

MINUTES
Mundelein Park & Recreation District
Committee of the Whole
July 27, 2020

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 held at the Regent Center, 1200 Regent Drive.

Present were Commissioners DOLAN, FRASIER, KNUDSON, McGRATH and ORTEGA. Staff present included Executive Director SALSKI, Golf Operations Manager BROLLEY, Golf Course Superintendent DORUFF, Superintendent of Buildings & Grounds SOLBERG, Superintendent of Recreation LaPORTE and Superintendent of Business Services & IT McINERNEY.


President ORTEGA introduced the 2020 Beginning Fund Balances. Executive Director SALSKI stated the 2020 beginning fund balances are based off the 2019 Audited End of Year Fund Balances. Executive Director SALSKI complimented the Board and staff for putting the Park District in a position meeting its fund balances and potentially still achieving policy with specific funds even with the COVID-19 challenges. Commissioner DOLAN mentioned that the Board approved and Park District should have on file a resolution that explains and provides direction for the Museum Fund Balance. Also, he asked about researching Park District Code for the Corporate/General and Recreation Fund. Executive Director SALSKI stated he will follow through immediately on the questions.

President ORTEGA requested Executive Director SALSKI present the Year-End Financial Projections. Executive Director SALSKI presented the financial reports with projections and stated the future month revenue is based on similar participation in June. He stated the Corporate Fund is performing within budget despite reduced golf revenue due to COVID-19 because of reduced expenses such as staff vacancies, limited purchases. Golf Operations Manager BROLLEY mentioned that July golf round revenues are exceeding budget. Commissioner Knudson had questions about the anticipated projections and bracketed numbers in red. Commissioner DOLAN had questions for Recreation Fund projected revenues and whether revenues will come in better than anticipated.

President ORTEGA requested Executive Director SALSKI provide an update regarding Capital Maintenance Expenses and if unable to finish discussion, the topic can be moved to the Regular Board Meeting. Executive Director SALSKI stated that he recommends approving the capital maintenance expenses as discussed and delay specific equipment purchases and improvements. He stated the asphalt bids came in significantly better than budget and it will be difficult to match those prices in future years. Plus, there are anticipated to be capital maintenance expenses in 2021.

Visitor: Ron Greenberg.

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 27, 2020 AT 7:30 P.M. AT THE
REGENT CENTER, 1200 REGENT DRIVE, 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. Present were Commissioners DOLAN, FRASIER, KNUDSON, McGRATH and ORTEGA.

Staff present included Executive Director SALSKI, Golf Operations Manager BROLLEY, Golf Course Superintendent DORUFF, Superintendent of Buildings & Grounds SOLBERG, Superintendent of Recreation LaPORTE and Superintendent of Business Services & IT McINERNEY.

President ORTEGA requested to continue the discussion of the Committee Meeting and Capital Maintenance. Commissioner DOLAN asked whether the Golf Club manage without some equipment. Golf Operations Manager BROLLEY and Golf Course Superintendent DORUFF stated it was reasonable with the recommended equipment; however, the rough mower will need replacement. Commissioner McGRATH asked questions about the marquee and reasons for replacement. Staff explained a contractor must be retained to make any changes on the marquee. President ORTEGA asked if NovaCare required to contribute financially to the marquee. Executive Director SALSKI stated that he will review the contract and communicate back to the Board.

Commissioner DOLAN moved to approve, as corrected, the minutes of the Committee Meeting and Regular Meeting from July 13, 2020, second by Commissioner MCGRATH. President ORTEGA repeated the motion and asked if there were any additional corrections or additions and none were made. A voice vote was taken with all voting yes.

President ORTEGA stated the Warrants being approved. Commissioner FRASIER moved to approve Warrants 072120, 072420, and 072720 in the amount of \$297,859.03 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.

Commissioner DOLAN moved to place the June Financial Report on file, 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.

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

President ORTEGA introduced approval of Phase 2 of Community Center and Maintenance Yard Paving agenda item. Commission DOLAN moved to approve Base Bid and Alternates 1 and 2 from Chicagoland Paving Contractors, Inc. and authorize the Executive Director, on behalf of the Park District, to enter into an agreement for an amount, \$141,984.22, with 10% contingency not to exceed \$14,198.42 totaling \$156,182.64, 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 introduced approval of approval of Wortham Park Tennis Court Rehabilitation Project agenda item. Commission FRASIER moved to approve Base Bid and Alternate 1 & 2 from Evans & Son Blacktop, Inc. and authorize the Executive Director, on behalf of the Park District, to enter into an agreement for an amount \$60,815 with 10% contingency not to exceed \$6,082 for accessible \$66,897, 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.

Staff Reports

Golf

Golf Operations Manager BROLLEY discussed the success of number of rounds in July which is comparable to ten years ago. Superintendent DORUFF mentioned the ponds on #4, #5, #9, and #13 have been sprayed. Commissioners commented positively about the conditions.

Parks

Superintendent SOLBERG shared that the department is looking for staff and current staff has been stretched to complete many tasks. He stated that staff has been doing a great job keeping up with mowing and managing resident requests. President ORTEGA asked if there are cleaning procedures for the building and possibility of creating a video for the public. Superintendent SOLBERG stated the Risk Manager drafted written procedures for all staff and there are clipboards with instructions. Executive Director SALSКИ stated that he will discuss with the Marketing Department regarding a video.

Recreation

Superintendent LaPORTE shared information about status of memberships with NovaCare Fitness Center and participation in camps compared to previous years. He mentioned that staff has communicated with District 75 and waiting for decisions to determine next steps for Rec Connection. He stated the Beach and Spray Park have been generating revenue better than budget and the Spray Park non-resident fees are offsetting the good decision of offering it “free” for residents. He anticipates the same fee structure next year. Commissioner DOLAN asked if the Park & Recreation District delivers packets to new residents. Superintendent LaPORTE acknowledged staff does deliver. Commissioner FRASIER commented on the positive programming by Manager Moravec.

Business Services

Superintendent McINERNEY presented information that she received information Park & Recreation District are not supposed to be responsible for unemployment. Also, she stated the Park & Recreation District and other agencies receives positive news about reimbursement of COVID-19 funds. The Park & Recreation District expects \$30,000 or more which does not include payroll. Commissioner DOLAN mentioned about including payroll. Superintendent McINERNEY mentioned it was not supposed to be included but will continue to monitor.

President ORTEGA acknowledged the following service anniversaries: Daniel Keefe, 2; Mike Vitale, 12; Jeannie Trampe, 1; Scott Schleiden, 19.

Visitors: Ron Greenberg stated the financial reports are nice and much easier to understand.

There being no further business, Commissioner DOLAN moved to adjourn at 8:10 p.m. second by Commissioner McGRATH. The motion was unanimously approved.



Secretary