	October	November	December	January
Group Exercise Annual	17	19	20	22	22
Group Exercise Monthly	56	58	51	64	74
Total	73	77	71	86	96

Indoor Pool Membership					
Annual	September	October	November	November	January
	109	144	95	95	87
Monthly	37	53	55	53	68
Annual Each Add'l	19	29	22	22	23
Monthly Each Add'l	7	8	10	12	17
Total	172	234	182	182	195

Park View 5 Year Comparison - as of December		
	Year	
	2012	
Revenue	\$48,871	
Expense	\$83,926	
Difference		-\$35,055
	2013	
Revenue	\$54,786	
Expense	\$70,207	
Difference		-\$15,421
	2014	
Revenue	\$53,564	
Expense	\$65,061	
Difference		-\$11,497
	2015	
Revenue	\$50,915	
Expense	\$65,893	
Difference		-\$14,978
	2016	
Revenue	\$39,622	
Expense	\$61,537	
Difference		-\$21,915
Indoor Pool	2014	
Revenue	\$9,074	
Expense	\$27,852	
Difference		-\$18,778
	2015	
Revenue	\$8,058	
Expense	\$28,016	
Difference		-\$19,958
	2016	
Revenue	\$5,733	
Expense	\$29,415	
Difference		-\$23,682

November 1st-January 12th Sales

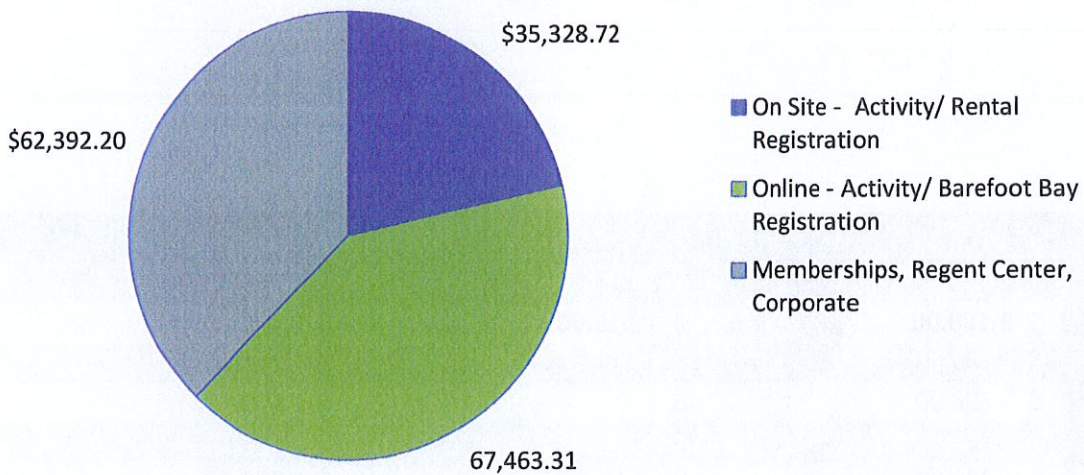
(Barefoot Bay Only, not enough data for Beach/Combo)



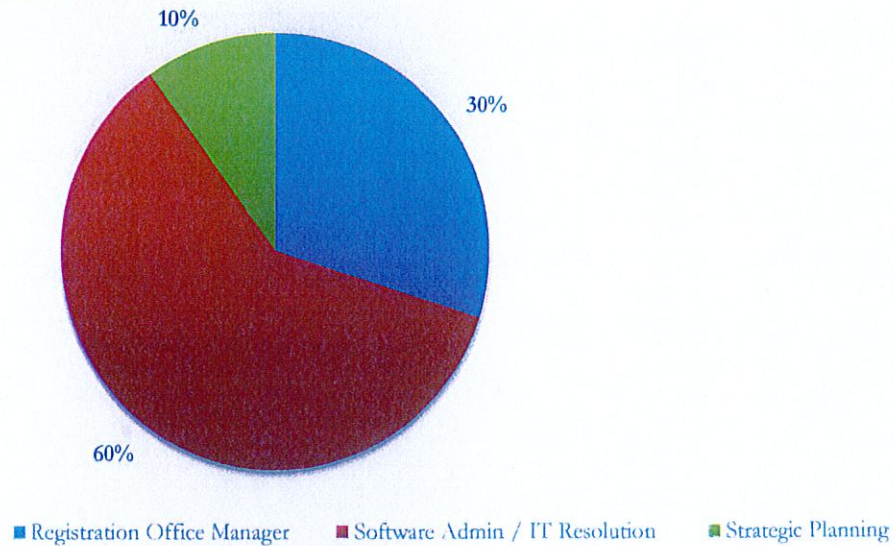
Barefoot Bay Season Pass Revenue			
	Res	Non-Res	Total
2017	\$ 1,100.00	\$ 1,515.00	\$ 2,615.00
2016	\$ 530.00	\$ 210.00	\$ 740.00
2015	\$ 650.00	\$ -	\$ 650.00
2014	\$ -	\$ -	\$ -
2013	\$ 835.00	\$ 660.00	\$ 1,495.00

Active Net Registration Summary	December 2016
Total Active Net Registration	\$165,184.23
On Site - Activity/ Rental Registration	\$35,328.72
Online - Activity/ Barefoot Bay Registration	\$67,463.31
On Site - Refunds Processed	\$7,170.65

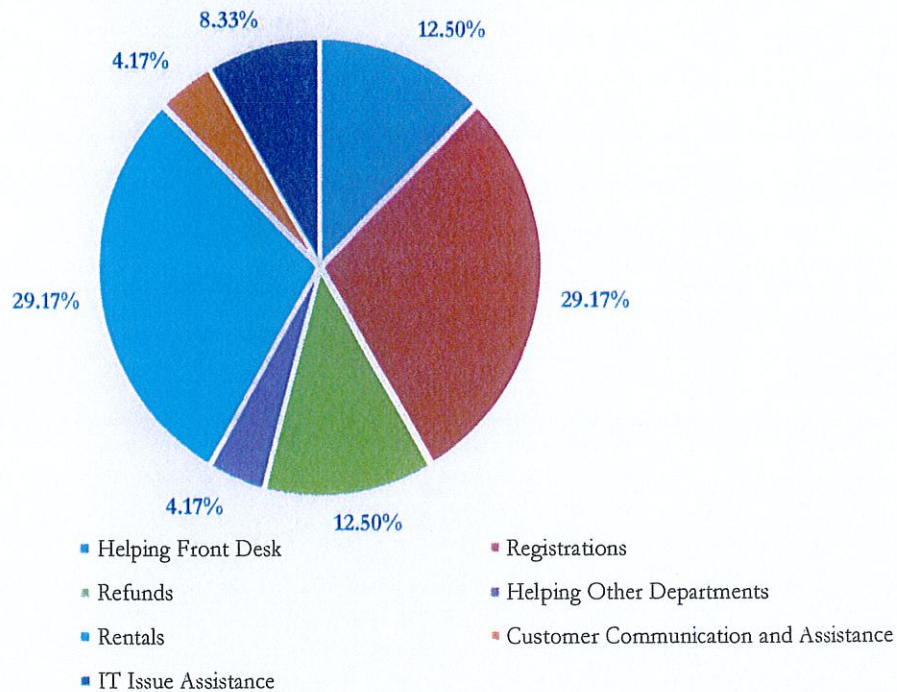
Total Active Net Revenue December 2016



Registration Manager Time Allocation December 2016



Registration Staff Time Allocation December 2016



Mundelein Parks & Recreation District

Memorandum

To: Board of Commissioners

From: Linda Miller, Superintendent of Business Services and Technology

RE: January Monthly Report

DATE: January 18, 2017

Finance

Our auditors, Lauterbach & Amen, were onsite January 9th for the preliminary fieldwork for the 2016 audit. Year-end processing and audit reports have been the focus this month. A demonstration of financial software being considered was attended by myself, Margaret Resnick, and Anthony Nitti.

Human Resources

Anthony Nitti completed the payrolls for the periods of 12/11/16 – 12/24/16 for 158 employees and 12/25/16 -1/7/16 for 156 employees. Tony continues to recruit swim instructors and lifeguards for the Indoor Pool, 2017 seasonal staff, and a Grounds Maintenance Supervisor. He also made the arrangements for the Employee Appreciation dinner.

IT

We are waiting for a recommendation from our IT firm on a new camera for the Kidz Centre. The current camera does not allow ease of passcode changes, and stopped working. New router devices are being considered for the remote locations, particularly the Golf facilities, to allow better connectivity. The implementation of Office 365 was postponed due to the price quote exceeding initial estimates. The financial software selection is pending information from our IT firm regarding hardware and installation costs. The computers at Barefoot Bay are being configured for the new Recreation software, Active, which will be used for the first time at this facility this summer. Unfortunately, progress on these items by the IT firm has been slow, and communication has not been timely or clear.

Risk Management

Employee Injury/Illness Report

Dec 19 2016	Parks Employee	Repetitive motion from snowplowing caused severe pain in left arm	Acute care and follow-up
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Accident/Incident Summary

Jan 4	Boy, 7	RecConnect – fell on left side, ear lobe split, called parent and recommended she take him to the ER	First-Aid and Unknown
Jan 7	Adult Male	Playing basketball and hurt Achilles tendon	EMS called
Jan 9	Boy, 7	RecConnect – sliding on gym floor and bumped head on the stage doors	First-Aid

Property Loss

Jan 12	Unknown	Vehicle left Diamond Lake Road and took out two posts and bent fencing on the west side of the Diamond Lake Recreation, Police report completed and report submitted to PDRMA
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Monthly Summary

The next Safety Committee Meeting is January 23, 2017. January monthly training was included how to survive an active assailant event and a review of Soft and Hard Lockdown procedures.

All MPRD Fire Extinguishers were inspected on January 12, 2017.

The 2016 Tier II Emergency and Hazardous Chemical Inventory for Barefoot Bay was completed and submitted to the state on January 4, 2017.