

MUNDELEIN PARK & RECREATION DISTRICT
REGULAR BOARD MEETING
Monday, July 23, 2018
7:30 p.m.
AGENDA

Call To Order:

Pledge of Allegiance:

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

Approval of Minutes: Committee Meeting July 9, 2018
Regular Meeting July 9, 2018

Approval of Disbursements: Warrants – 070418, 071018, 71318, 071718, 072318 = \$490,404.18

Financials: June

Police Report: June

Correspondence: Thank You Letter from American Legion Post 867

Old Business:

New Business:

1. Approve Resolution 18-07-01 Park District Dancers
2. Award Contract for Sealcoating
3. Declare Vending Machine as Surplus Property

Board Business:

Staff Reports

Service Anniversaries July: Anthony Nitti 2015 (3); Mike Vitale 2007 (11); Scott Schleiden 2001 (17)

Executive Session: Personnel 5 ILCS 120/2 (c)(1);
Purchase or Lease of Real Estate 5 ILCS 120/2 (c)(5); Imminent or
Pending Litigation 5 ILCS 120/2 (c)(11); Collective Bargaining or Salary
Schedules 5 ILCS 120/2(c)(2)

Action on Items Discussed in Executive Session, if Necessary

Visitors:

Adjournment:

Rules for Public Comment:

- A. At the start of the period for public comment the board President or acting chairperson will advise the public:
 - 1. The amount of time permitted for public comment;
 - 2. That all speakers state their name and addresses before addressing the Board;
 - 3. To avoid repetitive comments, testimony and general questions; and
 - 4. To appoint only one person to speak on behalf of a group.
- B. Each person will be permitted to speak one time only, unless the President determines that allowing a speaker to address the Board again will contribute new testimony or evidence germane to an issue on the agenda for that meeting.
- C. Unless a representative spokesperson is appointed in the manner described in rule D, all comments from the public will be limited to no more than three (3) minutes per person.
- D. Groups may register a representative spokesperson by filing an appearance form no later than one (1) hour in advance of a meeting. The appearance form must designate (i) the number of people the designee represents for the purpose of making public comment; (ii) the subject matter of the public comments; and (iii) whether the subject being represented by a group spokesperson shall be deemed to have waived their opportunity to speak independently unless the President determines that allowing such a speaker to address the Board will contribute new testimony or evidence germane to an issue on the agenda for that meeting.
 - 1. A representative spokesperson who timely files a complete appearance form to speak on a matter germane to the agenda shall be permitted to speak for three (3) minutes for each person being represented, up to a maximum of fifteen (15) minutes.
 - 2. A representative spokesperson who timely files a complete appearance form to speak on a matter not germane to the agenda shall be permitted to speak for three (3) minutes for each person being represented, up to a maximum of nine (9) minutes.
- E. The Board shall not respond to questions posed during public comment. All questions shall be recorded by the Board Secretary and a response shall be presented either during the next regular Board meeting or in writing before such meeting.
- F. All comments must be civil in nature. Any person who engages in threatening, slanderous or disorderly behavior when addressing the Board shall be deemed out-of-order by the presiding officer and his or her time to address the Board at said meeting shall end.

Approved 4/14/2014 Board Meeting

Mundelein Park & Recreation District
Committee of the Whole
July 9, 2018

The Committee of the Whole meeting of the Board of Park Commissioners of the Mundelein Park and Recreation District was called to order at 7:00 pm by President DOLAN.

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

Executive Director RESNICK reviewed the Project Update list with the Board. Commissioner ORTEGA asked that the gym floor be added. Executive Director RESNICK updated the Board on a meeting she had with Village staff regarding assisting with the Village's flood remediation project. Underground storage at Memorial Park was discussed as well as the Shady Lane property. Village staff felt Shady Lane was too far from the impact area. The Village recently acquired property on Courtland near Seymour and on Route 45 along Diamond Lake and would like to discuss uses with the Park District.

President DOLAN asked what our involvement would be. Executive Director RESNICK said at this time she did not know what the Village had in mind but would report to the Board once she has met to discuss these properties.

The Committee Meeting adjourned at 7:30 pm.

Secretary

**MUNDELEIN PARK AND RECREATION DISTRICT BOARD OF
PARK COMMISSIONERS, MUNDELEIN, LAKE COUNTY, ILLINOIS
HELD MONDAY, JULY 9, 2018 AT 7:30 P.M. AT THE
MUNDELEIN COMMUNITY CENTER ADMINISTRATION OFFICES,
1401 NORTH MIDLOTHIAN ROAD, MUNDELEIN, ILLINOIS**

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

He then directed the secretary to call the roll. Commissioners DOLAN, McGRATH and ORTEGA were present. Staff present included Executive Director RESNICK. Commissioners FRASIER and KNUDSON were absent.

Commissioner ORTEGA moved to approve the minutes of the Committee Meeting and Regular Meeting of June 25, 2018, second by Commissioner McGRATH. President DOLAN repeated the motion and asked if there were any corrections or additions and none were made. A roll call vote was taken with Commissioners ORTEGA, McGRATH and DOLAN voting yes.

Commissioner McGRATH moved to approve Warrants 032918, 070218, and 070918 in the amount of \$445,409.48 second by Commissioner ORTEGA. President DOLAN repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners McGRATH, ORTEGA and DOLAN voting yes.

Old Business

Commissioner ORTEGA asked that expected completion dates be added to the Project Update list.

There being no further business, Commissioner ORTEGA moved to adjourn at 7:32 p.m. second by Commissioner McGRATH. The motion was unanimously approved.

Secretary

**MEETING REMINDER
MONDAY, JULY 23, 2018**

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

Action Items

1. Approve Resolution 18-07-01 Park District Dancers
2. Award Contract for Sealcoating
3. Declare Vending Machine as Property Surplus

Updates

1. Grant Application Proposal
2. Second Quarter Marketing Report
3. Tax Appeal
4. Second Quarter Financial Report
5. Executive Session

Action Items

The Senior and Intermediate Dance Teams recently competed at a National Competition. A Resolution has been drafted to recognize their talents.

Staff recommends approving Resoluiton 18-07-01 recognizing the outstanding talents of the Senior and Intermediate Dance teams.

The 2018 budget includes \$21,135 for sealcoating at Hanrahan, Cambridge Country, Diamond Lake Rec Center, Hickory, Indian Trails, Kracklauer, Boat Launch, Longmeadow and Wortham.

| Company | Bid |
|---|------------|
| Chicagoland Paving Contractors, Lake Zurich, IL | \$22,060 |
| Maul Enterprises, Inc., Plainfield, IL | \$22,200 |
| Murphy Paving & Sealcoating, Burr Ridge, IL | \$22,743 |
| Great Lakes Property Logistics, Antioch, IL | \$24,963 |
| Pavement Systems Inc., Blue Island, IL | \$26,516 |
| Katco, Inc., Munster, IN | \$99,631 |

Staff recommends awarding a contract to Chicagoland Paving Contracts in an amount not to exceed \$22,060 for sealing coating at Hanrahan, Cambridge Country, Diamond Lake Rec Center, Hickory, Indian Trails, Kracklauer, Boat Launch, Longmeadow and Wortham.

We no longer need one of the vending machines in the Community Center lobby and would like to sell it via the online auction.

Staff recommends declaring the FSI Vending Machine, model 3120 as surplus and sell it via the online auction.

Updates

IAPD announced they believe the OSLAD grant applications will be available beginning August 1 and due by October 1. Enclosed is a proposal from Upland Design to write the grant application. I would like to discuss the Board's feelings about going with a grant writer versus writing the grant in-house.

The Second Quarter Marketing Report is enclosed.

We received one tax appeal in excess of \$100,000. This is from Medline and they are claiming their property should be assessed \$255,261 less than the County assessed. The Lake County Board of Review handles these cases.

Staff will prepare the Second Quarter Financial Report to be presented to the Board at the August 27 meeting.

We will have an Executive Session to discuss Real Estate.

RESOLUTION 18-07-01

WHEREAS, the Intermediate Company and Senior Dance Company attended the Dupree Dance National Competition in Chicago, Illinois from June 29 to July 3, 2018; and

WHEREAS, sixty-five studios had over 1,000 dancers in the Competition; and

WHEREAS, the Senior Dance Company received Gold for their performance of Circus; and

WHEREAS, the Intermediate Company received Platinum, Showdown Contender for their performance of Rhythm of the Night; and

WHEREAS, Sabrina Lee received the Miss Rising Star Dupree, First Overall High Score, Diamond, Judges Award for Quality Movement and Performance and National Champion Title Winner; and

WHEREAS, Emily Atkinson received Gold for her performance of Ghost Town, and

WHEREAS, Ella Kasamis received Platinum for her performance of Walk Like an Egyptian, and

WHEREAS, Dayna Teemer received Diamond for her performance of Beyond the Sea, and

WHEREAS, Addison Salski received Platinum for her performance of Forget About the Boy, and

WHEREAS, Lexi Kasamis received Platinum and Senior Musical Theater High Score for her performance of I Want To Be A Rockette, and

WHEREAS, Maddy Aquino, Kayla Baltazar, Ella Kasamis, Samantha Petersen, and Sophie Volk received Platinum and Showdown Contender for their performance of Jet Set, and

WHEREAS, Sarah Page, Annalie Salski, and Sophie Volk received Platinum for their performance of Barcelona, and

WHEREAS, Stephanie Aquino & Kayla Baltazar received Judges Focus Award, Gold and Contemporary Age 11-12 High Score for their performance of Castle, and

WHEREAS, Addison Salski and Annalie Salski received Platinum for their performance of Somewhere Only We Know, and

WHEREAS, Samantha Petersen and Kendal Teper received Gold for their performance of Heaven, and

WHEREAS, Maddy Aquino and Mary McMurray received Gold and Category High Score for their performance of Yorktown, and

WHEREAS, Beth Aquino, Lexi Kasamis, and Dayna Teemer received Judges Joy Award, Platinum and Second Overall High Score for their performance of Drops of Jupiter,

WHEREAS, Heather Burnes, Stephanie Nece and Kathleen Myers gave their time and talents to choreograph and teach the routines,

NOW, THEREFORE BE IT RESOLVED that the Mundelein Park & Recreation District Board of Commissioners are extremely proud of the dancers, their families, and the dance staff for their exceptional representation of the District; and

BE IT FURTHER RESOLVED that this resolution be made an official part of the minutes of the Mundelein Park & Recreation District,

DATED this 23rd date of July, 2018.

Kevin Dolan, President
Board of Commissioners

Margaret Resnick
Secretary



July 18, 2018

Margaret Resnick
Executive Director
Mundelein Park District
1401 N Midlothian Road
Mundelein, IL 60060

RE: 2018 OSALD Grant Preparation for Clearbrook Park

Dear Margaret:

We are excited to submit a proposal to assist the Mundelein Park District with an IDNR OSALD 2018 grant application. With over 20 years of successful park and recreation grant and construction projects, our team has the knowledge and expertise required.

Our design team brings a custom and collaborative approach to each project. To assist the Mundelein Park District, Heath Wright will lead and coordinate the design team along with assistance from landscape architects Maria Sovan and Michelle Kelly

Key reasons why the Upland Design Team will exceed community expectations include:

- Extensive experience with IDNR OSALD Grant preparation and execution.
- Registered Landscape Architects working on your project
- Commitment and ability to meet the grant submittal schedule
- Park Master planning and permitting experience that applies to grant projects
- References with park and recreation agencies who continue to be pleased with our work

We look forward to assisting the Mundelein Park District by bringing a new and revitalized park to the community and are excited to further discuss your needs.

Sincerely,

A handwritten signature in black ink that reads "Heath A. Wright".

Heath A. Wright, PLA, CPSI
Principal Landscape Architect
hwright@uplandDesign.com

SCOPE OF SERVICES

The Mundelein Park District has undertaken a master planning process including public meetings, preparation of a rendered site development plan and cost estimate for Clearbrook Park. These documents will be the base information from which the OSLAD grant will be prepared. Upland Design Ltd. will work closely with the Park District staff to put each document in its proper format, write narratives and supplement information where needed for a complete application. Below is a detailed scope of services.

OSLAD Grant Application:

Kick-Off Meeting: To kick-off the grant preparation project, we will meet the Park District to review and if necessary, refine the exact components to be included in the grant application. Together, we will review the required items that the Park District may have to include as listed below. Additionally, we will discuss potential permits required for the project. A visit to the site will be completed at the end of the meeting. We will work closely with the Park District to obtain all necessary documents. (1 meeting & site visit)

| | Park District | Upland Design |
|--|---------------|---------------|
| General Project Data | X | X |
| Acquisition History and Certification – reviewed and signed | X | |
| Resolution of Authorization – reviewed and signed | X | X |
| Development Data / Cost Estimate | X | X |
| Narrative Statement | | X |
| Location Map | | X |
| Site Development Plan | X | |
| Sketches and Elevations of Project Elements | X | |
| Playground Plans | X | |
| Premise Plat Map | X | |
| Environmental Assessment Statement | | X |
| Ecological Compliance Assessment Tool (EcoCAT) report | | X |
| Cultural Resources, Endangered Species and Wetland Report (a wetland delineation is not included) | | X |
| National Wetland Map | | X |
| Commitment for Title Insurance, Deed, or Lease | X | |
| FEMA Flood Map | | X |
| Project Justification: Community Plan, Public Hearing Information, Support Letters, etc. | X | |

Once Park District items noted above are received, Upland Design will prepare each one to fit the grant submittal formatting requirements. Our team will review the cost estimate and confirm costs based on the plans prepared for the site by others. We will discuss the final cost to be submitted with the grant application with the Park District to ensure concurrence with each element. Upland Design will prepare the IDNR OSLAD grant submittal for Clearbrook Park as required by the IDNR.

Upland Design will submit a draft copy of the grant submittal to the Park District via email. Park District Staff will review the draft grant submittal and Upland Design will make final changes based on the input. The documents will then be uploaded on the IDNR website and necessary documents mailed to the IDNR for grant review.

With the plans and documents approved and submitted, a hard copy and digital file of the grant submittal will be delivered to the Park District.

Upland Design will assist with questions during the IDNR grant review process.

IDNR Site Visit: In addition to required information needed to complete the grant submittal, Park District staff will meet with IDNR grant staff on-site if they request a tour.

Professional Fees:

For the work described herein, a lump sum fee:

OSLAD Grant Application **\$5,800**

If the Park District requests additional meetings, changes to the work or additional work, we can provide these services at our listed hourly rates or an agreed upon cost. No additional fee shall be charged without written agreement from the Park District.

Optional OSLAD Assistance During Design and Construction:

Upland Design can assist the Park District with submitting the necessary paperwork required quarterly during design and construction of the park. A Development Project Status Report will be filled out, signed, and submitted to the IDNR to ensure funding is not lost. If the project is not complete after two years of award and an extension is needed, Upland Design will fill out the necessary paperwork and submit to the IDNR.

Optional OSLAD Assistance During Design and Construction **\$1,800**

Optional OSLAD Reimbursement Documentation Assistance: At the close out of the grant, Upland Design Ltd will prepare the paper work submittal for the State of Illinois and coordinate with grant staff. The Park District will assist with this process and sign forms as required. Once the paper work is assembled, the Park District will hire an accountant to certify the paperwork prior to State submittal. This will include filling out the grant submittal paperwork and assembling appropriate contracts, invoices and receipts for the final payment. If partial payments are desired during the construction period, additional services would be required. Optional OSLAD Reimbursement Documentation Assistance **\$4,200**

Reimbursable Expenses:

Items beyond the professional fees will include postage and printing of drawings along with mileage reimbursement. These will be invoiced to the Park District at Upland Design's direct cost without mark-up. Mileage reimbursement will be at current IRS rates.

Excluded Services:

The Firm and their design team will not be responsible for the following:

Wetland delineation, archeological services, surveys, construction documents, master planning services, or permit document preparation as part of these services.

MARKETING CHANNEL HIGHLIGHTS

| | Apr 2018 | May 2018 | Jun 2018 |
|------------------------|----------|----------|-----------|
| Facebook – MPRD | | | |
| Total Likes | 3330 | 3395 | 3509 |
| Total followers | 3337 | 3418 | 3524 |
| Total Monthly Reach | 676,616 | 802,939 | 1,111,542 |
| Monthly Engagement | 80,627 | 102,723 | 139,631 |

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)

| Twitter | Apr 2018 | May 2018 | Jun2018 |
|-------------|----------------|----------------------------|-----------------|
| Impressions | 6476 | 6852 | 6445 |
| Followers | 762 | 771 | 784 |
| Top Tweet | Wild about Mom | Pairing Food and Cocktails | Freedom Classic |

| Instagram | Apr 2018 | May 2018 | Jun2018 |
|-----------|----------|----------|---------|
| Followers | 446 | 480 | 570 |

| Website | Apr 2018 | May 2018 | Jun2018 |
|-------------------------------|--------------------------------------|---------------------------------------|--------------------------------------|
| Number of Sessions | 9,773 | 18103 | 24,191 |
| Number of Users | 6,556 | 11967 | 15,921 |
| % Visits-Returning Visitor | 28.6% | 26.6% | 28.6% |
| % Visits-Unique Visitor | 71.4% | 73.4% | 71.3% |
| Page Views | 23284 | 43,506 | 56,752 |
| Most Visited Page | Home | Barefoot Bay | Barefoot Bay |
| 2nd Most Visited Page | Barefoot Bay | Home | Home |
| 3rd Most Visited Page | Indoor Pool | Barefoot Bay-Hours/Rates | Barefoot Bay-Hours/Rates |
| % mobile v. desktop v. tablet | 50% mobile, 45% desktop 5% tablet | 72% mobile, 23% desktop, 5% mobile | 69% mobile, 27%desktop, 4% mobile |

| Digital Online Brochure | | |
|--------------------------------|------------------|-------------|
| | Views | Subscribers |
| Winter/Spring Brochure 2017/18 | 6214 | 566 |
| Summer 2018 | 5100 (currently) | 645 |
| Fall 2018 | | |

| Constant Contact e-newsletters Subscribers: 8075 active, 9650 total | | | |
|---|------|------|------|
| | Apr | May | Jun |
| Total Subscribers | 9650 | 9780 | 9982 |
| Subscribed through Activenet Permissions | 2 | 207 | 119 |
| Subscribed through website | 4 | 10 | 7 |
| Subscribed by Text | | | 2 |
| Total monthly Subscribes | 6 | 217 | 128 |
| Total monthly Unsubscribes | 13 | 106 | 281 |

The unsubscribe numbers may reflect my cleaning up the lists and removing bounced or suspended emails.

| Constant Contact e-newsletters Current Active List total: | | | | | | |
|---|-----------|-------------------------|------------------------|--------------|--|--------|
| | | Industry Average: 16.4% | Industry Average: 6.9% | | How viewed | |
| Topic | Date | Open Rate | Click Rate | Unsubscribe* | Desktop | Mobile |
| April Newsletter | 3/31/2018 | 27% | 13% | 4 | 33% | 67% |
| Day of Play | 4/5/2018 | 21% | 14% | 2 | 43% | 57% |
| Earth Day | 4/16/2018 | 24% | 6% | 1 | 48% | 52% |
| New Cooking Classes | 4/20/2018 | 38% | 18% | 0 | 48% | 52% |
| May Newsletter | 5/1/2018 | 32% | 16% | 14 | 51% | 49% |
| Odyssey Experience | 6/2/2018 | 28% | 4% | 0 | 51% | 49% |
| Stand up Paddle Board | 6/4/2018 | 38% | 8% | 3 | 54% | 46% |
| Cardboard Regatta | 6/5/2018 | 34% | 4% | 3 | 41% | 59% |
| Free Movie in the Park | 6/18/2018 | 26% | 4% | 6 | 40% | 60% |
| Class in the Grass | 6/19/2018 | 37% | 3% | 0 | 52% | 48% |
| Movie in Park at Dunbar | 6/21/2018 | 28% | 3% | 2 | 53% | 47% |
| Go Mundelein | 6/21/2018 | 31% | 2% | 67 | No data. This was sent as an invitation. | |
| Freedom Classic deadline | 6/25/2018 | 36% | 9% | 3 | 57% | 43% |

*Note: You may see greater unsubscribes because Activenet automatically defaults to patron needing to opt out of getting these messages versus opting in.

To: Board of Park Commissioners

From: Bill Brolley, Golf Operations Manager

Subject: Steeple Chase Operations – July 2018

| | 2017 | Budget | 2018 |
|-------------------------------------|-------------|---------------|-------------|
| Golf Revenue (June) | \$186,034 | \$193,814 | \$177,692 |
| Merchandise (June) | \$ 11,970 | \$ 14,025 | \$ 14,892 |
| Food & Beverage (June) | \$ 30,723 | \$ 34,186 | \$ 38,855 |
| Miscellaneous (June) | \$ 477 | | \$ 1,395 |
| Gift Card (June) | \$ 4,097 | | \$ 4,346 |
| Total Revenue for the month of June | \$233,301 | \$242,025 | \$237,180 |
| | | | |
| Golf Revenue (7/1- 7/18) | \$ 123,936 | | \$ 127,241 |
| Merchandise (7/1- 7/18) | \$ 6,408 | | \$ 6,547 |
| Food & Beverage (7/1- 7/18) | \$ 19,135 | | \$ 19,921 |
| Miscellaneous (7/1- 7/18) | \$ 556 | | \$ <603> |
| Gift Card (7/1-7/18) | \$ 2,458 | | \$ 1,291 |
| Total Revenue July 1-18 | \$ 152,493 | | \$ 154,397 |
| | | | |
| Golf Revenue (y.t.d.) | \$ 502,964 | | \$507,322 |
| Merchandise (y.t.d.) | \$ 39,231 | | \$ 45,279 |
| Food & Bev. (y.t.d.) | \$ 81,495 | | \$ 90,561 |
| Miscellaneous (y.t.d.) | \$ 15,936 | | \$ 12,878 |
| Gift Card (y.t.d.) | \$ 14,249 | | \$ 12,166 |
| Total Revenue (Y.T.D. 7/18) | \$ 653,875 | | \$668,206 |
| | | | |
| Paid rounds (June) | 3,904 | | 3,471 |
| Paid rounds (7/1-7/18) | 2,413 | | 2,599 |
| Paid rounds year to date (7/18) | 10,620 | | 10,441 |

In June we were down a little over 400 rounds compared to June of 2017, mostly because of rain. After the most rain ever in a month of May we followed that up with the third most rain in the month of June. Even being down 400 rounds we ended the month ahead in merchandise and food and beverage sales compared to 2017 and ended the month about \$4,000 ahead in total revenue. So far in July we are up just a little over July of 2017. For the year to date we are up about \$14,000 over 2017. As far as the overall budget to actual fund surplus at the end of June we are \$3,000 ahead of budget.

We held our Super Scramble on July 14th, with eight teams which was four teams less than last year. We had three more teams signed up earlier in the week but dropped out due to the threat of rain.

We have our Club Championship coming up August 4th & 5th.

I had a meeting this morning with our marketing department and Ryan Hansen who does drone footage and we are currently considering having 30 second commercials on Comcast following Golf Channel tournaments and Cubs games. They would play in the Libertyville, Lake Bluff and Mundelein area and also the Barrington, Lake Zurich area.

June Comparison for the past 5 years

| | 2014 | 2015 | 2016 | 2017 | 2018 |
|----------------------|-------------|-------------|-------------|-------------|------------------|
| Total Revenue | \$241,695 | \$237,455 | \$240,386 | \$233,301 | \$237,180 |
| Round | 3,933 | 4,023 | 4,066 | 3,904 | 3,471 |

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

This year of extremes is continuing. In July, 2017, we received 11 inches of rain while in June, 2018 we received 10 inches and so far this month we have measured only 1/2 inch. This is definitely testing the irrigation system that to this point has barely been used. In addition to the lack of water, we had 12 days in the 90s while the normal total is 7. Let's not forget the high humidity. This makes for a very challenging time. With this weather, besides putting an irrigation system to the test, we are also hand watering dry areas daily.

Since the grass is not growing as much as it should due to dry conditions, we have been able to work on other projects such as wood chipping around the pine trees and flower beds on the course as well as the club house area. The wood chips always make these areas look better. We have also been able to trim the low branches of the trees on the course. This helps so both the golf carts and our equipment can get around the course better with minimal damage to the trees.

On Sunday, July 15, we did our normal pencil aerification of the greens. On Monday, we verticut the greens and then top dressed them with about 18 tons of sand. This is typically done every three weeks depending on the weather. I was glad that we were able to complete this even with a chance of rain in the forecast. It would have been a large mess if it had rained.

Our new fairway aerifier and core processor has arrived. We will be adapting these to our existing equipment and they will be ready to use right after Labor Day. Hopefully this will improve our aerifying program and be less bothersome to our golfers.

Our new dump truck has been delayed. We were to have received it in June. It is now scheduled to arrive in September. Instead of it being a 2018 model, it will be a 2019 with no additional charges for the newer model year.

It is almost that time of the year again - the second week of August - when we will be losing four of our crew members. This will make routine jobs and projects more difficult to complete. We also will have two other crew members leaving soon because of Social Security limits.

To: Board of Commissioners

From: Derek Solberg, Superintendent of Buildings and Grounds

Re: Parks Department Report – July 2018

Weekly park grounds care has changed with the recent dry weather. This allowed mowing to be skipped for a week. Instead, crews have been out trimming trees and tree lines in many parks including Asbury, Community, Leo Leathers, Longmeadow, Orchard View and Wortham. The lack of timely rainfall recently has required that newly seeded areas at Holcomb Park and Dunbar Recreation Center as well as newly planted trees and shrubs be watered two times per week.

Prior to that, Mundelein received very heavy rains the afternoon and evening of June 26. At the Community Center crisis was narrowly averted by the quick thinking and hard work of Superintendent of Recreation Matt LaPorte, Community Center Maintenance Supervisor Steve Yeazell and other staff who broomed and squeegeed water away from the new gym floor and indoor pool lobby. Staff discovered that the drainage of the parking lot areas north of the Community Center had failed. This has since been corrected by removing plant roots from the drain system as well as re-working the area where the system outlets into a retention pond to allow it to flow without obstruction.

There are a number of projects, larger and smaller, in the works or completed recently. Since awarding the athletic court construction work MPRD staff met with the contractor to finalize the work plan. The original plan to build all tennis courts was amended to build one tennis court and one basketball court at Community Park. The tennis court at Community will also be striped for pickleball. At Scott Brown Park two pickleball courts and one tennis court will be built.

Meetings have taken place with representatives from MPRD and Fremont Township preparing for the shoreline stabilization work at Wilderness Park South. Fremont Township will do the excavation work and MPRD will follow with items related to seeding, planting and restoration of disturbed areas. MPRD has been on-site preparing for the work by completing tree trimming as well as spraying and mowing the native area around the pond.

At Holcomb Park the playground equipment, landscape plants and other park amenities have been selected. MPRD staff are moving forward with the process to start site work and installation.

Rooftop combination heat/air conditioning units were replaced on July 9 and 10. Three were done at Diamond Lake Recreation Center and two were done at the Community Center.

At Diamond Lake Sports Complex the shelters are in the process of being power washed and re-stained. Included in this work is cleaning and re-staining the picnic tables in the shelters. At Asbury, Clearbrook, Fairhaven and Wilderness Parks tree roots that were damaging park paths have been removed and the paths repaired. Prior to Community Days the tennis court at Kracklauer Park was re-painted in-house.

Memorandum

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

The peak of the summer season has arrived with several camps, programs and special events in full swing the past four weeks. During the month of June, 1,028 people registered for District programs. District facilities also received high usage, as 8,830 people visited Park View Health & Fitness and 1,385 visited the Regent Center. Thanks to the hot weather the aquatic facilities saw excellent sales numbers as well. Last, Recreation staff and the Marketing department put together the fall program brochure and sent that off to the printer the week of July 16.

Programs

Since the last report the Recreation Department has offered eight special events. Two GO Mundelein walks were recently held, with the kick off on June 30 receiving approximately 40 walkers and the July 10 walk receiving 20 participants. The next 30 minute walking event is set for August 22 at Community Park. Fitness Coordinator Nicole Schaller brought our group exercise classes outside to Kracklauer Park for a free three-part class series called "Class in the Grass". These 31 minute classes helped expose the fitness programs and Park View to the community. Attendance averaged around 20 people and built a solid foundation for more offerings next year. The 39th annual Freedom Classic was held on the very hot morning of June 30. A total of 288 runners and walkers registered for the race, this is down from 357 in 2017. Planning is underway for next year's 40th anniversary race which is tentatively set for July 4. Cool temperatures greeted patrons at the 3rd annual Margaritaville night at the Barefoot Bay. The event had 100 people in attendance which was down from 200 people in 2016, but up from 66 people last year. Staff are considering pushing the Margaritaville back into July for 2019 to gain more participation and hopefully hotter weather. Looking ahead we have several more events planned in July. On July 19 we will be hosting the first Big Wheel Race for kids and pairing the event with our second Movie in the Park (Cars 3). Later in the month, Barefoot Bay will be the host for the July 28 Craft Beer night.

Day camp has continued to achieve great participation. The camp sold out weeks 2, 3, 4, 6 and nearly week 7 as well. Overall revenue has matched the highest received over the previous seven years at \$216,000. The first year Odyssey camp option (12-14 years) has continued to maintain interest for this age group with an average of 12 teens participating weekly. Several week long specialty camps were also successful in June. Two youth baking camps, two youth art camps and two STEM robotics camps were all held and helped us make up some revenue. Recreation staff partnered with the Police and Fire Department to host the annual Smart N' Safety Camp. This unique camp had lower enrollment than usual with 18 participants, but staff are looking forward to promoting it earlier next year through the schools. Learning Center Preschool Camp has had a nice turnout with 23 kids registered for the second of three sessions offered over the summer. We are still looking for additional enrollment for the Learning Center Preschool for the fall session. One class is full with room available in our second classroom.

Big and Little enrollment has continued to stay steady through the summer. New enrollments, additional days/hours added for some currently enrolled children, and tours every week have kept staff busy. Currently, there are 63 children enrolled in the program. Rec Connection continues to receive calls,

emails, and requests for registration information. Pre-registration numbers are looking great with 143 kids pre-registered; this is up from 120 last year. Staff is anticipating a lot of inquiries about the new "School Day Off" Program once the fall brochure comes out. We are now opening up registration to those days to any school age child (K – 6th grade), not to just District 75 students as we have done in the past.

Summer softball has been going well. The Thursday night league finished the regular season on July 12th and will wrap up July 19th with the conclusion of the playoffs. The Tuesday night league has had two rainouts and is scheduled to finish on August 28th at this point. The Friday Co-Rec league will finish their regular season on July 20th, and is scheduled to finish their playoffs on July 27th. Registration for fall softball is ongoing and slow as usual. Most teams wait until after their summer season is over to register.

Affiliate sports are in their quieter time of year. AYSO is holding their Chicago Fire soccer camp July 16-20. They will be starting back up in mid to late August for the fall season. Fall youth baseball and Girls' Softball will hold tryouts for next year the first week in August 4th-8th and begin season play in the middle of the month. Lake County Stallions summer flag football ends July 22nd. Registration for the fall tackle league and cheerleading has ended. They will begin practicing in late July, with the season beginning August 25th. Fall flag football will be beginning the end of August.

Rentals

Rentals at the Dunbar Recreation Center started June 1. While only one was held in June, interest has been great and several more have been booked for the upcoming months. The Regent Center had another strong month with 6 rentals held in June, this has helped us recoup some revenue we were behind on. Adding to the good news, the Regent Center was voted the best place to hold a Quincenera by the Daily Herald in their annual Best of the Best competition. As expected, shelter rentals were way up in June with 20 after starting slow with just four rentals in May. Boat launches in June were down to 34 after 78 launches in May, this may be tied to weather.

Facilities

Membership numbers at the Regent Center continue to stay on pace with last year's levels. Membership is currently at 360 members for the year - 231 residents/129 nonresidents. Last year we ended up with 403 memberships for the year. Participation at the center was also up from last month. 1,385 visits were made to the Regent Center for activities and classes. A highlight for the month was the successful June Fox River cruise and luncheon trip with 45 seniors attending.

Park View received 8,830 visits by 1,202 unique members in June. 1,612 participated in group exercise which is a good amount for summer and a good indicator of retention success. Staff are currently being trained on the new membership structure and developing a new member agreement form. Currently we

have 872 monthly members and 901 annual members in our various membership categories. This is slightly down from the 918 and 940 members we had in May. It is normal to lose a few members each summer month and gain above the rate of attrition during the winter months. Staff are working on continuing to improve the customer experience at the facility for current and future members by cleaning up display boards and public areas, while also working with an interior designer on color recommendations for the community center. Last, staff are working towards a recommendation for cardio fitness equipment replacement for the fall.

The hot weather has helped Barefoot Bay rebound nicely from a cool May. To date 1,782 Bay passes, 88 beach and 171 combo passes have been sold for a total of \$124,616. This is up from last year's 1,666 Bay, 82 beach and 201 combo passes for \$116,871. Daily fees are up by 48% at the Bay, with revenues also being reported up at the Spray Park and Diamond Lake beach. Concession revenue is up 32% too, which is above the all-time highs set in 2016. More memberships have been sold to Barefoot Bay through this point in the summer than any of the previous five years at a similar time in the summer. Both the Bay and beach have received their July audits and passed both. Upcoming events at the Bay include the July 23 Member Appreciation Day and the July 28 Craft Beer Fest.

| | 2014 | 2015 | 2016 | 2017 | 2018 |
|---------------------------|---------------|--------------|---------------|---------------|---------------|
| Barefoot Bay Daily | \$ 106,013.00 | \$ 84,036.00 | \$ 157,816.00 | \$ 131,666.00 | \$ 195,334.00 |
| Beach Daily | \$ 5,610.00 | \$ 5,640.00 | \$ 6,399.00 | \$ 6,492.00 | \$ 7,283.00 |
| Spray Park Daily | \$ 7,404.00 | \$ 6,280.84 | \$ 7,761.82 | \$ 6,218.00 | \$ 7,661.00 |
| | 2014 | 2015 | 2016 | 2017 | 2018 |
| BB Concessions | \$ 55,637.00 | \$ 48,074.75 | \$ 77,804.75 | \$ 63,132.75 | \$ 83,557.25 |
| DLB Misc. | N/A | N/A | N/A | \$ 1,560.00 | \$ 1,853.00 |

Mundelein Parks Foundation

The present Foundation balance is \$8,595.53. No additional scholarships have been requested since the last report.

Recreation Advisory Committee

The recreation advisory committee will hold its next meeting on July 24. Since the last meeting, two new members have been recruited. The committee welcomes Daniel Juarez and Bruce Ponsaran.

Mundelein Parks & Recreation District
Memorandum

To: Board of Commissioners
From: Laura Erickson, Superintendent of Business Services and Technology
RE: Board Report - July 2018
Date: July 18, 2018

Finance

The business services department has begun the implementation process of the new financial software system BS&A. All key users are currently updating their accounting, HR and payroll workflows to ensure that we utilize the efficiencies of the new software while maintaining control. Late last week a handful of fraudulent checks tried to be cashed from the Park District's checking account. The Mundelein Police department was notified along with PDRMA of this fraudulent activity. As a result we have enrolled in our bank's positive pay system which allows the District to approve payable checks prior to them clearing our account.

Human Resources

Anthony Nitti completed the payrolls for the periods of 6/10/18 – 6/23/18 for 365 employees and 6/24/18 – 7/7/18 for 355 employees. We are recruiting for the following positions: Swim Lesson Coordinator and Seasonal positions. The Parks Mechanic position has been filled and Daniel Keefe started 7/17/18. HR also helped coordinate and hosted the monthly employee birthday party and the summer BBQ at the Diamond Lake Sports Complex. Mr. Nitti is also leading the intranet committee and a request for quotation is pending. The intranet is anticipated to take two to four weeks to configure and install by the consultant and has a projected roll out date of September 1st.

IT

A total of four workstations are scheduled to be replaced in the coming week. The workstations that will be replaced include that of the Risk Manager, Director of BL/Rec Connect/Preschool and two workstations in the MCC registration department. A new scanner is also scheduled to be installed at the Administrative Assistant's workstation to assist in streamlining the accounts payable workflow process once BS&A is implemented.

Risk Management

The training topic for July is the Emergency Crisis Plan. This plan has been completely reworked after receiving new guidance from PDRMA regarding the necessity for increased protection of the attorney/client privilege relationship between the District and PDRMA.

The 2018 PDRMA Loss Control Review is still underway, the remaining site visits have been scheduled as follows:

- Aquatics – July 25th at 10:00 am
- Recreation – July 31st at 9:00 am
- Golf – August 16th at 7:00 am
- Parks – August 20th at 7:00 am

The claim from last summer's mid-July storm is now closed, as we received funding for the replacement piece for the Wibit. In addition, PDRMA requested that all invoices and loss inventories from the "Aquatics Special Event" that took place on January 1st be forwarded directly to them. The auditor contracted by PDRMA has been nonresponsive, and a large part of our reimbursement was being held as a result. The requested documentation has been submitted. Follow-up will take place in the coming week so that we may begin to procure fitness equipment with insurance monies.

Risk Management (continued)

Property Loss Report

| | | |
|--------|---|-------------------|
| July 5 | Chip in prop on Ranger Boat - estimate is no significant cost to repair | Not sent to PDRMA |
|--------|---|-------------------|

Employee Injury/Illness Summary


| | | | |
|---------|-----|---|-----------|
| June 24 | BFB | Lifeguard rotating between stations and slipped, landing on her left knee - scraped | First-aid |
| June 28 | BFB | Lifeguard entered water during in-service training and rolled right ankle | First-aid |

Accident/Incident Summary

| | | | |
|---------|-----------------|---|---------------------|
| June 14 | Camp/Field Trip | Girl, 7, twisted ankle while jumping on trampoline | First-aid, ice pack |
| June 24 | BFB | Boy, 8, hit head on the animal crossing play feature and experienced some pain | First-aid, ice pack |
| July 12 | Camp | Boy, 8, fell off of playground equipment between the low bar of the climbing structure and the glider, landing on his right arm | EMS, broken arm |

MEMORANDUM

To: Chief Eric Guenther

Cc: Deputy Chief Monahan
Deputy Chief Hansen 

From: Sergeant Paul Dempsey PD# 054

Date: Tuesday, July 10, 2018

Re: Park District Report –June 2018

There were eleven (11) calls for service in the area parks during the reporting period, which is consistent with park district activity during this time of year. The majority of the calls were minor in nature and included a burglary alarm, citizen assist, criminal damage to property, two found property complaints, juvenile problem, hit and run accident, lock out, lost child and suspicious persons/circumstances/vehicles.

There were a total of 64 park checks initiated by the patrol officers during this month. There were no patterns or crime trends discovered during this month. The numbers of calls and checks were consistent with the nicer weather and the increase in use of the parks.

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

- On 06/01/18, Officer Hall responded to Maurice Noll Park for a criminal damage to property report. Graffiti was located on the basketball court and baseball field. No offender information. Extra patrol requested. SOU Unit assisting with the investigation.
- On 06/05/18, Officer Schmidt responded to the Dunbar Recreation Center for a citizen assist complaint. A male special needs subject was told not to play on the playground during camp hours.
- On 06/05/18, CSO Catinella responded to the Skate Park for a found bicycle report. The bicycle cleared LEADS and was placed into evidence.
- On 06/14/18, Officer Rathke responded to Community Park for a lock-out complaint. Officer Rathke gained entry into the vehicle and the driver was issued an AHO citation for possession of drug paraphernalia.
- On 06/20/18, Officer Witt responded to the Diamond Lake Beach for a lost child report. A group of juveniles rode their bicycles to the Diamond Lake Beach and one juvenile was missing. Officer's made contact with the missing juvenile at his home who advised he went home because he was thirsty.
- On 06/23/18, Officer Hurley observed an occupied vehicle at Lewandowski Park. Officer Hurley made contact with two juveniles and both subjects were issued AHO citations for curfew and being in the park after hours. The subjects were released to a parent.

Courage. Pride. Commitment.

- On 06/24/18, Officer Perdue responded to the Regent Center to a burglary alarm. Officer Perdue spoke with a male subject who advised he was playing on the playground with his kids and they needed to use the bathroom. The subject entered through a propped open rear door so his children can use the bathroom. The interior of the building was checked and appeared undisturbed. A Park District employee responded and secured the door.
- On 06/27/18, Officer Ahern responded to Cardinal Terrace Park for a juvenile complaint. It was reported two juveniles were pulling down a newly planted tree. Officers made contact with the juveniles who apologized and left without incident. No damage was done to the tree.
- On 06/28/18, Officer Logarta responded to Barefoot Bay Water Park for a hit and run accident. Complainant's unoccupied vehicle was stuck while parked in the parking lot. No suspect information.
- On 06/29/18, Officer Callaghan responded to the Dunbar Recreation Center for a found bicycle report. The bicycle cleared LEADS and was placed into evidence.

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 2018 Park District reports for your review.

Please contact me if you have any questions.



The American Legion

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



"Let Freedom Ring!"

July 2, 2018

Dear Mundelein American Legion Supporter:

The Mundelein American Legion Post 867 held its 16th fundraiser golf outing on Tuesday, June 12, 2018. 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 82 golfers the day of the outing and has been shared with all 225 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