

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

Monday, March 13, 2017

7:30 p.m.

AGENDA

Call To Order:

Pledge of Allegiance:

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

Approval of Minutes: Committee Meeting February 27, 2017
Regular Meeting February 27, 2017

Approval of Disbursements: Warrants 030217, 030617,
030717, 031017, 031317 = \$ 363,873.28

Police Report: February

Correspondence:

Old Business:

New Business:

1. Award Contracts for Chalet Project
2. Approve Purchase of Two Pool Heaters for Barefoot Bay
3. Approve Three Year Aquatic Weed Treatment Contract
4. Award Landscape Maintenance Contract
5. Approve Job Descriptions-Group Exercise/Personal Training Coordinator & Special Events/Party Coordinator

Board Business:

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

Visitors:

Adjournment:

Rules for Public Comment:

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

Approved 4/14/2014 Board Meeting

Mundelein Park & Recreation District
Committee of the Whole
February 27, 2017

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

Present were Commissioners DOLAN, FRASIER and ORTEGA. Staff present included Executive Director RESNICK, Superintendent of Recreation KIPP, Golf Operations Manager BROLLEY, Golf Course Superintendent DORUFF, Superintendent of Buildings & Grounds SOLBERG and Superintendent of Business Services & Technology MILLER. Commissioner McGRATH arrived at 7:10 p.m.

Executive Director RESNICK informed the Board that she and the Chief of Police had met to discuss the intergovernmental agreement with the Village regarding police services. Both felt the current agreement was working well and should be renewed.

The Board was updated on the review of the Administrative Manual. All comments from the Board had been addressed by the District's attorney. The only change from the document the Board was reviewing was changing the term Fixed Assets to Capital Assets as recommended by the District's audit firm.

A recap of bids received for the purchase of fertilizers and pesticides was reviewed by the Board. Executive Director RESNICK clarified that some recommended purchases were not from the low bidder due to either the product not meeting specifications or the overall discount given by distributors. Vice President DOLAN asked if the bids were clear enough. He thought it may be confusing to bidders on the parameters. Executive Director RESNICK said she felt the current format was clear.

Three bids were received for the renovation/restoration of the water slides at Barefoot Bay. One was \$1,250 under budget while the other two were both nearly 50% over budget. Superintendent of Recreation KIPP said references for the low bid were checked and were positive.

The Board reviewed the recommended part time wage ranges as submitted by staff. Commissioner ORTEGA asked why certain changes were being recommended. Executive Director RESNICK said staff researched what area park districts and when possible, private companies, were paying for the same positions. Superintendent of Recreation KIPP said the indoor pool desk floor attendant was recommended for lowering because this position did not require lifeguard certification any longer.

A front end loader at the golf course was no longer needed and recommended for disposal. Commissioner ORTEGA asked if a replacement had been purchased. Golf Course Superintendent DORUFF said no that staff uses a skid-steer now.

Executive Director RESNICK reviewed the executive session minutes that were sealed and recommended four meetings be released.

The Board was given the IPRA Environmental Report Card. Commissioner ORTEGA asked if there was any intention to improve the score. Executive Director RESNICK said the District was following certain procedures that were not Board approved policy. Making them policies would improve the score. Vice President DOLAN suggested staff review the report card again and if there were areas that could improve, staff should take measures necessary.

Executive Director RESNICK reminded the Board the County had emailed the Statement of Economic Interest and this needed to be completed.

The Binder of Documentation was shared with the Board. Commissioner McGRATH commented that the information helped when he was asked questions by residents.

Commissioner FRASIER suggested the monthly Police Report be placed on the meeting agenda and accepted in a similar way as the monthly financial report.

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, FEBRUARY 27, 2017 AT 7:30 P.M. AT THE
MUNDELEIN COMMUNITY CENTER ADMINISTRATION OFFICES,
1401 NORTH MIDLOTHIAN ROAD, MUNDELEIN, ILLINOIS**

The regular scheduled meeting of the Board of Park Commissioners of the Mundelein Park and Recreation District, Mundelein, Lake County, Illinois, was called to order at 7:30 p.m. by Vice 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, FRASIER, McGRATH and ORTEGA were present. President KNUDSON was absent. Staff present included Executive Director RESNICK, Superintendent of Recreation KIPP, Golf Operations Manager BROLLEY, Golf Course Superintendent DORUFF, Superintendent of Buildings & Grounds SOLBERG and Superintendent of Business Services & Technology MILLER.

Commissioner McGRATH moved to approve the minutes of the Committee Meeting and Regular Meeting of February 13, 2017, second by Commissioner ORTEGA. Vice President DOLAN 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 021507, 022017, 022117, 022417 and 022717 in the amount of \$305,412.48, second by Commissioner ORTEGA. Vice President DOLAN repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners FRASIER, ORTEGA, McGRATH and DOLAN voting yes.

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

Vice President DOLAN said Park District and Village staff are recommending renewing the current Intergovernmental Agreement with the Village for Police Services. Commissioner FRASIER moved to approve the IGA with the Village of Mundelein for Police Services at an annual rate of \$50,000 effective March 2017 to March 2021, second by Commissioner ORTEGA. Vice President DOLAN repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners FRASIER, ORTEGA, McGRATH and DOLAN voting yes.

The Board was given a clean copy of the Administrative Manual that had been updated based on comments from Board and staff and recommendations from the District's attorney. The only change from the copy presented is to change the term Fixed Asset to Capital Asset.

Commissioner ORTEGA moved to approve the entire Administrative Manual with the mentioned change, second by Commissioner McGRATH. Vice President DOLAN repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners ORTEGA, McGRATH, FRASIER and DOLAN voting yes.

Bids were reviewed for the purchase of pesticides and fertilizers for Steeple Chase Golf Course. Commissioner McGRATH moved to accept the following bids: Reinders Inc., \$1,927.00; Pendelton Turf Supply Inc, \$8,403.50; Van Diest, \$3,408.94; The Sanctuary, \$19,800.00; Prime Turf, \$5,250.00; GPM, \$11,335.00; and Arthur Clesen Inc., \$29,159.00, second by Commissioner ORTEGA. Vice 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, FRASIER and DOLAN voting yes.

Vice President DOLAN said the Park District advertised for the restoration of the water slides at Barefoot Bay and three bids were received. Commissioner ORTEGA moved to accept the low bid from The Slide Experts of Franktown, Colorado in the amount of \$48,750.00, second by Commissioner McGRATH. Vice President DOLAN repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners ORTEGA, McGRATH, FRASIER and DOLAN voting yes.

The part time wage ranges were presented to the Board. Commissioner McGRATH moved to approve the ranges as presented by staff, second by Commissioner ORTEGA. Vice 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, FRASIER and DOLAN voting yes.

Golf Course staff stated they no longer have a need for their front end loader and would like to dispose of it via auction. Commissioner FRASIER moved to declare the Case Super 580E Front End Loader as surplus and available for sale, second by Commissioner McGRATH. Vice President DOLAN repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners FRASIER, McGRATH, ORTEGA and DOLAN voting yes.

Vice President DOLAN said staff had reviewed all sealed Executive Session Minutes and was recommending some be released and some held. Commissioner McGRATH moved to release Executive Session Minutes from January 28, 2013 (only the portion on real estate already purchased), June 9, 2014; September 28, 2015 and January 11, 2016. Minutes to remain sealed are September 11, 2006; November 11, 2006; December 5, 2006; December 6, 2006; April 28, 2008, April 13, 2009; June 14, 2010; September 13, 2010; April 25, 2011; May 23, 2011; February 13, 2012; March 26, 2012; June 11, 2012; June 25, 2012; January 14, 2013; January 28, 2013; February 11, 2013; September 9, 2013; October 28, 2013; April 14, 2014; June 9, 2014; November 24, 2014; April 13, 2015; September 28, 2015; October 26, 2015; March 14, 2016; May 9, 2016; July 25, 2016; August 8, 2016; October 10, 2016; and October 24, 2016, second by Commissioner ORTEGA. Vice 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, FRASIER and DOLAN voting yes.

Under Board Business Commissioner FRASIER displayed the articles from the Mundelein Review and the Chicago Tribune that covered Park District activities.

Staff Reports

Golf

Commissioner FRASIER asked if the current GPS system offered a fly over feature. Golf Operations Manager BROLLEY said it did, but the cost was very high. He did not think the system being looked at for 2018 offered this feature, but their maintenance program was far superior to the current system. Vice President DOLAN said he would like to see the golf course have a policy that determined when they would be open. He felt not being open for the recent warm weather was a missed opportunity. He would like to see staff be more responsive to changing weather. Golf Operations Manager BROLLEY said the lack of carts was the biggest factor, but he agreed an opportunity was missed and plans will include being open this weekend if the forecast of 50 degrees was correct. Otherwise the target for a full opening is March 11. Vice President DOLAN asked staff to prepare an analysis of building and operating a driving range and banquet facility. Both of these capital projects continue to appear on the capital plan, but if they are not feasible, they should be removed. If they are feasible, they should be funded. Vice President DOLAN asked if the warm weather will affect the spring pesticide applications. Golf Course Superintendent DORUFF said no, he was prepared for this. Commissioner FRASIER suggested having the geese deterrent firm start earlier if the course was planning on opening March 11. Golf Course Superintendent DORUFF said they may come out earlier to get some exercise for the dogs, but March 15 is the start date for looking for nests.

Parks

Vice President DOLAN commented it was good to see current staff have the opportunity to advance into a new position. Commissioner McGRATH asked about the changes in tree trimming. Superintendent of Buildings & Grounds SOLBERG said the new mechanic re-built the box that sits on the truck to hold wood chips once trees are trimmed or cut down.

Recreation

Vice President DOLAN asked who came up with the idea for the Barefoot Bay flash sale. Superintendent of Recreation KIPP said it was Aquatic Supervisor Mike Gerton. Vice President DOLAN asked about the field permit process. Superintendent of Recreation KIPP said it begins March 11 with the assignment of April permit dates and the second meeting on April 8 is to assign May and June permit dates. Vice President DOLAN said he felt the Coach of the Year program sounded very good. Superintendent of Recreation KIPP said Mundelein Baseball/Softball Association and the Lake County Stallions came up with the idea as they have been working together on the Positive Coaching Alliance. Vice President DOLAN asked why soccer was not included. Superintendent of Recreation KIPP said she was not sure.

Business Services

Vice President DOLAN asked if the audit was complete. Superintendent of Business Services & Technology MILLER said the field work was done and the preliminary report should be done in a couple weeks.

Vice President DOLAN announced service anniversaries for Joe Albert, 17 years; Rick Hanzel, 10 years; and Tracie Ouimet, 1 year.

Commissioner FRASIER moved to take a break at 8:05 p.m., second by Commissioner McGRATH. The motion unanimously approved.

Commissioner FRASIER moved to reconvene the meeting at 8:10 p.m., second by Commissioner McGRATH. A roll call vote was taken with Commissioners FRASIER, McGRATH, ORTEGA and DOLAN voting yes and present.

Marketing Specialist Christa Lawrence gave the Board a presentation about rebranding the Park District. She said the current logo was outdated and did not reproduce well, particularly in digital media which has such a large reach.

Commissioner ORTEGA asked if the logo was on our letterhead. He was told it is and that if the logo is changed, the implementation would be phased in. Print items would be changed as they run out. Park signs could be replaced over a three year period. Vice President DOLAN said he feels the logo is so well known in town that changing it would confuse patrons. He also said he does not feel the District needs to rebrand as we are a very well respected organization. Executive Director RESNICK said we don't want to change who we are, but to refresh our look.

Commissioner McGRATH said his concerns include confusing patrons, the cost of replacing items and the workload for staff. He said he feels all five Board members need to be present before the District moves forward on the project. Vice President DOLAN agreed there needs to be more discussion before moving ahead.

Commissioner FRASIER asked if there had been any preliminary logo designs created yet. Marketing Specialist LAWRENCE said she had not prepared any as she would need to conduct a brand analysis to define the District.

Executive Director RESNICK said she would meet with President KNUDSON when he was back and will share with him the presentation. The Board could discuss the topic at future Committee Meetings.

There being no further business, Commissioner ORTEGA moved to adjourn at 8:55 p.m., second by Commissioner McGRATH. The motion was unanimously approved.

Secretary

**MEETING REMINDER
MONDAY, MARCH 13, 2017**

**7:00 p.m. Committee Meeting
7:30 p.m. Regular Board Meeting**

Action Items

Old Business

New Business

1. Award Contracts for Chalet Project
2. Approve Purchase of Two Pool Heaters for Barefoot Bay
3. Approve Three Year Aquatic Weed Treatment Contract
4. Award Landscape Maintenance Contract
5. Approve Job Descriptions – Group Exercise/Personal Training Coordinator & Special Events/Party Coordinator

Updates

1. 2016 Workplan Recap
2. Gazebo for Gordon Ray Park
3. Clubhouse & Driving Range Analysis
4. February Police Report

New Business

Due to last minute information from the Village the bid opening was moved to issue addendums that could potentially save money. The bid opening was held March 9 and a grid of results is attached. The last construction estimate was \$4,314,950 and we anticipated another \$300,000 for the increased gym size. Overall the bidding went very well and the Architect, Construction Manager and District staff were happy with the results, which are approximately \$500,000 under the last estimate. Furniture, Fixtures and Equipment will be bid at a later date. There was a problem with the Landscape bid and this will be bid with an award at the March 27 meeting. If the low bid does not meet scope and verification, staff would like the authority to award a contract to the next low bidder.

Staff recommends, subject to scope and verification, awarding the following contracts: Alpine for Building Demolition in the amount of \$15,000; Matteo for Excavation & Site Demolition in the amount of \$165,999; Berger Excavating for Site Utilities in the amount of \$113,000; Schroeder for Asphalt Paving in the amount of \$60,502; Circle for Concrete in the amount of \$260,000; Ebben for Masonry in the amount of \$342,500; McKinney for Structural Steel & Misc. Metals in the amount of \$156,163; Efraim Carlson for General Trades in the amount of \$474,000; A-1 for Roofing & Sheet Metal in the amount of \$184,000; TNA for caulking in the amount of \$19,900; 3F for Aluminum, Glass & Glazing in the amount of \$453,000; Kole Construction for Drywall & Acoustical Ceilings in the amount of \$180,000; Johnson for Ceramic Tile in the amount of \$36,416; John for Sports Flooring in the amount of \$79,975; Johnson for Flooring in the amount of \$40,763; Ascher Brothers for painting in the amount of \$30,970; Prestige for Specialties in the amount of \$81,498; Haldeman-Homme for Gymnasium Equipment in the amount of \$56,800; Automatic for Fire Protection in the amount of \$30,351; Altra for Plumbing in the amount of \$111,500; Hartwig for HVAC in the amount of \$253,685; and Associated for Electrical in the amount of \$258,000.

The replacement of two pool heaters for Barefoot Bay was included in the budget with an estimate of \$52,000. Staff prepared specifications and advertised for this bid. Below are the bid results:

Company	Total
Cahill Heating & Air, Lake Bluff, IL	\$36,500
J.O.S Services, North Chicago, IL	\$43,700
Amber Mechanical, Alsip, IL	\$44,000
Pro-Temp of IL, Burr Ridge, IL	\$44,400
Core Mechanical, Chicago, IL	\$44,560
MG Mechanical, Woodstock, IL	\$47,350

Staff recommends approving the purchase of two pool heaters from Cahill Heating & Air in the amount of \$36,500.

In an effort to increase consistency and control expenses, the District developed a request for proposals for three years of aquatic weed treatment for Diamond Lake. Once a vendor is selected, other lake property owners will be given the vendors contact information in case they too would like to utilize their services. The hope is to be more consistent with treatment applications if we are all using the same vendor. Proposals were received from Clarke Aquatic Services, Integrated Lakes Management, McCloud Aquatics and Scientific Aquatic Weed Control. All four firms have good reputations. Staff from Lake County's Lakes Management reviewed the specifications and proposals.

Staff recommends approving a three year contract with Clarke Aquatic Services for treatment of aquatic weeds in Diamond Lake.

As described in the 2017 Workplan, the landscaping around District buildings will be contracted out. Because of this, seasonal labor was reduced. The budget includes \$45,000 for this item. The purchase and installation of mulch is not included in the base bids and is expected to be \$13,000-15,000 additional. Bid results for this work are:

Company	Total
Accent Landscape Maintenance Ingleside, IL	23,980.00
Buhrman Design Group Mundelein, IL	26,527.50
Balanced Environmental Old Mill Creek, IL	32,525.00
Green Acres Landscaping Ingleside, IL	33,104.00
Langton Group Woodstock, IL	33,701.77
Alvarez, Inc Barrington, IL	35,162.64
Don Beto Lawn Service Mundelein, IL	36,440.00
Schmechtig Landscape Co. Mundelein, IL	51,719.50
TGF Enterprises Libertyville, IL	77,170.00

Staff recommends awarding a contract to Accent Landscape Maintenance in the amount of \$23,980, plus \$60 per yard for mulch.

Park View Health & Fitness at one time had a full time Manager and full time Assistant Manager. For the past seven years we have operated with a full time Manager and a part time desk Supervisor. We have been without that part time desk Supervisor since August. During this time, the Manager has been determining what positions which best serve the facility. With the introduction of the group exercise membership, classes and participation has increased and we are recommending a part time Group Exercise/Personal Training Coordinator. The wage range for this position would be \$17-21 per hour. As the community changes and special events become more popular, we feel we would be more successful with one person organizing our events rather than have them run by several individuals as is now the case. We would like this person to also organize parties at the District. This would include assisting with functions for room rentals. The wage range for Special Events/Party Coordinator would be \$16-21 per hour. *Staff recommends approving the Group Exercise/Personal Training Coordinator and Special Events/Party Coordinator job descriptions and wage ranges.*

Updates

Enclosed is an update on the progress of the 2016 Workplan. Of the 38 items identified in the workplan, 28 were completed as planned, 6 were not completed, 3 are ongoing and 1 was completed but not as originally planned. The reasons for not completing the 6 projects were generally poor time management. Staff will strive to complete all 43 items on this year's workplan.

I met with representatives from the Summer Lunch Program regarding the donation of a gazebo at Gordon Ray Park. They are working with a contractor and will get all the necessary permits once a design is approved by the Park District. A Donation Agreement has been drafted by our attorney and will be presented to the Board for approval at the March 27 meeting.

Bill Brolley, Linda Miller and I met to discuss conducting an analysis of the feasibility of expanding the clubhouse at Steeple Chase as well as constructing a driving range. We plan to have this completed for the April 24 Board meeting.

The February Police Report is enclosed.

MUNDELEIN PARK DISTRICT **Mundelein Park District** **FGM ARCHITECTS**
RECREATION **PROPOSED BUDGET** **NEW RECREATION CENTER**
 May 10, 2017
 FGM# 15-196401

Item	Description	Remarks	Cost	Totals
1.0	TRADE PACKAGES			
1.1	Building Demolition	Alpine	15,000	
1.2	Excavation & Site Demolition	Matteo	165,999	
1.3	Site Utilities	Berger	113,000	
1.4	Asphalt Paving	Schroeder	60,502	
1.5	Landscaping	Allowance	80,000	
1.6	Concrete	Circle	260,000	
1.7	Masonry	Ebben	342,500	
1.8	Structural Steel & Misc. Metals	McKinney	156,163	
1.9	General Trades	Efrain Carlson	474,000	
1.10	Roofing & Sheet Metal	A-1	184,000	
1.11	Caulking	TNA	19,900	
1.12	Aluminum, Glass & Glazing	3F	453,000	
1.13	Drywall & Acoustic	Kole	180,000	
1.14	Ceramic Tile	Johnson	36,416	
1.15	Sports Flooring	Johnson	79,975	
1.16	Flooring	Johnson	40,763	
1.17	Painting	Ascher Brothers	30,970	
1.18	Specialties	Prestige	81,498	
1.19	Gymnasium Equipment	Handeman-Homme	56,800	
1.20	Fire Protection	Automatic	30,351	
1.21	Building Plumbing	Alfra	111,500	
1.22	HVAC	Hartwig	253,685	
1.23	Electrical	Associated	258,000	
1.24	General Conditions	W.B. Olson, Inc.	378,401	
	Subtotal			3,862,423

MUNDELEIN PARK DISTRICT
MUNDELEIN RECREATION CENTER
NEW RECREATION CENTER
FGM ARCHITECTS
 March 2017
 FGM#16192101

Item	Description	Remarks	Cost	Totals
2.0	OTHER REQUIRED CONSTRUCTION COSTS			
2.1	Barricade Fencing Allowance		30,000	
2.2	Layout & Survey		15,000	
	Subtotal			\$3,907,423
2.3	CM Construction Contingency	3% per Owner-CM Agreement	117,223	
	Subtotal			\$4,024,646
2.4	CGL Insurance	.09% per Owner-CM Agreement	36,222	
2.5	Builders Risk Insurance	By Owner	0	
2.6	WB Olson Fee	2.25% per Owner-CM Agreement	91,370	
3.0	TOTAL CONSTRUCTION COST			\$4,152,237

MUNDELEIN PARK DISTRICT
RECREATION
NEW RECREATION CENTER
Forest Budget
FOCM ARCHITECTS
 May 10, 2017
 FCM-16-194101

Item	Description	Remarks	Cost	Totals
4.0	OWNER'S OTHER EXPENSES (SOFT COSTS)			
4.1	Items Purchased by the Owner			
4.1.1	Furniture and Furnishings		60,000	
4.1.2	Computer Systems		10,000	
4.1.3	Miscellaneous Equipment		20,000	
4.1.4.	Telephone System		10,000	
4.2	Fees and Soft Costs			
4.2.1	Architectural and Engineering Fee		314,500	
4.2.2	A/E Reimbursable Expenses		6,000	
4.2.3	Site Survey		4,000	
4.2.4	Geotechnical/Soils Investigation		6,000	
4.2.5	Building Commissioning		0	
4.2.6	Permits	assume fee waived	0	
4.2.7	Material Testing During Construction		15,000	
4.2.8	DECKI Inspections during Construction		10,000	
4.2.9	Legal / Bond		0	
4.2.10	Utility Company Fees	electrical, gas	50,000	
4.2.11	Final Cleaning		10,000	
4.3	Contingency for additional Owner's Expenses		17,775	
4.4	Owner's Construction Change Order Contingency (3%)		124,567	
	Subtotal			\$657,842
7.0	TOTAL PROJECT COST			\$4,810,079

PROJ: Mundelein Park & Recreation District
Mundelein Recreation Center
Bid List

Building Demolition	Bond	Add. No.1	Add. No.2	Add. No.3	Base Bid
1 Alpine	X	X	X	X	\$15,000
2 Johler		X	X	X	\$17,340
3 DK Contractor's		X	X	X	\$24,135
4 Berger					No Bid
5 Site Recovery					No Bid

Excavation & Site Demolition	Bond	Add. No.1	Add. No.2	Add. No.3	Base Bid
1 Matteo	X	X	X	X	\$165,999
2 Berger	X	X	X	X	\$207,000
3 DK Contractor's	X	X	X	X	\$214,140
4 Lenny Hoffman	X	X	X	X	\$214,800
5 Kane County	X	X	X	X	\$259,753
6 Schaeffges	X	X	X	X	\$384,000
7 Elanar					No Bid

Site Utilities	Bond	Add. No.1	Add. No.2	Add. No.3	Base Bid
1 Berger	X	X	X	X	\$113,000
2 DK Contractor's	X	X	X	X	\$114,955
3 Elanar	X	X	X	X	\$117,000
4 Dan Dee	X	X	X	X	\$129,950
5 Jensen's	X	X	X	X	\$129,970
6 Lenny Hoffman	X	X	X	X	\$141,450
7 Lifco					No Bid

Asphalt Paving		Bond	Add. No.1	Add. No.2	Add. No.3	Base Bid
1	Schroeder	X	X	X	X	\$60,502
2	All-Star	X	X	X	X	\$61,600
3	Glander	X	X	X	X	\$70,365
4	Accu-Paving	X	X	X	X	\$71,280
5	Abbey	X	X	X	X	\$73,500
6	J.A. Johnson	X	X	X	X	\$92,000
7	Chicagoland					No Bid

Concrete		Bond	Add. No.1	Add. No.2	Add. No.3	Base Bid
1	Circle	X	X	X	X	\$260,000
2	Eagle	X	X	X	X	\$272,000
3	Abbey	X	X	X	X	\$286,500
4	Martin	X	X	X	X	\$287,575
5	Elliot	X	X	X	X	\$297,000
6	Car-Min	X	X	X	X	\$324,500
7	Manusos	X	X	X	X	\$393,000
8	Schaeffges	X	X	X	X	\$416,000
9	Boller					No Bid

Masonry		Bond	Add. No.1	Add. No.2	Add. No.3	Base Bid
1	Ebben	X	X	X	X	\$342,500
2	J & E Duff	X	X	X	X	\$355,550
3	Mastership	X	X	X	X	\$360,500
4	JAC	X	X	X	X	\$374,300
5	Jimmy Z	X	X	X	X	\$382,485
6	Midwest	X	X	X	X	\$384,000
7	A. Horn	X	X	X	X	\$393,700
8	A-One					No Bid

Structural Steel & Misc. Metals		Bond	Add. No.1	Add. No.2	Add. No.3	Base Bid
1	McKinney	X	X	X	X	\$156,163
2	Jack Frost	X	X	X	X	\$158,900
3	S. G. Krauss	X	X	X	X	\$202,000
4	North Chicago					No Bid
5	Vaughn					No Bid

General Trades		Bond	Add. No.1	Add. No.2	Add. No.3	Base Bid
1	Efraim Carlson	X	X	X	X	\$474,000
2	Boller Construction	X	X	X	X	\$530,000
3	Manusos	X	X	X	X	\$547,000
4	Edwin Anderson	X	X	X	X	\$678,000
5	Car-Min					No Bid
6	William Tonyan					No Bid

Roofing & Sheet Metal		Bond	Add. No.1	Add. No.2	Add. No.3	Base Bid
1	A-1	X	X	X	X	\$184,000
2	R.E. Burke	X	X	X	X	\$184,874
3	Metalmaster Roofmaster	X	X	X	X	\$189,798
4	Ehlen & Machin	X	X	X	X	\$192,000
5	Waukegan	X	X	X	X	\$196,328
6	Ridderford	X	X	X	X	\$226,700

Caulking		Bond	Add. No.1	Add. No.2	Add. No.3	Base Bid
1	TNA	X	X	X	X	\$19,900
2	All Sealants					No Bid
3	Sager					No Bid

Aluminum, Glass & Glazing		Bond	Add. No.1	Add. No.2	Add. No.3	Base Bid
1	3F	X	X	X	X	\$453,000
2	Illinois Contract Glazing	X	X	X	X	\$462,000
3	Prime	X	X	X	X	\$498,920
4	Illinois Architectural	X	X	X	X	\$525,027
5	Gateway	X				\$568,315
6	Des Plaines					No Bid

Drywall & Acoustical Ceilings		Bond	Add. No.1	Add. No.2	Add. No.3	Base Bid
1	Kole Construction	X	X	X	X	\$180,000
2	International Decorators					No Bid
3	R.M. Sellergren					No Bid

Ceramic Tile		Bond	Add. No.1	Add. No.2	Add. No.3	Base Bid
1	Johnson	X	X	X	X	\$36,416
2	Libertyville	X	X	X	X	\$44,070
3	All-Type	X	X	X	X	\$78,850
4	Great Flooring					No Bid
5	Lowery					No Bid
6	Mr. David's					No Bid

Flooring		Bond	Add. No.1	Add. No.2	Add. No.3	Base Bid
1	Johnson	X	X	X	X	\$40,763
2	Vortex	X	X	X	X	\$43,932
3	Libertyville	X	X	X	X	\$48,682
4	Mr. David's	X	X	X	X	\$50,267
5	Rieke					No Bid

Sports Flooring		Bond	Add. No.1	Add. No.2	Add. No.3	Base Bid
1	Johnson	X	X	X	X	\$79,975
2	Libertyville	X	X	X	X	\$95,389
3	Mr. David's	X	X	X	X	\$140,938
4	Vortex	X	X	X	X	\$182,683
5	Great Flooring					No Bid
6	Rieke					No Bid

Painting		Bond	Add. No.1	Add. No.2	Add. No.3	Base Bid
1	Ascher Brothers	X	X	X	X	\$30,970
2	D.E.S.	X	X	X	X	\$31,750
3	A. Gramer		X	X	X	\$33,425
4	Oosterbaan	X	X	X	X	\$37,620
5	Nedrow					No Bid

Specialties		Bond	Add. No.1	Add. No.2	Add. No.3	Base Bid
1	Prestige	X	X	X	X	\$81,498
2	Carney & Company					No Bid
3	Division 10					No Bid
4	Interior Concepts					No Bid
5	LaForce					No Bid

Gymnasium Equipment		Bond	Add. No.1	Add. No.2	Add. No.3	Base Bid
1	Haldeman-Homme	X	X	X	X	\$56,800
2	Carrol					No Bid
3	Hufcor Chicago					No Bid

Fire Protection		Bond	Add. No.1	Add. No.2	Add. No.3	Base Bid
1	Automatic	X	X	X	X	\$30,351
2	Nelson	X	X	X	X	\$31,990
3	United States Alliance	X				\$37,819
4	Valley Fire Protection	X	X	X	X	\$43,400
5	Global Fire Protection					No Bid
6	Optimal Fire Protection					No Bid

Plumbing		Bond	Add. No.1	Add. No.2	Add. No.3	Base Bid
1	Altra	X	X	X	X	\$111,500
2	Hartwig	X	X	X	X	\$112,800
3	Ernie Peterson	X	X	X	X	\$128,870
4	Jensen's Plumbing & Heating	X	X	X	X	\$129,900
5	FE Moran					No Bid
6	Norman					No Bid
7	Schull					No Bid

HVAC		Bond	Add. No.1	Add. No.2	Add. No.3	Base Bid
1	Hartwig	X	X	X	X	\$253,685
2	R.J. Olmen	X	X	X	X	\$258,656
3	National Heat & Power	X	X	X	X	\$259,500
4	Flow Tech	X	X	X	X	\$268,000
5	Jensen's	X	X	X	X	\$268,470
6	Martin Petersen	X	X	X	X	\$269,475
7	Hayes	X	X	X	X	\$299,500
8	Amber	X	X	X	X	\$309,000
9	YMI	X	X	X	X	\$329,924

Electrical		Bond	Add. No.1	Add. No.2	Add. No.3	Base Bid	Alternate No.1
1	Associated	X	X	X	X	\$228,000	\$30,000
2	Carey Electric	X	X	X	X	\$249,700	\$19,600
3	Kelso-Burnett	X	X	X	X	\$322,090	\$24,110
4	Pieper	X	X	X	X	\$352,058	\$11,220
5	Krause	X	X	X	X	\$352,350	\$15,235
6	Jamerson & Bauwens	X	X	X	X	\$417,226	\$34,533
7	Shoreline Electric	X	X	X	X	\$419,870	\$45,000
8	Monarch					No Bid	

Mundelein Park & Recreation District
Job Description

Job Title: Group Exercise/Personal Training Coordinator
Department: Recreation – Park View Health & Fitness Center
Supervisor: Community Center Manager
Classification: Part Time Non Exempt Hourly

Summary

Under the general supervision of the Community Center Manager the Group Exercise/Personal Training coordinator is responsible for the implementation and supervision of group exercise and personal training program. The Group Exercise/Personal Training Coordinator also assists with the fitness center's membership sales and retention efforts in fitness class and personal training areas. Hours of this position will be flexible, and include mornings, evenings, and some weekends. This position will average 20 hours per week.

Qualifications

Graduate from an accredited college or university with a degree in exercise physiology, kinesiology, physical education or recreation; or a minimum of three years or a combination of education and experience. Must have a CPR/AED certification. A commitment to performing excellent customer service. Must have experience in recreation, business, or related field. Requires excellent verbal communication, promotional and leadership skills. Teamwork attitude to enhance total staff involvement and goal oriented to continuously improve.

Essential Functions

Assist with hiring, training and evaluating group exercise instructors and personal trainers.
Assist in development, promotion, implementation and evaluation of group fitness classes and personal training throughout the Park District.
Create and publish the monthly group exercise schedule.
Assist in overseeing personal training process, verifying sales, and scheduling trainers, ensure client management, and monitor personal training redemption against payroll.
Assist with purchasing supplies for personal training and group exercise.
Provide information as needed for brochure, web pages, and social media.
Conduct annual written performance evaluations of group exercise and personal training staff.
Coordinate regular staff meetings with Community Center Manager and Group Ex and Personal trainers.
Assist with season fitness challenge promotions.
Assist with community outreach, presentations, and marketing.

Psychological Considerations

Employee should be able to maintain a positive working relationship with the other employees.
Employee must demonstrate leadership qualities to perform required work.
Employee must demonstrate skills in dealing with participants, parents or guardians in a wide variety of situations, some stressful and emotional.
Employee must be able to function in a sometimes fast and ambiguous environment.

Physiological Considerations

Frequently sitting and walking.
Occasionally balancing, stooping, kneeling, crouching and reaching.
Medium strength of 40 to 50 lbs.

Cognitive Considerations

Employee must have the able to communicate in English, both verbally and in writing.
Employee must possess time management and organizational skills to effectively perform his/her job.

Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.

Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

Employee must use good safety awareness and judgment in all aspect of the position.

Safety Considerations

Worker must be able to follow direction from supervisor with safe and effective follow through.

Worker must be able to use good safety awareness and judgment.

Worker must be able to participate in safety related training as required.

Enforce all facility rules and regulations in order to provide a safe and hazard free environment.

Ensure that all employees follow all procedures, policies, and rules put in place by the Aquatics Supervisor.

Fill out/review all accident/incident, rescue, and first aid reports and inform the Aquatics Supervisor of all such reports.

Assist in all emergency situations and provide the necessary care (CPR, AED, Oxygen, First Aid, etc.).

Conditions of Continued Employment

Submit proof of date of birth.

Provide a copy of driver's license.

Provide driver's abstract.

Submit to a reference check.

Submit to a state criminal background check.

Submit to random, reasonable cause and post accident drug or alcohol testing.

Provide verification of education.

Complete six (6) month introductory period satisfactorily.

**Mundelein Park District
Job Description**

Job Title: Special Events/Party Coordinator
Department: Recreation
Supervisor: Superintendent of Recreation
Classification: Part Time Hourly Non Exempt

Summary

The special events/party coordinator is responsible for the planning and administration of the district's special events, birthday parties and rental parties. These events will need to appeal to all ages. The special events/party coordinator will work closely with the sponsorship coordinator to bring quality events and parties that our community will appreciate and sponsors will be willing to support.

Qualifications

BA/BS preferred in Recreation, Recreation Administration, Marketing or closely related field. Experience in event planning will also be considered. Excellent customer service and organizational skills.

Essential Functions

Organize, coordinate, supervise, and evaluate a schedule of annual special events working closely with the Recreation Supervisory Staff.

Create and develop new special events and continually improve established events.

Organize, plan, and coordinate themed birthday parties for park district clients.

Hire, train, and schedule party staff.

Purchase necessary supplies for parties and events.

Develop and coordinate party packages for park district rental spaces.

Work closely with the marketing department to promote all events.

Work closely with the sponsorship coordinator to seek alternate sources of funding for the events.

Recruit and train volunteers for special events when needed.

Follow all established safety rules and regulations.

Attend all trainings and meetings as required.

Psychological Considerations

Employee should be able to maintain a positive working relationship with other employees.

Employee must work effectively under deadlines.

Employee must demonstrate leadership qualities to perform required work.

Employee must be able to function in a sometimes fast and ambiguous environment.

Employee may have to work extra hours during peak times.

Environmental Considerations

Employee's general work area is indoors in a smoke free environment.

Employee will be exposed to variety of outdoor climates based on the event and season.

Physiological Considerations

While performing the duties of this job, the employee is regularly required to use hands to handle or feel and is required to talk and hear. The employee is frequently required to stand and sit. The employee is occasionally required to walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Safety Considerations

Worker must be able to follow direction from supervisor with safe and effective follow through.

Worker must be able to use good safety awareness and judgement.

Worker is required to attend all required safety trainings.

Conditions of Employment

Submit proof of date of birth.

Provide a copy of driver's license.

Proof of eligibility to work in the U.S.

Submit to a reference check.

Submit to a state criminal background check.

Submit to a random, reasonable cause and post-accident drug or alcohol testing.

Provide verification of education.

Mundelein Park & Recreation District 2016 Workplan

Corporate

1. Oversee Chalet expansion. Grant reinstated, work continuing through June 2018
2. Transition from in-house back to outsourced IT services. All year – up to \$20,000 savings. Completed, however changed firms in January 2017 due to poor performance.
3. Continue wellness program, offering quarterly all staff events. All year -- \$1,700. Completed with events in March, May, July September, October and November.
4. Oversee Community Park Pond project. August \$30,000. Substantial completion, with the planting to be finished in spring 2017.
5. Organize and implement Strategic Plan project. February \$4,000. Did not complete.
6. Hire Sponsorship Coordinator to raise additional funds through sponsorship opportunities. January \$25,000. Completed.

Parks

1. Resurface basketball and tennis courts at Memorial Park. August \$110,000. Completed November.
2. Purchase new wide area mower. April \$100,000. Completed August.
3. Sealcoat Ambria Crossing, Ambria Lift Station, Clearbrook, Memorial, Maurice Noll, Parks Yard and Spray Park. September \$29,895. Completed October.
4. Re-write turf and landscape services specifications and bid contract. March \$25,000. Completed March.
5. Install ADA compliant ramps and new curb along east side of Memorial parking lot. September \$21,000. Completed May.
6. Upgrade playground fallzone material at Clearbrook, Community, Leo Leathers, Lincoln, Indian Trails, Memorial, Maurice Noll, and Vaughn-Griglack Lakewood Heights. September \$14,310. Completed July.
7. Re-build retaining wall at MCC back entrance and Kracklauer Park marquee island. August \$10,000. Did not complete.
8. Re-build main entrance walk at Kracklauer Dance Studio. July \$9,000. Completed May.
9. Purchase maintenance trailer. May \$6,500. Completed April.
10. Purchase new speed bumps for Community Park. May \$4,000. Completed April.
11. Transition to the staff plan in the Master Plan, eliminating the Project Manager position and creating a full time Mechanic position. August. Completed September.

Golf

1. Replace one HVAC unit. September \$7,000. Did not completed.
2. Repair parking lot drainage. October \$5,000. Completed July.
3. Move trees from nursery to golf course. April & November \$4,400. Completed part of project, moved 8 trees in April.
4. Purchase two sand trap rakes. April \$40,000. Completed April and August.
5. Purchase greens roller. May \$15,000. Completed May.
6. Resurface cart path at first green, third tee and 6th tee. July \$30,000. Did not complete.
7. Continue sand trap upgrade work. \$35,000. Completed work on 7, 9, 12, 14 & 18.

Recreation

1. Create Registration Department to oversee all registration to improve customer experiences. **January. Completed January.**
2. Implement new recreation registration software. **August \$51,000. Completed August.**
3. Replace divider curtain in the Mundelein Community Center gym. **February \$16,965. Completed July.**
4. Install access controls to the Park View locker room doors. **July \$13,000. Did not complete.**
5. Reduce Early Bird price for Barefoot Bay memberships. **January. Completed January.**
6. Create a new membership option for Barefoot Bay. Change "two or more" category to "two or three" and create a "four or more" category. **January. Completed January.**
7. Adjust Diamond Lake Beach hours during the week to 11:00-6:00 (currently 11:00-7:00). **January. Completed January.**
8. Purchase 100 inflatable tubes and 50 lounge chairs for Barefoot Bay. **April \$9,000. Completed April.**
9. Reduce Diamond Lake Beach daily admission to \$4 weekday and \$5 weekend (currently \$6 and \$7). **January. Completed January.**
10. Purchase two stand up paddleboards and two kayaks for rentals at Diamond Lake Beach. **April \$3,200. Completed April.**
11. Purchase and install custom windscreens for Diamond Lake Beach fence. **April \$2,000. Purchased and installed windscreens, but not customized.**
12. Offer limited concessions at Diamond Lake Beach. **June. Completed June.**
13. Replace counter and concession tables at Diamond Lake Beach. **September \$2,080. Completed in September.**
14. Install new control desk for the Indoor Pool. **December \$5,000. Did not complete.**

MEMORANDUM

To: Chief Eric Guenther

Cc: Deputy Chief Monahan
Deputy Chief Hansen

From: Sergeant Brian Kisselburg

Date: Tuesday, March 07, 2017

Re: Park District Report – February 2017

There were thirteen (13) calls for service in the area parks during the month of February, which is consistent with park district activity during this time of year (11 calls for service in January 2016). The majority of the calls were minor in nature and included suspicious circumstances/vehicles, a disturbance call, animal complaints, and an assist rescue.

There were a total of 105 park checks initiated by the patrol officers during this month. There were no patterns or crime trends discovered during this month. The numbers of calls and checks were consistent with the weather and decline in use of the parks.

The following gives more detail about several of the calls for service during February 2017:

- On 02/01/17, officers were dispatched to Cardinal Terrace Park for a report of juveniles walking on the ice. Officers checked the area and there were no juveniles on the ice or seen in the area.
- On 02/01/17, Officer Hernandez located an occupied vehicle at Leo Leathers Park and made contact with the occupants. Officer Hernandez advised the subjects of the park hours and advised them to leave the park, which they did. There were no indications of criminal activity.
- On 02/02/17, Officer Bond was checking Community Park when he observed two occupied vehicles. Both subjects advised that they were unaware of the park hours and agreed to leave. Officer Bond did not see any indications of criminal behavior.
- On 02/20/17, Officer Perdue responded to Community Park (indoor basketball courts) for a report of subjects fighting. Officer Perdue spoke to the victim and offender and determined that the incident started during basketball. The offender was arrested and charged with battery.
- On 02/24/17, Officer Callaghan located an occupied vehicle at Lewandowski Park and made contact with the occupants. Officer Callaghan advised the subjects of the park hours and advised them to leave the park, which they did. There were no indications of criminal activity.

Courage. Pride. Commitment.

- On 02/24/17, Officer Perdue located an occupied vehicle at Community Park and made contact with the occupants. Officer Perdue smelled the odor of cannabis coming from the vehicle and one of the occupants admitted to possessing cannabis, which they turn over to Officer Perdue. Officer Perdue arrested the subject for possession of cannabis.

Officers will continue to perform walk-throughs at Park View to deter unwanted subjects from attending, especially during open gym hours. In addition, they will continue to perform park checks at the various parks.

I have attached a copy of the February 2017 Park District reports for your review.

Please contact me if you have any questions.