

MINUTES
Mundelein Park & Recreation District
Committee of the Whole
January 25, 2021

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. Due to COVID-19, the meeting was held via Zoom and if anyone was interested in receiving the audio, he/she can contact Ron Salski, Executive Director at 847-388-5460.

Present were Commissioners DOLAN, FRASIER, KNUDSON, McGRATH and ORTEGA.

Staff present included Executive Director SALSKI, Golf Operations Manager BROLLEY, Superintendent of Buildings & Grounds SOLBERG, Superintendent of Recreation LaPORTE and Superintendent of Business Services & IT McINERNEY, Marketing Manager LAWRENCE, Planning, Development & Adm. Manager OUIMET.

Executive Director SALSKI presented the opportunities for Recreation Advisory Committee Members allowing he/she to gain more knowledge on programs and facilities when providing feedback. He asked for Board feedback. President ORTEGA asked whether other district-wide Committees would be eligible. Executive Director Salski stated the draft policy focuses on Recreation Advisory Committee only at this time. President ORTEGA suggested including the Regent Center Board. Commissioner DOLAN suggested adding timeframes for any member's involvement allowing other residents to get involved. President ORTEGA agreed. Commissioner FRASIER recommended consistency with all committees instead of picking and choosing. Commissioner DOLAN agreed. Executive Director SALSKI thanked the Board for feedback and he will revisit the draft policy.

Executive Director SALSKI presented the recommended approach with branding the partnership. President ORTEGA asked the difference in revenue from the naming rights and lease. Executive Director SALSKI stated the lease was \$12,000 and naming rights was \$38,000. Superintendent LaPORTE mentioned Big and Little Child Development Center is not included. Commissioner McGRATH had questions about identifying the names of each facility within the Community Center as indoor pool, fitness center and gymnasium are the Community Center. He stated users visit the Community Center whether attending the Indoor Pool or Fitness Center. Executive Director SALSKI stated the recommended approach broadens exposure for the Park & Recreation District and Rush Physical Therapy. Hence, he mentioned the annual value is consistent with the original agreement. Board agreed with the branding approach and design.

Executive Director SALSKI presented the design and bids. President ORTEGA asked who would retain marquee ownership. Executive Director SALSKI stated the agreement would be clear the Mundelein Park & Recreation District would be the owner. President ORTEGA asked if the district would lease their portion of the sign. Executive Director SALSKI suggested a lease was another option; although, Park & Recreation District ownership would allow more

control. Executive Director Salski stated he would research option. Executive Director Salski mentioned the bid came over budget so he will eliminate and/or reduce other capital maintenance expenses. Commissioner McGrath expressed why the budget was low compared to bids. Executive Director Salski stated the number was provided by a prior Landscape Architect. Executive Director Salski stated the bids were close if the alternate and/or additional expenses were not needed. Commissioner McGrath stated that he would like the Park & Recreation District to become more accurate with capital budgeting as Dunbar was an example. Executive Director Salski stated Rush Physical Therapy was interested in contributing more to the project pending additional negotiation in the amended agreement.

Visitors: None

There being no further business, Commissioner Dolan moved to adjourn at 7:29 p.m. second by Commissioner McGrath. A roll call vote was taken with Commissioners Dolan, McGrath, Frasier, Knudson and Ortega voting yes.


Secretary

MINUTES
Mundelein Park and Recreation District
Regular Board Meeting
January 25, 2021
**Due to COVID-19, the meeting was held via Zoom*

The Regular Board 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 ORTEGA and he asked the assemblage to rise and recite the Pledge of Allegiance.

He then directed the secretary to call the roll. Present were Commissioners DOLAN, FRASIER, KNUDSON, McGRATH and ORTEGA.

Staff present included Executive Director Salski, Golf Operations Manager Brolley, Superintendent of Buildings & Grounds Solberg, Superintendent of Recreation LaPorte and Superintendent of Business Services & IT McInerney, Marketing Manager Lawrence, Planning, Development & Adm. Manager Ouimet.

Commissioner McGrath moved to approve the minutes of the Public Hearing, Committee Meeting and Regular Meeting from January 11, 2021, second by Commissioner Dolan. President Ortega repeated the motion and asked if there were any additional corrections or additions and none were made. A roll call vote was taken with Commissioners McGrath, Dolan, Frasier, Knudson and Ortega voting yes.

President Ortega read the Warrants needed to be approved. Commissioner Frasier moved to approve Warrants 011421, 012221 and 012521 in the amount of \$393,947.19 second by Commissioner Knudson. President Ortega repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners Frasier, Knudson, Dolan, McGrath and Ortega voting yes.

President Ortega requested a motion for the financial report. Commissioner Dolan moved to place the December Financial Report on file, second by Commissioner McGrath. A roll call vote was taken with Commissioners Dolan, McGrath, Frasier, Knudson and Ortega voting yes.

President Ortega requested a motion to file the Police report. Commissioner Frasier moved to place the Police Report on file, second by Commissioner Knudson. President Ortega repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners Frasier, Knudson, Dolan, McGrath and Ortega voting yes.

President ORTEGA introduced the approval of Job Descriptions. Commissioner McGRATH moved to approve the Job Descriptions as submitted, second by Commissioner KNUDSON. President ORTEGA repeated the motion and asked if there were any questions and none were raised. Commissioners McGRATH, KNUDSON, DOLAN, FRASIER and ORTEGA voting yes.

President ORTEGA introduced the approval of Organizational Chart. Commissioner DOLAN moved to approve the Organizational Chart as submitted, second by Commissioner McGRATH. President ORTEGA repeated the motion and asked if there were any questions and none were raised. Commissioners DOLAN, McGRATH, FRASIER, KNUDSON and ORTEGA voting yes.

President ORTEGA introduced the approval of Program Brochure Bid. Commissioner KNUDSON moved to accept the Program Brochure Bid from Paulson Printing and authorize the Executive Director to approve any increases with number of pages and printed brochures, second by Commissioner DOLAN. President ORTEGA repeated the motion and asked if there were any questions. Commissioner DOLAN asked for clarification on households, how to approach the additional pages and being within budget. President Ortega asked about the number of brochures printed versus households. Manager LAWRENCE mentioned 14,300 are printed and there are an estimated 13,500 households. Seven hundred program brochures are kept at the Community Center for disbursement. Commissioners KNUDSON, DOLAN, McGRATH, FRASIER and ORTEGA voting yes.

President ORTEGA introduced the approval of New Marquee Bid. Commissioner McGRATH moved to approve the New Marquee Bid from Tandem Construction with alternate not to exceed \$90,000 allowing the Executive Director and Cody Braun to make a final decision whether to execute the alternate, second by Commissioner FRASIER. President ORTEGA repeated the motion and asked if there were any questions and none were raised. Commissioners McGRATH, FRASIER, DOLAN, KNUDSON and ORTEGA voting yes.

President ORTEGA introduced the approval of Personnel Policy Manual – Section 10.3 Wellness Incentive Program. Commissioner DOLAN moved to approve the revision to the Personnel Policy Manual – Section 10.3 pending union approval, second by Commissioner McGRATH. President ORTEGA repeated the motion and asked if there were any questions. Commissioner FRASIER had questions about the months and days and whether it is required to get union approval. Executive Director Salski stated he did not send to union. Superintendent McInerney mentioned it was a benefit and union employees will be getting incentive earlier due to the software so the change doesn't impact benefits. Superintendent Solberg mentioned the contract does not require the Park & Recreation District to obtain approval. Commissioner FRASIER requested Executive Director Salski to verify and contact union on this change and future revisions. Commissioners DOLAN, McGRATH, FRASIER, KNUDSON and ORTEGA voting yes.

Board Business

President Ortega provided a reminder about the Soaring to New Heights Conference.

Staff Reports

Golf

Golf Operations Manager BROLLEY stated Steeple Chase had the best pro shop sales since 2002 and rounds were better than 2019. He mentioned the simulator is getting used. Commissioner DOLAN congratulated staff on a great year. President ORTEGA had a question whether the Acid Injection System will need to be replaced. Golf Operations Manager BROLLEY stated it was in good shape and should not require major repair. Commissioner DOLAN asked whether the golf club always outsourced the aerification and tinning. Golf Operations Manager BROLLEY stated it has been in place the past 7-8 years but golf maintenance does the tees and fairways.

Parks

Superintendent SOLBERG presented his report.

Recreation

Superintendent LaPORTE presented his report. Commissioner McGRATH asked about the number of scholarships approved. Superintendent LaPORTE stated he will submit in the following weeks but there have been 13-20 E-Learning Scholarships. Commissioner FRASIER had a question about the dance recital going to Buffalo Grove. Superintendent LaPORTE stated there are limited options during COVID. Executive Director Salski stated he didn't believe Mundelein High School will be ready to open the auditorium.

Business Services

Superintendent McINERNEY presented her report. Commissioner DOLAN asked about the difference of W2's from previous years. Superintendent McINERNEY stated the decrease was the result of Barefoot Bay not opening and other operations with limited staff. President ORTEGA had a question about the property loss at North Shore Park. Superintendent SOLBERG explained the damage.

Marketing

Marketing Manager presented her report.

President ORTEGA acknowledged service anniversaries of Cheri Rehor; Marcus Kivisto; Linda Renz; Nina Bye; Lety Ellsworth. Commissioner FRASIER recognized and appreciated the Employee Recognition Virtual Event and congratulated all the staff.

There being no further business, Commissioner DOLAN moved to adjourn at 8:18 p.m. second by Commissioner McGRATH. A roll call vote was taken with Commissioners DOLAN, McGRATH, FRASIER, KNUDSON and ORTEGA voting yes.

A handwritten signature in cursive script, appearing to read "Ron Galster", written over a horizontal line.

Secretary