

Mundelein Park & Recreation District  
Committee of the Whole  
March 23, 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. Because of the COVID-19 crisis, this meeting was being held via a publicly available conference call site.

Present were Commissioners DOLAN, FRASIER, KNUDSON, McGRATH and ORTEGA. Staff present included Executive Director RESNICK, Superintendent of Recreation LaPORTE and Marketing Manager LAWRENCE.

Executive Director RESNICK explained to the Board that the most recent update of the 216-2020 Strategic Plan was not 100% completed because of the recent State mandated shut down. Commissioner DOLAN said it was very important the update be thorough before the District begins developing the next Strategic Plan later this year. Executive Director RESNICK agreed and said it would be updated prior to then.

The Board was informed the Mundelein Historical Commission needed to add a few more items to the list of the "original collection" which will be presented to the Board at the April 13, 2020 meeting.

Executive Director RESNICK informed the Board that five proposals were submitted to conduct the Community Wide Survey and she gave staff's recommendation to work with the Center for Governmental Studies at Northern Illinois University. Commissioner ORTEGA asked if we had worked with this firm before and was told no. Commissioner FRASIER asked about the firm who conducted the last survey. He was told that firm submitted a proposal but their pricing was much higher. Commissioner McGRATH asked why the recommendation was not shown in a grid as is typical. Executive Director RESNICK said because of the varied submittals and components of each proposal, it did not lend itself to that type of presentation.

The Board was updated on the District's current operations and steps taken due to the COVID-19 crisis. She explained Board had approved two weeks pay to all staff that would carry everyone through March 28<sup>th</sup>. She was recommending this be extended four days and pay staff through April 1<sup>st</sup>. As of April 2<sup>nd</sup>, the new Families First Coronavirus Response Act will require the District to give every employee two weeks emergency sick pay. This will keep all staff on the payroll through April 15<sup>th</sup>. After this, staff who can not return to work because they have children to care for will be qualified for the newly expanded FLMA. Others will be eligible to apply for unemployment. The Board agreed with this plan.

The Board was updated on declaring a 1998 Dump Truck as surplus. The Board reviewed the bids submitted for the installation of the playground equipment at Asbury Park.

The Board reviewed the contract for the new Executive Director. Commissioner DOLAN D. 4. was not clearly. He suggested moving the sentence up to be included in the previous paragraph.

He also said in F. who the notice is sent to should be the Board President. Commissioner FRASIER noted on #15 of the duties the word his should be him. These will all be updated.

The Committee Meeting adjourned at 7:30 p.m.

A handwritten signature in blue ink, appearing to read "Margarita Rosuel", written in a cursive style.

Secretary

**MUNDELEIN PARK AND RECREATION DISTRICT BOARD OF  
PARK COMMISSIONERS, MUNDELEIN, LAKE COUNTY, ILLINOIS  
HELD MONDAY, MARCH 23, 2020 AT 7:30 P.M. AT THE  
MUNDELEIN COMMUNITY CENTER ADMINISTRATION OFFICES,  
1401 NORTH MIDLOTHIAN ROAD, MUNDELEIN, ILLINOIS**

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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. Because of the COVID-19 crisis, this meeting was being held via a publicly available conference call site.

He then directed the secretary to call the roll. Commissioners DOLAN, FRASIER, KNUDSON, McGRATH and ORTEGA were present. Staff present included Executive Director RESNICK, Superintendent of Recreation LaPORTE and Marketing Manager LAWRENCE.

Commissioner DOLAN moved to approve, as corrected, the minutes of the Committee Meeting, Regular Meeting and Executive Session from March 9, 2020 and the Special Meeting and Executive Session from March 16, 2020, second by Commissioner McGRATH. President ORTEGA repeated the motion and asked if there were any corrections or additions and none were made. A voice vote was taken with all voting yes.

Commissioner FRASIER moved to approve Warrants 031120, 031320, 032020 and 032320 in the amount of \$294,985.66 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 DOLAN voting yes.

Commissioner DOLAN moved to place the February Financials 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 KNUDSON, McGRATH, FRASIER, DOLAN, and ORTEGA voting yes.

Commissioner KNUDSON moved to place the February Police Report on file, second by Commissioner FRASIER. President ORTEGA repeated the motion and asked if there were any questions. A roll call vote was taken with Commissioners KNUDSON, FRASIER, DOLAN, McGRATH and ORTEGA voting yes

The Board was updated on the proposals submitted for the community wide survey. Commissioner McGRATH moved to award a contract to the Center for Governmental Studies at Northern Illinois University in the amount of \$10,350 to conduct a community wide survey, 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 McGRATH, KNUDSON, FRASIER, DOLAN and ORTEGA voting yes.

President ORTEGA recapped the discussion on the District's COVID-19 Plan. The District will pay all staff through April 1, then per the Families First Coronavirus Response Act all staff must be given two weeks paid emergency sick time. After this any staff who cannot return to work due to lack of childcare or school for their children will be granted up to 10 more weeks pay at 2/3 the rate per the expanded FMLA. Staff who do not qualify for this can apply for unemployment. Commissioner FRASIER moved to approve the District's COVID-19 Plan, second by Commissioner McGRATH. President ORTEGA repeated the motion and asked if there were any questions and Commissioner DOLAN suggested giving the Executive Director to modify the plan as new laws are instituted. Commissioner FRASIER amended his motion to include grant this authority to the Executive Director, second by Commissioner McGRATH. A roll call vote was taken with Commissioners FRASIER, McGRATH, DOLAN, KNUDSON and ORTEGA voting yes.

President ORTEGA reviewed the bids received for the installation of playground equipment at Asbury Park. Commissioner KNUDSON moved to award a contract to D&J Landscaping of Plainfield, IL not to exceed \$57,340 for the excavation and installation of playground equipment and fall zone material, second by Commissioner DOLAN. A roll call vote was taken with Commissioners KNUDSON, DOLAN, FRASIER, McGRATH, and ORTEGA voting yes.

A three-year contract was shared with the Board for the new Executive Director. A few minor changes were made to the contract. Commissioner DOLAN moved to award a three-year contract to Ron Salski to serve as Executive Director, 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.

### **Staff Reports**

#### *Golf*

Commissioner FRASIER commented it was good the course had the early start since they now had to be shut down. Executive Director RESNICK updated the Board on the day to day operations. One staff would be at the clubhouse during the week to accept deliveries and answer the phone. President ORTEGA asked if any maintenance staff was working. Executive Director explained not at this time. They need to maintain social distancing and with the confined space in the maintenance facility, this is not possible unless they are working completely alone, which would not be safe.

*Parks*

President ORTEGA commented that it was good to see there are three certified applicators on staff. Executive Director RESNICK explained a reduced crew would continue to work during the closure. Staff would be checking buildings and parks twice a week. The crew has done an excellent job cleaning all facilities.

*Recreation*

Commissioner FRASIER praised efforts by the rec staff to continue keeping customers engaged during the shutdown. He specifically mentioned Marissa Moravec's daily emails to the members at the Regent Center and the videos sent out by dance instructors to give participants the ability to practice their routines at home. Commissioner McGRATH congratulated Matt LaPorte on the new partnership with the Blackhawks organization that was made possible because of a member of the Rec Advisory Committee.

*Business Services*

Executive Director RESNICK informed the Board that during the shut down staff from the Business Department are able to work remotely so invoices were still being processed and we will be able to pay bills and run payroll. Commissioner FRASIER thanked all staff for the amazing work they were doing during this crisis.

President ORTEGA announced service anniversaries: Debbie Chin, 4 years; Debbie McInerney, 4 years; Matt Wells, 11 years; Ted Costa, 22 years; Brad Vlcek, 3 years; Christa Lawrence, 5 years; and Derek Solberg, 11 years.

There being no further business, Commissioner DOLAN moved to adjourn at 7:58 p.m. second by Commissioner McGRATH. The motion was unanimously approved.

  
Secretary