

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

Monday, July 22, 2019

7:30 p.m.

AGENDA

Call To Order:

Pledge of Allegiance:

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

Approval of Minutes: Committee Meeting July 8, 2019
Regular Meeting July 8, 2019
Executive Session July 8, 2019

Approval of Disbursements: Warrants – 070919, 071019, 071219, 071619, 071719, 072219 = \$765,180.79

Financials: June

Police Report: June

Correspondence: Thank you letter from Mundelein American Legion Post 867
Thank you letter from Village of Mundelein

Old Business: 1. Approve Intergovernmental Agreement with Village Re: Heritage Museum

New Business: 1. Purchase Tractor for Steeple Chase Golf Club
2. Accept Bid for Purchase of Portable Ice Rink System

Board Business:

Staff Reports:

Service Anniversaries June: Scott Schleiden, 18 years; Mike Vitale, 12 years; Daniel Keefe, 1 year

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



The American Legion

MUNDELEIN POST NO. 867
P. O. BOX 603
MUNDELEIN, ILL. 60060



"Let Freedom Ring!"

July 1, 2019

Dear Mundelein American Legion Supporter:

The Mundelein American Legion Post 867 held its 15th fundraiser golf outing on Tuesday, June 11, 2019. We would like to take this opportunity to express our sincere thanks for making this year's golf outing a success. This event was a success due to the support we received from individuals and businesses that supported the Legion by donating raffle/silent auction items, being hole sponsors and playing golf.

The enclosed list of Donors and Hole Sponsors was given to all the 73 golfers the day of the outing and has been shared with all 208 Mundelein American Legion Post 867 members.

Your contribution helps to insure the continued success of Mundelein American Legion Post 867.

Thanks again and we hope you realize that your support does make a difference.

Sincerely,
Legion Golf Committee

Wally Frasier

Wally Frasier
Post Commander

Ron Serva

Ron Serva
Finance Officer

American Hotel Register Company
100 S. Milwaukee Ave.
Vernon Hills, IL 60061
847 564 4000

Ancel, Glink, Diamond, Bush,
DiCianni & Krafthefer, P.C.
140 S. Dearborn St.
Chicago, IL 60603
312 782 7606

AND

175 E. Hawthorne Parkway
Suite 145
Vernon Hills, IL 60061
847 247 7400

BERKSHIRE HATHAWAY
Home Services
Dee Wagner
Koenig Rubloff
Reality Group
847 362 6200

Bill's Pizza and Pub
624 S. Lake St.
Mundelein, IL 60060
847 566 5380

Bills Pub North
18945 W. Washington
Third Lake, IL 60030
847 548 9900

Cherokee Printing
442 N. Seymour
Mundelein, IL 60060
847 566 6116

Crossroads of Ivanhoe
20915 W. Park Ave.
Mundelein, IL 60060
847 949 9009

Emil's Pizza & Sports Bar
604 N. Lake, Street
Mundelein, IL 60060
847 566 8879
847 566 7110

WALLY FRASIER FAMILY

2019 Hole Sponsors

Waste Connections, Inc
GROOT INDUSTRIES
2200 Landmeier Rd.
Elk Grove Village, IL 60007
847 734 6393

Hodges, Loizzi, Eisenhammer
Rodick & Kohn
3030 Salte Creet Lane, Suite 202
Arlington Heights, IL 60005
847 670 9000
www.hilerk.com

Steve and Pat Kovac
Century 21 Affiliated
700 N. Lake
Mundelein, IL 60060
847 702 8701
Skovac68@yahoo.com

Kristan Funeral Home
219 W. Maple Ave.
Mundelein, IL 60060
847 566 8020

Larry LaLuzerne
Law Office of
LaLuzerne & Smith Ltd.
1 North County St.
Waukegan, IL 60085-4303
847 775 7700

Senator Terry Link
30th Legislative District
100 S. Greenleaf
Gurnee, IL 60031
847 623 3006
Senat9r@link30.org

McDonalds of Mundelein
151 N. Lake Street
450 Townline Road
655 S. Rt. 83
Mundelein, IL 60060
847 566 7100

Mundelein Community Bank
A Wintrust Community Bank
1110 W. Maple Ave.
Mundelein, IL 60060
847 837 1110

NorthSide Community Bank
800 N. Rt. 83
Mundelein, IL 60060
847 837 8883

Powers Home Services
and Construction LLC
256 Rye Rd.
Mundelein, IL 60060
847 345 8992
jerrymcmahon@msn.com

Rothmann & Rothmann Enterprise
715 NE Holcomb
Mundelein, IL 60060
847 949 1957

Ron Serva and Associates
707 Cherry Lane
Lake Forest, IL 60045
312 316 0780

Santa Maria del Popolo Church
116 N. Lake St.
Mundelein, IL 60060
847 949 8300

DRS Skinners Amusement Inc.
23918 Grant Highway
Marengo, IL 60152
815 943 7961
pdskinner@aol.com

Mundelein Community Days Commission

July 15, 2019

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

Dear Margaret:

On behalf of the Village Board and the Village Staff, I would like to thank you for your leadership on the committee and for all the Park District does to make Mundelein Community Days a great event, including hosting the bags tournament and the Freedom Classic. I would also like to thank the Park District Dancers for their performance at the gazebo, and the Park Board for the use of Kracklauer Park and for all your cooperation throughout Mundelein Days and Concerts in the Park.

The festival was great! The weather was favorable. The band were great. I appreciate all your hard work and dedication throughout the year. Your leadership, and the support from the Park District is vital to the success of the festival.

Thank you again.

Sincerely,



Kelsey Langelier, Village Liaison
Mundelein Community Days Commission

Mundelein Park & Recreation District
Committee of the Whole
July 8, 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 7:00 pm by President ORTEGA.

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

Executive Director RESNICK reviewed the intergovernmental agreement with the Village of Mundelein regarding the Historical Commission. The collection policy will be part of the agreement. She asked Board members to let her know if they had any comments and let them know it will be presented at the July 22 meeting for approval.

The Board was updated on a new approach the District will be taking regarding armed intruders. To be consistent with District 75, we will follow the A.L.I.C.E. method. All staff will be trained in this method, starting with Rec Connect staff this fall. President ORTEGA asked if the procedures would be adopted as presented and was told they would.

An update was given on the status of the construction of a driving range at Steeple Chase Golf Club. The design team is meeting again with the Village this week to review final plans. The project should be out to bid in August with a recommendation for award to the Board at the September 9 meeting. Commissioner DOLAN said he still has concerns about the range balls reaching the ninth fairway. This will be monitored and if it causes a problem, netting can be installed.

Executive Director RESNICK informed the Board that the ice rink for Community Park was out to bid. President ORTEGA asked about the construction of the rink and was told the bid is for the temporary "roll out" coils, a liner and chiller to keep the ice cold. The District will continue to use the hockey boards purchased two years ago. He asked why we weren't using a more permanent structure with the coils in concrete. Executive Director RESNICK said the estimates for that were much higher for the concrete. Board members saw the portable option at last year's NRPA Conference and suggested this method. President ORTEGA said he felt the permanent solution would be better. Executive Director RESNICK said when the bids were received, the Board had the option of rejecting and re-bid

One property tax appeal was received. President ORTEGA requested an Executive Session to discuss real estate purchase or lease.

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, JULY 8, 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 ORTEGA 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 McGRATH moved to approve the minutes of Committee Meeting and Regular Meeting of June 24, 2019 as corrected, second by Commissioner KNUDSON. President ORTEGA 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 062819, 070119, 070219, 070419, and 070819 in the amount of \$423,061.93 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 said a letter was received from the Illinois Association of Park Districts thanking the Park District for hosting the LAPD Golf Tour at Steeple Chase Golf Club. Commissioner DOLAN said he also received a thank you card from Sue Triphahn and Bobbie Jo Hill of LAPD complimenting the staff and course conditions.

New Business

The Board reviewed the Executive Session minutes suggested for release by staff. Commissioner DOLAN moved to accept staff recommendation and release Executive Session minutes from May 14, 2018; September 10, 2018; October 8, 2018; December 10, 2018; April 8, 2019 and the portion pertaining to personnel from April 22, 2019; second by Commissioner McGRATH. President ORTEGA repeated the motion and asked if there were any questions and none were raised. A voice vote was taken with all voting yes.

President ORTEGA stated there were two suggested changes to Ordinances pertaining to Diamond Lake. One was due to a change in the law and the other due to practicality. Commissioner FRASIER moved to accept staff recommendation and approve changes to Ordinance SECTION 5.04 and 5.14, second by Commissioner KNUDSON. President ORTEGA repeated the motion and asked if there were any questions and none were raised. A roll voice was taken with all voting yes.

President ORTEGA said staff felt it would be beneficial for the Superintendent of Business Services to attend the Illinois Government Finance Officers conference to be held in Bloomington, Illinois in September. Commissioner DOLAN moved to approve \$850 for the Superintendent of Business Services Debbie McInerney to attend the Illinois Government Finance Officers annual conference, second by Commissioner McGRATH. President ORTEGA 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, KNUDSON and ORTEGA voting yes.

President ORTEGA asked if there were any comments from visitors. Ron Greenberg asked if drawings of the proposed driving range would be displayed at Steeple Chase for golfers to see. He was told not until the project received final approval.

Commissioner FRASIER made a motion to adjourn to Executive Session for the pursuant to 5 ILCS 120/2 (c)(5) the discussion of Purchase or Lease of Real Estate at 7:34 p.m., second by Commissioner KNUDSON. A roll call vote was taken with Commissioners, FRASIER, KNUDSON, DOLAN, McGRATH and ORTEGA voting yes.

The Board meeting reconvened at 8:40 p.m.

There being no further business, Commissioner FRASIER moved to adjourn at 8:40 p.m. second by Commissioner KNUDSON. The motion was unanimously approved.

Secretary

**MEETING REMINDER
MONDAY, JULY 22, 2019**

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

Updates

1. Second Quarter Marketing Report
2. Capital Bill
3. Property Tax Appeal

Action Items

1. Approve Intergovernmental Agreement with Village Re: Heritage Museum
2. Purchase Tractor for Steeple Chase Golf Club
3. Accept Bid for Purchase of Portable Ice Rink System

Updates

Attached is the second quarter Marketing report. We have added a short summary on each area to help the reader understand if there are any trends.

I have reached out to our Democratic State Senator and Representatives to inquire about possible funds from the Capital Bill approved in Springfield. I will update the Board when I hear back.

One tax appeal was submitted to the County for 400 Townline Road seeking a reduction of their assessment by \$93,324. The County handles appeals.

Action Items

Last meeting the Board reviewed the proposed intergovernmental agreement with the Village regarding the Historical Commission operating the Heritage Museum. The IGA is attached and includes the Collection Policy. The Historical Commission hopes to get the Museum open in the Spring of 2020.

Staff recommends approving an Intergovernmental Agreement with the Village of Mundelein allowing their Historical Commission to operate the Mundelein Heritage Museum.

The 2019 budget includes \$30,675 for the purchase of a Kubota L Series tractor at Steeple Chase Golf Club. The following bids were received:

Company	Bid
Reinders	\$30,675
MTI Distributing	\$33,625
Kenney Outdoor Solutions	\$34,785

Staff recommends purchasing a Kubota L Series tractor from Reinders in the amount of \$30,675.

The 2019 budget includes \$400,000 for the purchase and installation of a portable ice rink system. The cooling equipment would be permanent, but the coils under the ice will be rolled up and stored when not in use. In addition to the price of the equipment in the bid, there is additional expense for leveling the ground and pouring a pad for the chiller. The following bids were received:

Company	Bid
Custom Ice	\$264,325
Minnesota Ice	\$356,324

Staff recommends purchasing portable ice rink equipment from Custom Ice for \$264,325.

2nd QUARTER MARKETING CHANNEL HIGHLIGHTS

Facebook: Monthly reach and engagement on Facebook are down from a year ago, but Likes are up 21%. This could be due to the changes in the way Facebook shows up in people's news feeds. We cannot compare Total Impressions year to year as this analytic was not available a year ago.

	April 2019	May 2019	June 2019
Facebook – MPRD			
Total Likes	4137	4191	4262
Total Monthly Reach	557,875	869,827	833,083
Monthly Engagement	65,524	79,462	79,223
Total Impressions	3,704,760	5,207,128	4,648,491

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: Impressions on Twitter are nearly double last April and May and almost triple for June. Our followers have increased just 6%. This is not a platform we put too much emphasis on.

Twitter	April 2019	May 2019	June 2019
Impressions	12.7K	11.2K	18.1K
Followers	825	826	828
Top Tweet	New logo	Summer Camp Counselor job	Class in the Grass

Instagram: Our Instagram presence has increased over 100% in the past year.

Instagram	April 2019	May 2019	June 2019
Followers	1139	1178	1214

Website: As is typical, our website visits increase as we approach the beginning of summer. Also typical, is the increase in use of mobile devices or tablets for visiting the website. However, last June this accounted for 73% of visits and this June it was 81%. The trend away from desktop use will most likely continue. It is not clear as to why views of the digital brochure only increased 3% with the number of subscribers increasing 48%.

Website	April 2019	May 2019	June 2019
Number of Sessions	9538	12,269	22,198
Number of Users	6519	8469	14,760
% Visits-Returning Visitor	29%	28%	28%
% Visits-Unique Visitor	71%	72%	72%
Page Views	22,995	28,775	50,718
Most Visited Page	Home	Home	Barefoot Bay
2nd Most Visited Page	Barefoot Bay	Barefoot Bay	Home
3rd Most Visited Page	Park View	Barefoot Bay hours/rates	Barefoot bay hours/rates
% mobile v. desktop v. tablet	54% Mobile, 41% Desktop, 5% Tablet	69% Mobile, 27% Desktop, 4% Tablet	77% Mobile, 19% Desktop, 4% Tablet

Digital Online Brochure: From 2018 to 2019 the number of subscribers has grown by 51%.The views are up 24% from this time last year.

Digital Online Brochure		
	Views	Subscribers
Summer 2019	6312	973

Constant Contact: It is very encouraging that as subscribers for our e-newsletter have increased 18%, the number who choose to cancel their subscription in the month of June decreased 85% and in May it was down 72%. This indicates that people are happy to receive the newsletter and do not consider it "junk" mail.

Constant Contact e-newsletters			
	April	May	June
Total Subscribers	11,582	11,680	11,738
Subscribed through Activenet Permissions	146	79	118
Subscribed through website	7	4	11
Subscribed by Text			
Total monthly Subscribes	153	83	129
Total monthly Unsubscribes	13	29	42

Constant Contact e-newsletters						
		Industry Average: 16.4%	Industry Average: 6.9%		How viewed	
Topic	Date	Open Rate	Click Rate	Unsubscribe*	Desktop	Mobile
April Newsletter	4/1	20%	12%	5	47%	53%
Yoga for Strong Bones	4/3	35%	5%	3	44%	56%
Inbody Assessments	4/9	34%	7%	5	42%	58%
April Go Mundelein	4/15	34%	17%	0	52%	48%
May Newsletter	5/1	25%	18%	9	48%	52%
Ultimate Summer Exp.	5/3	25%	4%	5	48%	52%
May 11 Go Mundelein	5/8	37%	8%	0	52%	48%
Mind and Body at Lake	5/14	35%	6%	5	44%	52%
Organic Gardening pt2	5/17	21%	2%	8	47%	53%
1 Day Personal Train Deal	5/18	33%	7%	3	44%	56%
Cooking Fun	5/20	26%	3%	0	62%	38%
June 6 Go Mundelein	5/30	30%	0	0	35%	65%
June Newsletter	6/1	26%	12%	9	41%	59%
iCook cooking classes	6/7	28%	3%	2	47%	53%
Beach Bash	6/7	24%	4%	4	44%	56%
Summer Camps	6/11	32%	10%	1	55%	45%
Class in the Grass	6/13	21%	5%	4	43%	57%
Go Mundelein	6/15	38%	15%	0	42%	58%
Freedom Classic	6/15	22%	4%	6	39%	61%
Dance MiniCamps	6/15	31%	10%	0	59%	41%
Class in the Grass	6/22	19%	2%	4	59%	41%

MUSEUM OPERATING AGREEMENT

THIS OPERATING AGREEMENT (“Agreement”) is made and entered into this 22nd day of July, 2019, by and between the Mundelein Park and Recreation District (“Park District”) an Illinois unit of local government and the Village of Mundelein, an Illinois home rule municipality (“Village”). The Park District and Village may be referred to individually as a “Party” or collectively as the “Parties”.

RECITALS

- A. WHEREAS, the Park District is the owner of a certain historical structure commonly known as the “Heritage Museum” and located at 601 E Noel Drive, Mundelein, Illinois; and
- B. WHEREAS, the Village operates a volunteer Historical Commission; and
- C. WHEREAS, the Historical Commission wishes to operate a museum in the Heritage Museum facility; and
- D. WHEREAS, the Park District and Village find it to be in their respective best interest to enter into an agreement defining the rights and responsibilities under which the Historical Commission may conduct its museum activities in the Heritage Museum facility;

NOW, THEREFORE, in consideration of the promises, terms and obligations stated herein, the Park District and Village agree as follows:

- 1. **Recitals**: The foregoing recitals are incorporated herein as substantive provisions of this Museum Operating Agreement.
- 2. **Term of Agreement**: This Agreement shall commence on August 13, 2019 and shall terminate on August 12, 2024, unless otherwise provided for by this Agreement. The Agreement may be renewed for one (1) five-year extension commencing on August 13,

2024, upon the parties' mutual agreement for extension and upon the same terms and conditions or such modified terms and conditions as the parties may establish.

3. **Facilities:** The Village is hereby granted a license for non-exclusive access and use of the Heritage Museum facility for the term of this Agreement. This is a bare license and is not a lease. The Village and the Historical Commission are not tenants and this Agreement does not grant the Village or the Historical Commission any interest in the real property of the Park District.
4. **License Fee:** The Park District and Village have agreed that the Village shall pay to the Park District the sum of \$1 as a License Fee for the term of this Agreement.
5. **Operations:** While this Agreement is in effect, the Village agrees that the Heritage Museum facility shall be open to the public during hours mutually agreed upon by the Parties. Use of the Heritage Museum shall be for community programs, teachers' programs, display of historical data of Lake County and other varied community and Park District activities as approved by the Park District. All activities shall be in conformance with Park District policies and ordinances and all statutes having jurisdiction. The Village agrees to maintain regular program offerings to include regular operating hours for public viewing, special events and seasonal displays and other dynamic programs to maintain a high level of community awareness and appreciation of the Heritage Museum.
6. **Park District Revenues and Expenditures.**
 - A. The Park District shall annually make an appropriation for expenditures from its Museum Fund for the purpose of supporting Heritage Museum programs and activities. The amount of such appropriations shall be determined by and at the sole discretion of the Park

District Board of Commissioners. The Park District makes no other commitment to expend funds in any specific amounts or from any source other than its Museum Fund.

B. All revenue resulting from the operation of the Heritage Museum shall be remitted to the Park District for deposit in the Museum Fund and shall be invested in the same manner as other Park District money.

C. All expenditures from the Museum Fund shall be made solely in conformance with State and local laws, rules and regulations governing the expenditure of Park District funds, public contracting and public construction projects. The Park District designates its Executive Director as the authority for granting approval for expenditures related to or required by this License Agreement.

7. **Park District Liaison to Historic Commission:** The Park District shall appoint an employee to serve as liaison to the Historical Commission. The Park District appointee shall be entitled to attend all meetings of the Historical Commission and shall serve as the point of contact with the Historical Commission regarding matters related to this Agreement and the operation of the museum.
8. **Exhibits and Artifacts:** The Park District shall have sole discretion to approve or reject all artifacts and exhibits offered to the Historical Commission for exhibition in the museum and to approve or reject disposal of all museum artifacts and exhibits. The Park District shall own all artifacts and exhibits displayed in the museum, with the exception of any artifacts or exhibits loaned to or otherwise made available to the museum on a temporary basis. The Historical Commission shall be responsible for all maintenance and upkeep of all exhibits and artifacts and the Historical Commission shall have access to the Heritage Museum facility during normal operating hours.

9. **Maintenance and Utilities.** The Park District shall be responsible for all building and grounds maintenance, security systems and all utility costs, and shall have unlimited access to the Heritage Museum building.
10. **Termination:** This agreement may be terminated by either Party giving written notice to the other of intent to terminate at least ninety (90) days prior to termination. Once notice is received, this Agreement is terminated on the ninetieth (90th) day thereafter.

Upon expiration or termination of this Agreement, the Village and the Historical Commission shall quit and peacefully surrender the Heritage Museum facility to the Park District, and the Park District, upon or at such expiration or termination, may, without further notice, enter on and reenter the Heritage Museum facility and possess and repossess itself thereof and may dispossess Village and remove Village, the Historical Commission, and all other persons and property from the Heritage Museum facility and may have, hold and enjoy the Heritage Museum Facility.

11. **Indemnification:** The Village and the Historical Commission shall indemnify, defend and hold harmless the Park District, its officers, elected officials, employees, volunteers and agents against any and all claims, damages, losses and expenses, and suits of any manner, including but not limited to, legal fees (attorneys and paralegals' fees and court costs), arising from or in any way connected with; i) the conduct, operation or management of the Mundelein Historical Museum facility or of any business or activity therein, or any work or thing whatsoever done, or condition created in or about the premises during the term of this Agreement; ii) any act, omission, wrongful act or negligence of the Village, the Historical Commissioner or any of Village or Historical Commission subcontractors or licensees (if applicable) or the partners, directors, officers, agents, employees, invitees or contractors of

Village or Historical Commission or their licensees; iii) any accident, injury, or damage whatsoever occurring in or at the Heritage Museum facility regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this paragraph. Village and Historical Commission shall similarly protect, indemnify, and hold and save harmless the Park District, its officers, elected officials, employees, volunteers and agents from and against any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of Village or Historical Commission breach of any of their obligations under, or default of, any provision of this Agreement.

12. **Insurance:** The Village shall name the Park District as an additional insured, as relates to this Agreement, on the Village's General Liability, Umbrella, and Property Damage insurance policies or self insurance. The Village shall provide to the Park District certificates and policy endorsements naming the Park District as additional insured. Said Village insurance coverage or self insurance shall be primary and any insurance or self insurance maintained by the Park District shall not contribute to it.
13. **Independent Contractor Status:** Village and Historical Commission act solely in the capacity of independent contractors for the Park District and not as an employee of the Park District. Village shall be responsible for the direct supervision of all of its employees, volunteers, agents, or subcontractors. Village shall provide all workers' compensation and unemployment insurance, social security and other related benefits for its employees as required by law. Nothing contained in or done pursuant to this Agreement shall be construed as creating a partnership, agency, joint employer or joint venture relationship

between the Park District and the Village or the Historical Commission. Except as otherwise expressly provided in this Agreement, no Party shall become bound, with respect to third parties, by any representation, act or omission of the other Party.

14. **Compliance with Laws:** Village and Historical Commission agree to fully comply with all applicable Federal, State and Local laws and regulations, and with all agency rules and regulations applicable to the operation and use of the Facilities, including but not limited to all applicable codes, laws ordinances, and regulations of the Village of Mundelein, the Park District, the County of Lake, the State of Illinois, and the United States, including, but not limited to, health and sanitation (food and sanitation certificate holder), age, minimum wage, prevailing wage, workers compensation, drug-free workplace, sales tax, and equal employment opportunity laws. The Historical Commission shall be allowed to sell souvenir type items provided such sales are regarded as de minimus and do not call into question the Park District's real estate tax exemption on the Heritage Museum facility.
15. **Facility Conditions, Cleanliness and Sanitation:** Village and Historical Commission agree to maintain the Heritage Museum facilities in a clean, neat and orderly condition at all times. Village or Historical commission shall make no modifications to any of the Heritage Museum facilities without the prior written approval of the Park District. Immediately upon termination of this Agreement for any reason, the Village and Historical Commission shall return the Heritage Museum facilities and any equipment contained therein to the Park District in the same condition as received, ordinary wear and tear and/or Park District-approved improvements excepted. The Historical Commission may submit to the Park District annual requests for facility improvements on or before September 15 of each year. The Park District shall, in its sole discretion, have authority to approve or reject such

requests and determine the amount of funds the Park District will commit to such improvements, if any.

16. **Equipment:** Village and Historical Commission: a) have examined the building and equipment prior to the execution of this Agreement and finds them to be satisfactory; b) acknowledges that no representation as to the condition or repair of the facility has been made by the Park District other than as expressly contained in this Agreement; and c) acknowledges that no agreement or promise to alter, repair or improve the facility has been made by the Park District. Village and Historical Commission shall maintain the equipment, fixtures, and any other personal property located thereon and therein in a clean, orderly, sanitary, pest free and safe condition. The Park District shall maintain and repair all structural and mechanical components of the buildings. Heat and electricity for the buildings shall be supplied by the appropriate public utilities, at Park District's sole cost and expense.
17. **Waiver:** Failure or delay on the part of either Party to exercise any right, power, privilege or remedy under this Agreement shall not constitute a waiver thereof. No modification or waiver by either Party of any provision shall be deemed to have been made unless made in writing and signed by both Parties.
18. **Severability:** The provisions of this Agreement shall be severable and the invalidity of any provision, or portion thereof, shall not affect the enforceability of the remaining provisions.
19. **Authorized Signatures/ Effectiveness:** The persons signing this Agreement shall have all legal authority and power in their respective capacities to bind the Village, the Historical Commission, and the Park District and the Agreement shall not be effective until fully executed and delivered to all parties.

20. **Entire Agreement and Amendments:** This Agreement constitutes the entire understanding between the parties and supersedes all previous agreements or negotiations, whether written or oral, and shall not be modified or amended except by written agreement duly executed by and delivered to all parties.

21. **Notices:** All notices shall be in writing and shall be given by certified mail, return receipt requested, postage prepaid, to the parties at the respective addresses set forth below or at such other address(es) as the Parties may formally designate, in writing, from time to time.

Park District

Mundelein Park & Recreation District
1401 North Midlothian Road
Mundelein, IL 60060
Attn: Executive Director

Village

Village of Mundelein
300 Plaza Circle
Mundelein, Illinois 60060
Attn: Assistant Village Administrator

22. **Assignment:** This Agreement shall not be assigned without the express written consent of the non-assigning Party.

23. **Performance Reviews:** If the Park District determines, in its reasonable opinion, that the operations at the Premises are unsatisfactory, then Village agrees to meet at least once with the Park District within 24 hours of receipt of any oral or written notice from the Park District, to discuss Village performance. If the Park District determines in its reasonable opinion that operations are not consistent with appropriate standards of health, sanitation, safety, quality and reliability, the Park District may terminate the Agreement as set forth above for cause.

24. **Time**

Time is of the essence for all matters concerning this Agreement.

25. **Non-Discrimination**

In connection with performance of this Agreement, Village agrees not to discriminate against any employee, applicant for employment, customer or patron because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation or national origin.

26. **Jurisdiction:** This Agreement shall be governed by laws of the State of Illinois.

Venue for all actions hereunder shall be Nineteenth Judicial Circuit, Lake County, Illinois.

Any and all actions brought on behalf of Vendor under this agreement or the license granted hereunder shall be commenced within one year of conduct or actions giving rise to the action.

27. **Freedom of Information Act:** Each Party shall be responsible for complying with FOIA requests regarding documents in its possession. If it receives a FOIA request for documents which may be the possession of the other Party, it shall so inform the person requesting such documents.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized signatories.

PARK DISTRICT

By: _____

Name: _____
President

Attest: By: _____
Secretary

VILLAGE

By: _____

Name: _____
Mayor

Attest: By: _____
Clerk

Mundelein Heritage Museum

Collection Management Policy

I. INTRODUCTION

A. Mission Statement

The purpose of the Mundelein Heritage Museum is to preserve and promote our community's natural, native, and historical culture for the benefit of the public and to inspire excitement and curiosity about the past and appreciation for its relevance today.

B. Role of the Mundelein Heritage Museum within the Community

The Mundelein Heritage Museum (the Museum) is a cultural, educational institution operated by the Mundelein Park and Recreation District (the MPRD) a governmental corporation established by the State of Illinois. The Museum is managed by the Mundelein Historical Commission (MHC), a Village Commission appointed by the Mundelein Mayor and Board of Trustees. The Commission maintains a roster of community volunteers to carry out the tasks related to museum management and operations. The objects in the museum collection (the Collection) are displayed for public enjoyment and education. Archival materials are available for research purposes upon appointment, but the Museum is not primarily a research institution.

C. Description of the Permanent Collection

The Museum's permanent collection focuses primarily on the human history of the Mundelein area from settlement to the modern era with the heaviest concentration of materials ranging from 1890 to 1960. The collection consists of the following: 1) Objects that depict the daily life of Mundelein area residents, significant historical events, businesses, individuals, structures, etc. associated with Mundelein; 2) Photographs, both original and copies, documenting daily life, individuals,

businesses, and historical events; and 3) Archival materials including newspapers, magazines, books, maps and other paper records recording events relevant to the life and history of Mundelein and its residents. The collection includes, but is not limited to, historic structures, furniture, textiles, clothing, ceramics, glass, metal, horse-drawn vehicles, tools and equipment, fine and folk art, books and archival materials. Hereafter, objects, photographs and archival materials shall be referred to as "museum items" .

II. GOVERNANCE

A. Role of the Mundelein Park and Recreation District Board

The MPRD Board of Commissioners (the MPRD Board) shall perform the following role regarding oversight of the Museum Collection: 1) Establish and administer an annual budget for the management and maintenance of the Mundelein Heritage Museum, and the Collection; 2) Ensure the Museum Facility interior, exterior, equipment and grounds are maintained; 3) Allocate and administer an annual budget for the maintenance and care of the Collection, the facility, and the grounds; 4) Review, and accept or reject the recommendations of the Historical Commission regarding acquisition, accessioning and de-accessioning of artifacts and items. No items shall be added to or removed from the museum collection without the approval of the MPRD Board.

B. Role of the Mundelein Historical Commission

The Historical Commission shall review the recommendations of its Collection Committee regarding acquisition, accessioning, and de-accessioning, and approve or disapprove the recommendations. No items shall be brought to the MPRD for action without the approval of the Historical Commission. The Commission has the responsibility for the protection of the Museum Collection, and the duty to ensure that the collection is carefully preserved, and properly presented for public display in accordance with its Mission Statement. The Commission shall make recommendations to the MPRD regarding the acquisition, display, storage, and care of the Collection in accordance with this policy.

C. Role of the MHC Collection Committee

The Collection Committee is a sub-committee of the Mundelein Historical Commission. It shall be comprised of three members of the Commission and two community volunteers appointed by the Chairman of the Commission and approved by a majority of Commission Members. Meetings of the committee shall be held in compliance with the Illinois Open Meetings Act.

The committee shall act in a supervisory role for the acquisition, accession, de-accession, care, and conservation of the objects, photographs, and archival materials in the museum collection. The sub-committee shall: 1) review and recommend the acquisition of objects, photographs, and archival materials for the museum collection; 2) Oversee the accessioning process for all items approved for acquisition; 3) Recommend and administer the de-accessioning of items from the museum collection, and 5) Present, as needed, recommendations for the accessioning and de-accessioning of items to the museum collection before the MPRD.

D. Role of the Facility Maintenance Committee

The Facility Maintenance Committee is a sub-committee of the Mundelein Historical Commission. It shall be comprised of two members of the Commission and appointed by the Chairman of the Commission and approved by a majority of the Commission Members. Meetings of the committee shall be held in compliance with the Illinois Open Meetings Act. The committee shall act in a consulting role for the maintenance of the museum collection, buildings and grounds with the Mundelein Park District. The sub-committee shall: 1) consult with the Park District to insure that the following activities are performed by the Park District: vacuuming, mopping, clearing cob webs inside and out, dusting of window sills, cleaning washrooms; 2) Insure that the Park District is notified when the following operations are required: shampooing of carpets, waxing of floors; 3) Notify the Park District if any of these routine maintenance activities need attention: rodent and insect control, heating and air conditioning maintenance, maintenance of outside grounds, maintenance of telephone, computer equipment, garbage collection, inside humidity control. Report any building problems to MPRD staff.

III. PERMANENT COLLECTION

A. Acquisition

1. *Acquisition* is the discovery, evaluation, negotiation of terms, taking custody of, title to, and acknowledging receipt of museum items for the collection.
2. The "*Original Collection*" of the Mundelein Heritage Museum consists of all the objects, photographs, and archive materials collected by the Fort Hill Historical Society and transferred to the Mundelein Park and Recreation District upon dissolution of the Historical Society. Items in the original collection are identified in the Collection Inventory by an accession number containing the designations "OC" .
3. *Future Museum Items* added to the Heritage Museum collection after acceptance of the Original Collection by the MPRD will be accessioned without the OC designation.
4. *Nature of Ownership:* Materials and objects may be acquired by gift, bequest, purchase, or any other appropriate transaction by which full and absolute title is effectively transferred to the MPRD. No museum items shall be accepted which are known to have been illegally imported, stolen, or collected in a manner contrary to state or federal law. MHM subscribes to the provisions of the International Council of Museums Convention of 1970, and the Native American Graves and Property Repatriation Act. The MHM shall obtain the right, title and interest for all acquisitions, without restrictions or limiting conditions.

The MHC shall oversee the maintenance of acquisition files that shall contain any legal instruments and conveyances concerning the origin of each acquisition.

5. *Collecting Objectives for the MHM are:* 1) to display objects and photographs that depict daily life of the inhabitants of the Mundelein area throughout history; 2) preserve the natural, native, and historical culture of the Mundelein

area; 3) connect the "story" of the everyday items on display to the people that owned them, the historical events that occurred in here, or to the history of the United States or the State of Illinois; 4) promote the public interest, and inspire excitement and curiosity about Mundelein's past and create an appreciation for the relevance today, 5) provide archival materials for historical, genealogical and educational research.

The focus of the collection is on the people and businesses of the Mundelein area, and events that occurred in Mundelein, the surrounding area, the State of Illinois and the nation that significantly affected the residents of Mundelein.

6. *Criteria for Acquisition:* Materials and objects must meet the following criteria to the satisfaction of the Collections Committee before being acquired.
 - a. The acquisition must conform to the HMM's collecting objectives.
 - b. A written statement of why an item should be acquired must be prepared by the Collections Committee and presented to the Historical Commission for approval before being presented to the MPRD Board.
 - c. The present owner must document clear title to the best extent possible.
 - d. Acquisitions must, in general, be free from donor imposed restrictions.
 - e. Acquisitions shall not be encumbered by less than full literary rights, property rights, copyrights, patents or trademarks, or by physically hazardous attributes.
 - f. The MHM must be able to properly care for and house the proposed acquisition according to generally accepted professional standards.
 - g. No member of the MHC or MHM will appraise a gift or any other artifact for a member of the public.
 - h. If the acquisition is a purchase, funding, transportation, and conservation must be approved by the MPRD before the purchase occurs.
 - i. Funding for acquisitions must be allocated in the MPRD Museum Operating Budget. If funding is not allocated for acquisitions, the MPRD may consider a written request from

the MHC for unbudgeted funds from the Park District Museum Fund.

- j. Archival materials and photographs that are not accessioned may be accepted without approval of the MPRD Board.
- k. Prior to the acquisition of property by gift, the prospective donor shall be provided a copy of the MHM collections policy.

7. *Accessioning*

Items acquired for the MHM collections will be accessioned according to standardized procedures adopted by the MHC. All objects from the Original Collection, and any acquired thereafter, shall be accessioned. Archival research materials are not subject to accessioning, with the exception that books and paper materials that are historically significant to the Mundelein area shall be considered artifacts and shall be accessioned. The determination whether or not to accession a paper artifact shall be determined by the MHC. The MHC may delegate this authority to a qualified individual.

8. *Care and Preservation*

The MHM realizes its obligation to protect the collection, which is being held in the public trust, in accordance with the following guidelines:

- a. A stable environment for items in the collection whether in storage or on display shall be maintained as best as possible by providing protection from excessive light, heat, humidity, dust and pests.
- b. All material shall be protected against theft, fire and other dangers in accordance with the MPRD management and disaster policies.
- c. When necessary the care and conservation of the collection, the Collections Committee shall seek advice from the Dunn County Museum staff.
- d. Records on all new objects and materials added to the collection shall have appropriate documentation: deed of gift, title, relevant correspondence, accession form, etc.
- e. Objects and materials de-accessioned from the collection shall have appropriate documentation: de-accessioning forms, authorization approvals from the HC and MPRD Board, transfer letters, acceptance letters, etc.

- f. Inventories and location records shall be kept up to date to prevent loss and to facilitate public access to the collection.
- g. MPRD shall make the MHM mission statement and collections policy available its web site.

B. De-accessioning

1. *De-accessioning* is the process of permanently removing from the Permanent Collection accessioned museum objects or materials. The de-accessioning process shall be cautious, deliberate and consistent with the MHM mission statement and collections policy.

2. *De-accessioning Criteria*

Museum items must meet at least one of the following criteria as determined by the MHC and the MPRD Board to be considered for de-accessioning:

- a. The item is inconsistent with the mission of the MHM.
- b. The item lacks original or physical integrity.
- c. The item has failed to retain it' s identify or authenticity, or has been lost or stolen and remains lost or stolen for longer than two years.
- d. The item is redundant or duplicates other items or material in the collection and does not have a discernible connection to a Mundelein resident, federal, state or local historic event, is not necessary for educational or research purposes, does not further the mission of the MHM.
- e. The MHM is unable to properly preserve or conserve the item or material.
- f. The item lacks provenance, is readily obtainable on the open market, has been extensively repaired or altered, or is generally a poor example of its type.
- g. The item is being returned to its rightful owner, or to whom it was being held on loan.
- h. The item is being returned to the donor or donor' s heirs because it can no longer fulfill restrictions relating to the care or presentation of the item.
- i. The item presents a hazard to people or other collection items.

3. *Authority for De-accessioning*

The Collections Committee is responsible for application of the de-accessioning criteria. Any museum item identified for de-

accessioning shall be documented by a written statement describing the material and supported by the criteria believed to justify the de-accession. The statement shall include the estimated market value, if available, and the recommended means of disposal. All accessioning documentation shall be included. All requests for de-accessioning shall be approved by the MHC before being presented to the MPRD Board. No museum item may be de-accessioned without the approval the MPRD Board.

C. Disposal

1. Method of Disposal

The preferred method of disposal is to sell, donate or trade the de-accessioned item(s) to another public non-profit institution in order to ensure that the items will remain in the public domain. De-accessioned objects may also be returned to the original donator, or sold at public auction or at a public sale.

Items in the Original Collection, accessioned with the OC code, shall not be sold at public auction or at a public sale. Only items added to the collection and accessioned without an OC code are subject to sale. Items in the original collection may be donated, traded, disposed of, or returned to the original donator.

In the case of infestation, extreme disintegration or extremely poor condition, an item may be disposed of by physical destruction or disposal. Once an item is accessioned, disposal or destruction in this manner must be approved by the MHC and the MPRD.

Items that fail to sell at public auction or sale, shall be sold in a private sale, given away, destroyed, or disposed of.

2. Ethics of Sale

Museum employees, officers, trustees, volunteers, or their immediate families or representatives shall not purchase an item through public or private sale, or be given or otherwise transferred any museum item unless they were the donator of the item, or have obtained prior approval of the MHC and the MPRD Board.

3. *Proceeds*

Disposal of museum items through any means is solely for the advancement of the MHM mission. Proceeds from the sale of de-accessioned collection items shall be deposited into the MPRD Museum Fund.

4. *Records*

A list of all materials and objects de-accession from the permanent collections shall be kept on file.

IV. LOANS AND TEMPORARY CUSTODY OF PERMANENT COLLECTION

A. Terms and Conditions for Outgoing Loans

Until the original permanent collection of the MHM has been fully inventoried, accessioned, and ownership transferred to, and accepted by, the MPRD Board, there shall be no outgoing loans of materials or objects from the collection to any other institution or organization.

B. Items on Loan to the Mundelein Historical Museum

Until the original permanent collection of the MHM has been fully inventoried, accessioned, and ownership transferred to, and accepted by, the MPRD Board, the MHM shall not accept items on loan from another institution, organization or individual.

C. Development of Provisions for Outgoing and Incoming Loans.

Following the acceptance of the original collection by the MPRD Board the MHC may develop Terms and Conditions for Outgoing Loans of materials or objects from the collection; and Terms and conditions for Incoming Loans. The provisions for outgoing and incoming loans shall provide for *Documentation, Protection of Loaned Items, Liability, Indemnification, Transport*, and any other provisions deemed necessary to protect the loaned item that may be deemed appropriate.

D. Temporary Custody

1. *Considering Objects or Materials for Acquisition:* If the MHM is presented with an option to acquire an item, it may do so under the following conditions:
 - a. Items shall not be held in Temporary Custody at the MHM.


1. A registration form listing rules for usage shall be signed by all researchers. Researchers must demonstrate a legitimate need for access to the MHM archival materials.
2. A trained docent must be present while the researcher is on site, and must obtain all requested research materials for the researcher.
3. Materials may not be taken off-site. Reproduction of materials is not available without prior arrangement with the MHC.


D. Program Development

The MHC is interested in developing programs and displays using information culled from the collection, including photographs, books, archival materials, artifacts, oral histories, etc. in order to promote Mundelein history and expand outreach to the collection.

MEMORANDUM

To: Chief Eric Guenther

Cc: Deputy Chief Monahan 

From: Sergeant Paul Dempsey 

Date: Friday, July 12, 2019

Re: Park District Report –June 2019

There were five (5) calls for service in the area parks during the reporting period, which is lower than normal with park district activity during this time of year. The majority of the calls were minor in nature and included a disturbance report, suspicious subjects, animal complaint, found bicycle, and criminal damage to state supported property.

Due to programs Issues Park checks by officers were unavailable for this time period.

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

- On 06/06/19, Office Schmidt responded to the Mundelein Park District for a disturbance report. Employees advised a male subject was angry and belligerent because he was being denied a seasonal Diamond Lake boat pass. The subject was identified and trespassed from all park district property.
- On 06/11/19, Officer Balogh located several subjects at Hanrahan Park after park hours. One subject was wanted on a Lake County warrant and was placed under arrest. The other subjects were educated on Mundelein Park hours and were released.
- On 06/14/19, CSO Catinella responded to Maurice Noll Park for an animal complaint. A German Shepard was off his leash and bit a subject. The owner was playing basketball and was cited accordingly.
- On 06/21/19, Officer Reyes responded to Cardinal Terrace Park for a found bicycle report. The bicycle was located in the bushes along the north end of the park. The bicycle cleared LEADS and placed into evidence.
- On 06/26/19, Officer Ahern responded to the Diamond Lake Recreational Center for a criminal damage to state supported property report. Park District employee advised unknown subject(s) had broken into the shed located on the beach and had damaged some items inside. Extra patrol requested.

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 June 2019 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 – July 2019

	2019	Budget	2018
Golf Revenue (June)	\$192,692	\$196,462	\$177,692
Merchandise (June)	\$ 13,289	\$ 12,022	\$ 14,892
Food & Beverage (June)	\$ 40,291	\$ 32,167	\$ 38,855
Miscellaneous (June)	\$ 967		\$ 1,395
Gift Card (June)	\$ 4,853		\$ 4,346
Total Revenue (June)	\$252,092	\$240,651	\$237,180
Golf Revenue (7/1- 7/16)	\$ 106,583		\$ 117,120
Merchandise (7/1- 7/16)	\$ 5,305		\$ 4,641
Food & Beverage (7/1- 7/16)	\$ 18,336		\$ 18,643
Miscellaneous (7/1- 7/16)	\$ 822		\$ 185
Gift Card (7/1-7/16)	\$ 1,205		\$ 1,291
Total Revenue July 1-16	\$ 131,251		\$ 141,880
Golf Revenue (y.t.d.)	\$ 486,128		\$497,155
Merchandise (y.t.d.)	\$ 49,264		\$ 43,373
Food & Beverage (y.t.d.)	\$ 88,044		\$ 89,260
Miscellaneous (y.t.d.)	\$ 10,462		\$ 13,667
Gift Card (y.t.d.)	\$ 13,605		\$ 12,166
Total Revenue (Y.T.D. 7/16)	\$ 647,503		\$655,621
Paid rounds (June)	3,856		3,471
Paid rounds (7/1-7/16)	2,112		2,296
Paid rounds year to date (7/16)	10,032		10,132

We ended June being up close to 400 rounds compared to June of 2018 and up in total revenue about \$15,000. We had some rain early in June but bounced back with some good weather later in the month and one more weekend day than June 2018. We also beat the budgeted total revenue for June by a little over \$11,000. So far in July we are down about \$10,000 in total revenue and down 178 rounds compared to July 2018. In June we had one more weekend day than 2018 and in July we have had one less weekend which accounts for most of revenue and rounds being down so far this month. We are also up against the second best July (2018) we have had in the last ten years. Year to date we are down about \$8,000 and down just over 100 rounds. At the end of June we are up

\$16,500 over budgeted bottom line, which is great with the weather we have had this year.

We had two meetings with the architects about the driving range, one here at the clubhouse and one at Village Hall. Everything seems to be on schedule at this point.

We held our Super Scramble on July 13th, we had nine teams which is one more team than we had last year.

We have our Club Championship coming up August 3rd & 4th.

June Comparison for the past 5 years

	2015	2016	2017	2018	2019
Total Revenue	\$237,455	\$240,386	\$233,301	\$237,180	\$252,092
Round	4,023	4,066	3,904	3,471	3,856

MEMO TO: Board of Park Commissioners

FROM: Ron Doruff, Golf Course Superintendent

SUBJECT: Golf Course Grounds Report – July, 2019

What a crazy year this has been so far. We started out in May with 7 inches of rain, June with 6 inches of rain in 23 out of 30 days. Finally we had to run the irrigation for a full cycle of watering in July. Before then we were only using the irrigation to water in fertilizers and chemical applications. Now we finally get the high temperatures and high humidity so we have to use caution with how much water and nutrients we use to keep disease, fungus, etc. to a minimum. For the first 15 days of July, we have had only 0.3 inches of rain which came in a half hour.

We finally caught up on our mowing from the heavy growth. Even with the May and June rains, we kept the mowers running as much as possible to try to catch up with the amount of growth we were having. Now that we have caught up, we are working on trimming trees, cleaning out drainage issues and getting back to our normal routine with lots of weed eating.

It may be too early to tell, but it looks like our crab grass problem on tees is much better controlled than in other years. Our dandelions and clover were an issue earlier in the year, but that seems to be better also.

Typically, the geese return about mid-August and even they are mixed up this year. There have been some sightings of geese which prompted me to contact Wild Goose Chase. We had such good control earlier in the year. I will have to keep a watchful eye on the situation and keep our contractor informed about what is going on.

As you can see in the agenda, we are requesting approval to purchase a tractor. This will be used to aerify fairways in September. This will help us keep from being an interference with the golfers. Our summer aerification and top dressing program has been going well except for the last rain storm on July 1. We were in the middle of top dressing when the rain came. We have three more of these procedures before our final aerification of greens in the middle of September.

Lake County Department of Transportation has been called to review the drainage issues on holes 11 and 12 due to runoff. They will be working on these areas and hopefully this will help us out.

I have contacted the tree service on July 11th asking when they are planning to come to trim our trees. They told me they would be out on either Wednesday, July 17 or Thursday, July 18 to take care of the two willow trees on #6. Hopefully those two trees will be trimmed by this meeting.

To: Board of Commissioners

From: Derek Solberg, Superintendent of Buildings and Grounds

Re: Parks Department Report – July 2019

4th of July week is a big week for the District. As part of that maintenance staff helped with a number of events in the past weeks including the Freedom Classic and Community Days. Set up and tear down for the Freedom Classic is a multi-day task. Department participation in Community Days includes daily park service at Kracklauer Park throughout the event and constructing the parade float.

After the Board approved bids, the contract has been let for seal coating and striping at Community Park and tennis court demolition at Leo Leathers Park. Some of the ADA parking spaces at Barefoot Bay will need to be repaved as part of the project in order to compensate for asphalt that has settled since the parking lot was constructed. Community input will be solicited to aid in determining the best use for the space created by removing the tennis courts at Leathers. Staff have prepared and let bids for tennis court reconstruction at Wortham Park and the purchase of a new dump truck for the Department.

Holcomb Park has some punch list items to be addressed and staff are working with the contractor to resolve them as soon as possible.

Staff completed the renovation of two offices on the 3rd floor. The work included upgrading the lighting, painting and new carpet. Preparations continue for the indoor pool shut down in late July and early August. This work will include a new pool deck surface and painting in the pool itself.

Park grounds care continues as staff is active outside in the parks. As rainfall lessens, growth of the grass in the parks does too. This allows for time to be spent working on projects. The 2019 project plan includes rebuilding the guardrail over Seavey Drainage Ditch at Lions Field, roofing shelters at Cambridge Country and Wilderness Parks, adding drainage to a chronic wet area at Community Park and repainting the athletic courts at Indian Trails Park. Some project time was lost in the Spring and early Summer due to larger than average rainfall amounts. One other result of less rainfall is the requirement to manually water new trees and new turf more often.

A storm that produced high winds went through the area on June 30. As a result limbs or entire trees were brought down at the following park sites: Diamond Lake Beach, Diamond Lake Sports Complex, Frank Hanrahan, Indian Trails, Leo Leathers and Lincoln. Staff worked on both sides of the 4th of July holiday to complete the removal of the significant amount of downed material.

Memorandum

To: Park District Board of Commissioners
From: Matt LaPorte, Superintendent of Recreation
RE: July 2019

Programs

The fall program guide has been sent off to the printer and registration is scheduled to begin August 7. The Customer Service Department assisted greatly with the edits and ensuring all of the information is put into the registration software for accurate enrollment. Highlights from the brochure include several new levels of tumbling gymnastics classes, a new look to our youth basketball leagues and some additional pickleball leagues, more cooking options, and a Medicare basics course. We have also added several trendy barre fitness classes.

Big & Little enrollment is ongoing with new children starting last week and continuing on each week throughout the month of July. Currently, there are 64 children enrolled. The overall numbers remain steady but the trend recently has been a decrease in full-time enrollments and increase in full-day students, resulting in less overall revenue. There are 14 children enrolled full-time and 33 full-day registrations. The painting of the Big & Little playground equipment began on Monday, July 8. The painting work was not done to our expectation and will be resolved the week of July 22. The rubber coating for the decking and stairs is on back order and should be here sometime in the next two weeks to complete the project. There was an unannounced visit from DCFS on June 25. This was just a re-visit from our license renewal as DCFS updates their background check process and new fingerprinting vendor. We are in total compliance and we are just waiting for the remaining background checks to clear so the state can issue the paper license.

Preschool summer camp is doing very well. The current two week session has 18 children enrolled which was the same number we had enrolled for the first three week session. At this time there are 14 enrolled for the next two week session. Preschool staff will begin preparations for the school year in the coming weeks. Director Laurie Gembara will be reducing the supply list requirements for families and absorbing costs to help families out. This is one of the value added changes we made when we eliminated the computer program. Learning Center is set to have an open house on August 22 at 6:00 pm.

Registration for Rec Connection is ongoing with 126 students enrolled. This is up slightly from last year's record enrollment at this same time. We have been informed that Mundelein District 75 will not charge for busing this year to/from the program at Dunbar Recreation Center. This is good news, as we were prepared to absorb the costs. Unfortunately, we are still looking for a Rec Connection Site Coordinator for the Dunbar location. We have not received any applications at this time.

This has been a tough summer for the Trails summer camp. After a strong year last year and in 2017 we are lower by an average of 11 kids per week. This may be due to local competition for camps, the extended school year or a slight dip in population for this age group. Thankfully, the teen Odyssey camp has doubled in their weekly enrollment compared to last year. The extra revenue has helped us equal last year's revenue through July 15. Unfortunately, we are expecting to be behind budget for trails camp enrollment the year. Staff is doing an excellent job controlling expenses, particularly in wages to try to balance the budget without sacrificing quality.

Adult softball is scheduled to wrap up on August 2, pending good weather. The fall season will begin the week of August 19. Athletics Coordinator, Matt Wells is focusing on trying to grow the upcoming fall youth basketball program by making some creative changes to the league's structure. Changes include combining third through sixth grade players into one league to help ensure we have enough kids to

make the league run and separating the boys and girls into their own leagues for this age group. Long-term this should also help the girl's feeder program develop.

MBSA is wrapping up their travel season in the next week or so. Up next is Fall ball that will begin in August and run until the beginning of October. AYSO is hosting their summer camp the week of July 15-19. They will begin practicing for the fall season in late August running until the end of October.

An e-mail was sent to all three affiliate organizations asking for a brief update on their seasons since we didn't meet in March. An update will be provided in the next Board report.

Events & Parties

The June 22 Beach Bash was a big success. After the threat of a rainout all week, we got lucky with seasonal temperatures and mostly sunny skies. We estimate around 500 people attended the event. The Bash's Ninja Warrior competition sold out with 100 kids tackling the obstacles as a fundraiser for the Foundation. The fitness demos on the beach were a hit too with 28 people participating in yoga and Zumba demos on the beach. A variety of contests and games fill the middle portion of the event and the enjoyable Wonder Lake Ski Show rounded out the festivities. The July 4 Freedom Classic 5K attracted 344 runners and walkers, a growth from the 285 participants from last year. The next major event will be the National Night Out on August 6 at Community Park's AYSO soccer fields. The Park District is helping to co-sponsor the event with the Mundelein Police Department. The event features a free community swim from 6-7:30 pm at Barefoot Bay, games and inflatables for family fun in the fields and a movie in the park at dusk.

Facilities

Regent: The yearlong trend of growth for Regent Center memberships continued in June. Through the end of the month we had sold 390 Regent Center memberships. This is up 30 from last year and the second highest in the past five years. The biggest growth seems to be coming from the non-resident distinction with 150 members. There were 1,321 visits to the center this month. We have averaged over 1,300 visits since March. Signups for the August 21 Notre Dame and South Bend trip are going well with over 20 people registered; it is expected to run.

Aquatics: The weather has improved considerably over the last four weeks in comparison to the start of the season. While would be difficult to match last year's record numbers, the aquatics team led by Supervisor Mike Gerton has taken advantage of the good weather to make a strong recovery and keep up with the recent large crowds. Our daily sales and concession sales are in line with what we did during the 2016 and 2017 summers. Unfortunately, season pass numbers remain down across all types versus last year. Thus far, we have sold 1,539 Barefoot Bay passes, 59 Beach passes, and 114 COMBO passes, for a total of \$105,605. Last year was 1,782, 88, and 171 passes, respectively, for a total of \$124,616.25. This is a little misleading since last year was such a record year. We are more in line with our averages for sales seen over the past five years. The Marketing Department assisted with the creation of a Barefoot Bay commercial, airing on several local channels, which is one way we are continuing to promote the facility.

In other news, we held a few recent events at Barefoot Bay including the July 13 Margaritaville Night and Leroy's Birthday celebration on June 30. The nice weather helped bring in a record setting crowd and number of sales for the margarita night. We had 215 people attend the two hour event and we brought in \$3,100 in revenue. Last year the event was in June and we only had 80 people attend with revenue of \$1,138. The next event is Heroes' Day on Saturday, July 20, featuring free admission for any

current and former armed forces member, as well as, members of the Mundelein Police, Fire and EMT staff. Season Pass Holder Appreciation Day is coming up on Monday July 29, featuring a small gift for pass holders, and prizes and drawings for them throughout the day too. Last, the Craft Beer Night is scheduled for Saturday, July 27. Once again we will be working with Tighthead Brewery to supply the beers.

Last, our Barefoot Bay lifeguards were recently audited on June 26 and received a 4 star review. Three days later our Diamond Lake Beach staff were audited and received a 5 star audit. Starguard considers a three star rating as passing. We have recently received several social media complements on our park and the performance of our staff

We welcomed John Hansen to the staff on July 1 as our Indoor Pool Coordinator. John comes to the District with a long background in park district aquatics, having last worked for the Wheeling Park District. The current session of indoor swim lessons ended up filling all Tuesday/Thursday and Saturday sessions. Our next, which is also the last, session of outdoor lessons starts the week of July 22. Both of the outdoor Learn to Swim and Stroke Swim session are full. As mentioned in the last board report, improvements to the indoor pool are planned for July 21-August 3, during which we will remove the Sundeck surface from the pool deck and repaint the surface with a new rubber-based anti-slip product called Tuff Coat. We will paint the indoor pool and do some minor repairs in the hot tub as well. The aquatics staff has also decided to paint the indoor pool lobby and pool locker rooms during our closure. Members will be able to use the Vernon Hills Park District indoor pool during this time. In return, we will host their members during August 4-11 for their scheduled pool closure.

Community Center/Fitness: Memberships continue to increase each month. June's membership total was 2,220 members. This is a 74% increase in sales from June 2018. Included in that total, we have had great success with our summer promotional memberships. We have sold a total of 91 student memberships and 30 of the "90 days for \$90" memberships. With those memberships ending in August, we expect a decrease in membership numbers in August and September before spiking back up once the cold weather returns. Led by April Lohr, Community Center Operations Manager and April Lee, Customer Service Supervisor, the fitness center has been off to a great first half of the year. Through six months, we are ahead of budget for membership revenue by \$22,000 and are on track to be over budget by close to \$50,000. Through the continued effort to control expenses, we are hopeful we can break even on operations this year. I have attached the six month sales figures to illustrate our membership growth in comparison to 2018. Please note, prior to September 2018 membership pass totals are not comparable due to the nature of the reports previously pulled.

Renovations continue to be the focus at the fitness center. During June we installed mirrors and ballet barres in our second studio, the space that was formerly the home for Rec Connection. We also had the gym windows in that room removed. This eliminates much of the gym noise from disturbing dance and exercise classes. Staff also painted the room. Staff installed new rubber flooring in the spin room and completed the painting of the room as well. Bikes were moved back in during the week of July 15 and the stretching room on the second floor was returned to its prior state. The first floor hallway stone work and cherry trim was removed, new drywall was added and Park District staff came together to paint the hallway. Next on the list of renovations is to install window films on the second floor windows overlooking the Parks Maintenance yard. This was supposed to be completed within the last month but was delayed due to a change in design. This is expected to be completed by the end of August. We have also ordered new LED lighting for the studios to brighten the spaces and expect that to be installed before the end of August as well. We continue to explore new ways to improve the lighting at the front

desk but have not arrived at an effective solution. The remaining projects for the year include purchasing new furniture for the common areas, adding directional signage and letters on the elevator columns and possibly miscellaneous décor/artwork around the facility. Group exercise continues to do well with an increase in participation of 95% from last year. In total we had 2,050 group exercise participants in June. Additionally, we offered the free Class in the Grass program at Kracklauer Park on June 18 under perfect weather. We had 40 people in attendance. Unfortunately the second date got rained out. We held our latest GO Mundelein Walk after the June 18 Class in the Grass event. Twenty people walked a two mile route through Hanrahan Park. Two more free Class in the Grass dates are planned in July. Personal Training sales dipped this month, which was expected following the success of a May promotion. Last, the staff at the NovaCare Fitness Center celebrated the success of staff member Kevin Stith at the recent Special Olympic Summer Games. Kevin medaled in seven events.

Sponsorship

A total of \$28,427 was brought in through sponsorships through the first six months of the year. This does not include the contributions by Nova Care. During the past month, \$1,000 was received from McDonald's of Mundelein, \$500 from the Springs of Vernon Hills for Regent Center events and advertisements, and \$3,400 was received from NorthShore University Health System for ads in the program guide. There is an additional \$3,821 in sponsorship dollars that has been invoiced but not yet received.

Mundelein Parks Foundation

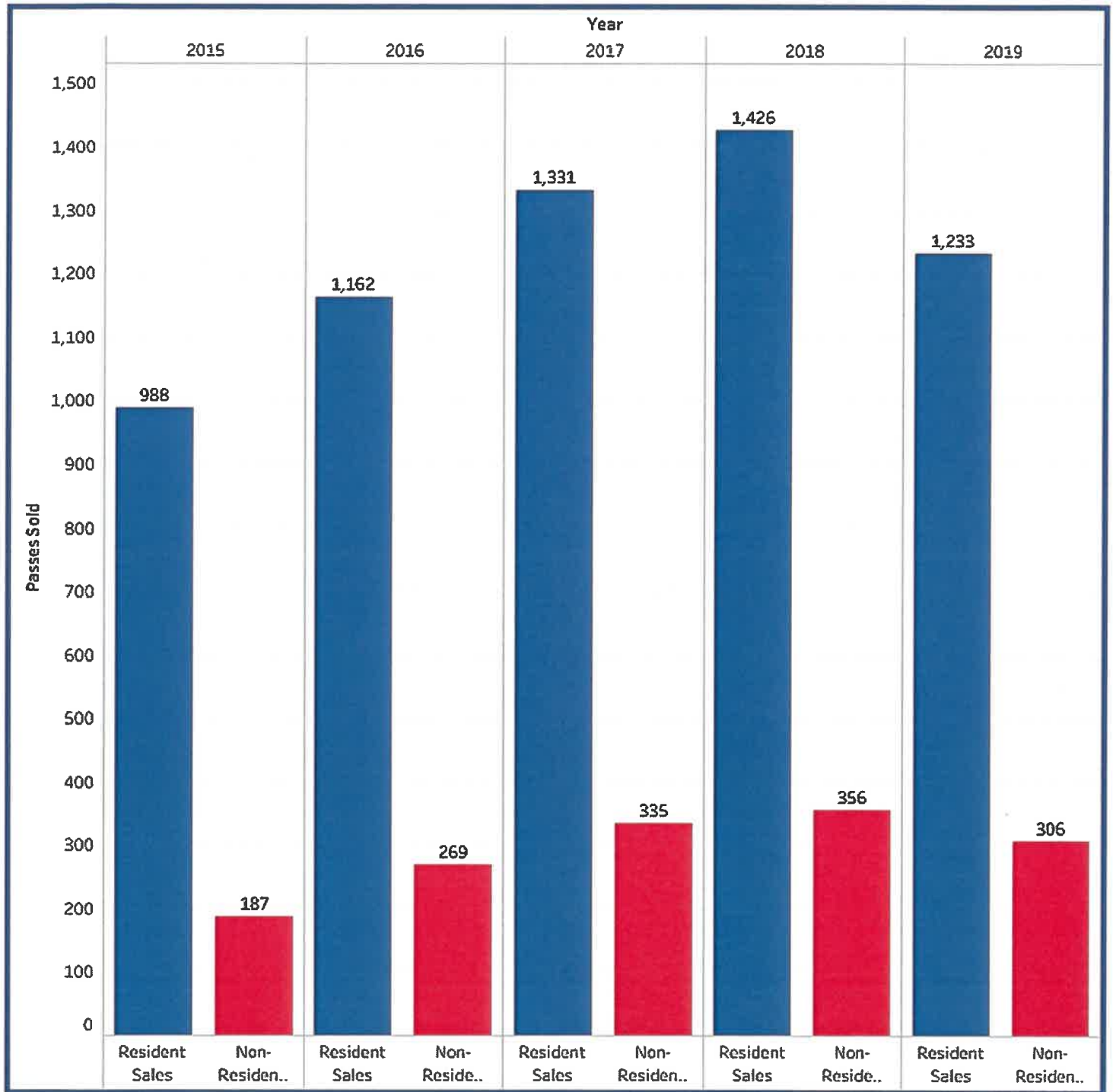
The current balance for the foundation is \$9,802.79. A check for \$278.10 was written for scholarships this past month. A total of \$14,599 has been absorbed by programs, mostly camp, to this point. The recent events Big Wheel Race and Ninja Warriors raised \$670 through registrations. Additional fundraising events for the Foundation include Freedom Classic 5K, Chase the Moon 5K, and the Boo Bash fast pass. At the end of the year, we will transfer money around to cover some of the absorbed program costs while maintaining a balance of \$10,000 in the foundation to cover next year's scholarships.

Attachments

Aquatics Sales

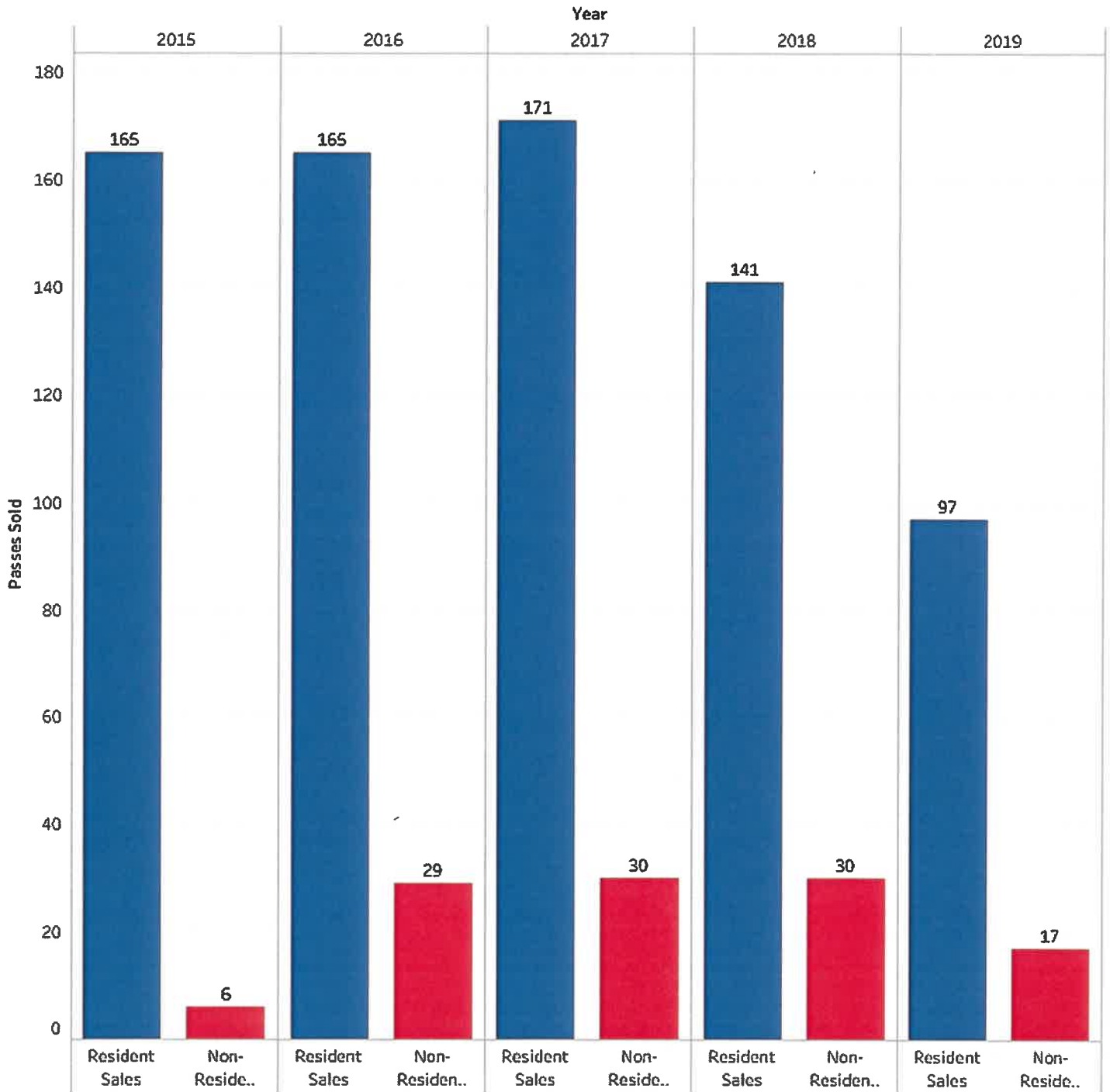
Fitness Membership Summary

Barefoot Bay Passes Through July 15th



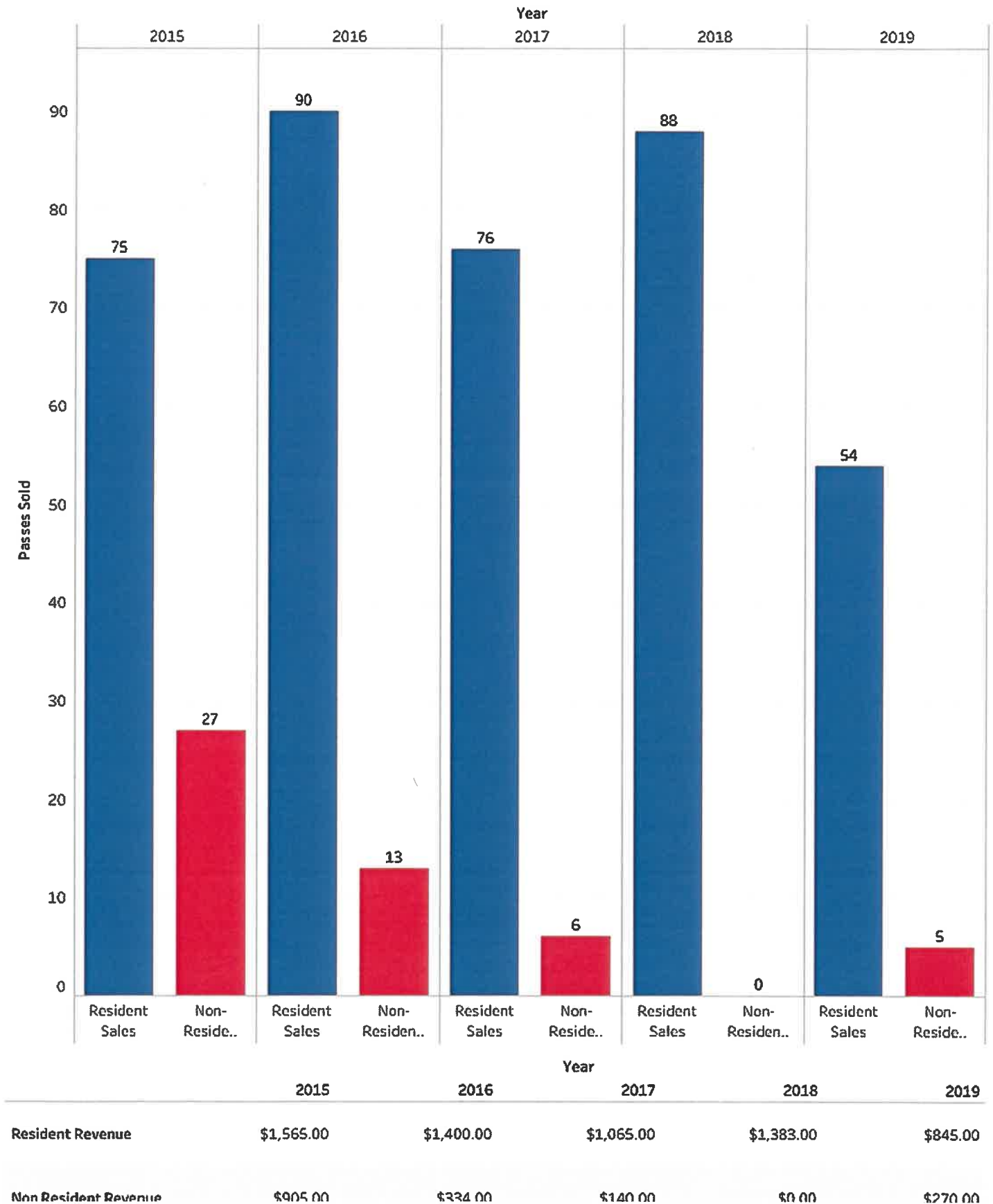
	Year				
	2015	2016	2017	2018	2019
Resident Revenue	\$67,580.00	\$68,361.00	\$76,287.00	\$81,097.00	\$68,505.00
Non Resident Revenue	\$19,951.00	\$26,654.00	\$33,431.00	\$34,205.00	\$29,140.00

COMBO Passes Through July 15th



	2015	2016	2017	2018	2019
Resident Revenue	\$7,525.00	\$7,485.00	\$4,948.00	\$6,721.50	\$5,580.00
Non Resident Revenue	\$500.00	\$535.00	\$0.00	\$1,210.00	\$1,265.00

Beach Passes Through July 15th



Aquatics Daily Sales Through July 15th

	2015	2016	2017	2018	2019
Barefoot Bay Daily	\$ 84,036.00	\$ 157,816.00	\$ 131,666.00	\$ 195,334.00	\$ 152,046.00
Beach Daily	\$ 5,640.00	\$ 6,399.00	\$ 6,492.00	\$ 7,283.00	\$ 5,598.00
Spray Park Daily	\$ 6,280.84	\$ 7,761.82	\$ 6,218.00	\$ 7,661.00	\$ 6,497.00
	2015	2016	2017	2018	2019
BB Concessions	\$ 48,074.75	\$ 77,804.75	\$ 63,132.75	\$ 83,557.25	\$ 70,121.00
DLB Misc	N/A	N/A	\$ 1,560.00	\$ 1,853.00	\$ 1,517.00

***DLB Misc includes Boat Rentals, as well as Snacks and Drinks. It was not tracked prior to 2017.**

Fitness Membership Sales

Membership Sales

Membership Gross Sales	Jan	Feb	Mar	Apr	May	Jun	Jul
2019	\$42455.00	\$41961.86	\$50498.38	\$48537.00	\$51712.94	\$55,753.98	
2018	\$35017.02	\$28461.42	\$34281.03	\$33038.77	\$31,912.86	\$31,522.00	
Increase/Decrease	21%	47%	47%	47%	62%	77%	
Membership Net Sales	Jan	Feb	Mar	Apr	May	Jun	Jul
2019	\$34893.00	\$38445.43	\$45461.00	\$43806.62	\$47047.84	\$47,713.57	
2018	\$30836.00	\$25975.93	\$31535.72	\$29966.75	\$28546.83	\$27,479.19	
Increase/Decrease	13%	48%	44%	46%	65%	74%	
Difference Discounts/Credits	Jan	Feb	Mar	Apr	May	Jun	Jul
2019	\$ 7,562.00	\$3621.43	\$5527.04	\$4860.38	\$4800.10	\$8,545.41	
2018	\$ 4,181.02	\$2440.00	\$2626.20	\$3072.02	\$3366.03	\$4,042.81	
Increase/Decrease	81%	48%	110%	58%	43%	111%	
Membership Totals	Jan	Feb	Mar	Apr	May	Jun	Jul
2019	1914	1964	2034	2049	2139	2200	
*2018	2396	2276	2323	2403	2223	2223	
Increase/Decrease	N/A	N/A	N/A	N/A	N/A	N/A	

*2018 membership numbers are individual memberships and are not comparable with the current structure.

**Mundelein Parks & Recreation District
Memorandum**

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

Finance

Finance continues to be busy handling the summer increase in revenue and payable processing due to seasonal operations.

I will be attending the IGFOA conference in September and have been awarded a scholarship that covers my registration cost of \$350.

Human Resources

Sarah Bannon and I completed the payrolls for the periods of 06/09/19 – 06/22/19 for 399 employees, and 06/23/19 – 07/16/19 for 391 employees.

We have hired an Administrative Assistant, who will be starting July 23, 2019. We also hired additional swim instructors and Barefoot Bay staff. We are continuing to recruit for instructors for dance, fitness and swim. We are also looking for attendants for the fitness floor, Kidz Center, and party staff.

Our staff summer BBQ wellness event was held last week at the Diamond Lake Sports Complex.

IT

We have replaced the air conditioner unit in the server room to ensure the temperature stays within acceptable levels for our server equipment. We have also installed a monitoring system which will notify our IT consultant if the temperature exceeds that level. We are working on replacing the computers scheduled for this year. Our IT Consultant assisted NovaCare in setting up their phones and responded to various user tickets.

Risk Management

The monthly safety committee meeting was held on the 26th of June and the next regularly scheduled meeting is planned for August 28, 2019.

Phil Knox, our IT Consultant has a lot of experience setting up and maintaining camera systems. He currently manages two systems for other park districts with a total of 85 cameras. On Friday, July 19, Phil, Brian Jeske, the Grounds Maintenance Supervisor, and Nerissa Brueckbauer, Risk Manager, will go to the Diamond Lake Sports Complex to assess our needs and discuss viable options.

The ALICE® Core Team (Scott Schleiden, Cheri Rehor and Nerissa Brueckbauer) met with the Executive Director and discussed implementation. The decision was made to begin the program by training the Rec Connection staff in August. We are currently in discussion to determine whether to contract with the ALICE® staff to obtain

Risk Management (continued)

organizational certification or procure individual on-line course licenses for the staff with whom we conduct “hands-on” training.

The current Active Assailant/Hostile Intruder Procedures document was updated to incorporate the ALICE® concepts and forwarded to the Executive Director and Board.

Property Loss Report

26 Jun	Diamond Lake Beach	The lifeguard “shack” on the beach was broken into. Police report made. Damage to locking mechanism, door, door frame, light fixtures and so forth.
30 Jun	North Shore	Parks staff hit a grill at North Shore with P-4. Grill to be repaired in-house. Estimate to truck is <\$1,000. Right, front wheel well/fender dented
4 July	Diamond Lake Beach	Funbrella frame and canvas damaged. High winds.
Unknown	Asbury	Deck on play structure at Asbury park was burned sometime in the past. Needed to be replaced.
3 July	NovaCare Fitness	Locker #37 Men’s Locker Room damaged – hinges and locker door.

Employee Injury/Illness

20 Jun	B&L	Teacher demonstrating walking sideways with children in the MCC gym, shoe stuck on floor, and fell on right side and right palm. No first-aid and no medical.
18 Jun	Park View	Fitness Instructor experienced eye tearing, burning and redness and a headache after exposure to the vapors from an adhesive used to prepare a desk in the new NovaCare facility. No first-aid and no medical.
10 Jul	Boat Ranger	Using winch to bring in the boat grabbed the cable and a switch blocks and received a ground shock. No first-aid and no medical.

Accident/Incident Summary

18 Jun	Camp	Girl in Odyssey Camp biking at Leo Leathers tried to avoid some dogs not on a leash, and she ran into the side of the bridge bending the front bicycle tire. She was not hurt. Picked up by Assistant Superintendent of Recreation and Recreation Supervisor to transport bike.
18 Jun	Camp	Girl, 10, catching a ball, it hit and jammed her thumb, swelling and bruising. First-aid. Ice pack.
19 Jun	Open Gym Park View	Boy, 15, elbowed above the left eye, cut; First-aid. Antibiotic ointment and band-aid.
22 Jun	Diamond Lake Beach	Adult Woman, adjusting beach chair pinched her fingers. Bruise and swelling on left middle finger, left pointer finger, and right pointer finger. Cut on left pointer finger near cuticle. First-aid: ice, cleaned and band-aid.
24 Jun	Camp	Boy, 6, running while playing tag, tripped on another child’s foot and hit forehead on the floor. First-aid. Ice Pack.
24 Jun	Camp	Boy, 5, pushing a child on a scooter, and slipped and hit face on bench after the child on the scooter moved unexpectedly. Bump over eye. First-aid. Ice pack.

Risk Management (continued)

25 Jun	Barefoot Bay	Child with autism was thought to have run from his guardian/parent out of the Bay. The child was found very quickly swimming in the Main Pool. Police were immediately called given the circumstance, but were immediately called "off" because of the quick discovery of the child.
1 Jul	NovaCare Fitness Center Gym	Customer became loud and argumentative about the cost for open gym (\$5). Similar situation the week before which had been followed-up with email from April Lohr. Matt LaPorte and April spoke to the individual. Gave him a copy of the Behavior Policy, explained the fee for Open Gym. Further incidents shall be addressed with possible termination of membership.
28 Jun	Camp	Boy, 6, ran into a pole at the Dunbar playground and hit his forehead. First-aid. Ice pack.
2 Jul	Barefoot Bay	Girl, 6, tripped and fell into the pool. Hit the bottom of her chin on the pool edge. First-aid. Pressure with gauze until EMS arrived. Not transported.
9 Jul	Camp	Boy, 10, not watching where going and ran into the wall in the restroom. Bumped eye. First-aid. Ice pack.
8 Jul	Camp/Swim Lessons	Boy, 7, repeatedly touched 16 year old female instructor's chest. Was told to stop. Parents were informed of child's behavior. Camp disciplinary note made. Swim instructor interviewed by Indoor Pool Manager on 8 and 9 July to ensure she was OK and knew we had taken appropriate action.
10 Jul	Barefoot Bay	Girl, 10, was jumping into the rock wall area of the diving well. There was another patron in the water, so she grabbed the wall in an attempt to pull herself closer to the wall to avoid colliding with other person. Came to office, first-aid, ice pack, when evaluated no deformities, asymmetry or obvious dislocation. Able to move. No swelling. No mass. On 11 July father called, and child dislocated her shoulder and was having surgery. Asked for a copy of the accident/incident report. I emailed him, as he requested, that we could not give him a copy of the attorney/client privileged document, and referred him to PDRMA for further inquiries.
10 Jul	Barefoot Bay	Boy, 11, said that a rock fell from the water feature buckets in the main pool and hit him in the head. No first-aid administered as no dizziness, no visible injury.