

Mundelein Park & Recreation District
Committee of the Whole
March 25, 2019

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

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

Executive Director RESNICK informed the Board that we had an intergovernmental agreement with the Village drafted regarding the operations of the Museum. The Village's attorney reviewed it and suggested several changes. Commissioner ORTEGA asked if the Historical Commission should be mentioned in the opening. Executive Director RESNICK said as the agreement is the with the Village and not the Commission, it was appropriate to leave this in the Recitals.

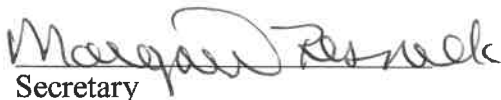
The Board reviewed the proposed Vision Statement and Values. An example of how the Values would be shown was shared. Commissioner KNUDSON suggested once adopted, these be displayed at District facilities. These will be on the next meeting as action items.

The Board discussed the sequence of updates to be received from staff. There will be a financial report given quarterly, the strategic plan update will be shared twice a year and the workplan update will be given three times a year.

Executive Director RESNICK gave a recap of a meeting the Village held regarding their Comp Plan for the Diamond Lake Subarea. She complimented Village staff on the presentation and said resident feedback was generally supportive but there were some who worried about losing the character of the area.

The Village has requested the Executive Director to serve on their Census Committee. Commissioner ORTEGA shared his concern that serving on too many committees could keep the Executive Director away from the District too much. She explained the importance of the Park District being represented on this committee and said this year she had stepped down from two Boards and did not accept an invitation to serve on a PDMRA committee.

The Committee Meeting adjourned at 7:30 pm.


Secretary

**MUNDELEIN PARK AND RECREATION DISTRICT BOARD OF
PARK COMMISSIONERS, MUNDELEIN, LAKE COUNTY, ILLINOIS
HELD MONDAY, MARCH 25, 2019 AT 7:30 P.M. AT THE
MUNDELEIN COMMUNITY CENTER ADMINISTRATION OFFICES,
1401 NORTH MIDLOTHIAN ROAD, MUNDELEIN, ILLINOIS**

The regular scheduled meeting of the Board of Park Commissioners of the Mundelein Park and Recreation District, Mundelein, Lake County, Illinois, was called to order at 7:40 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, FRASIER, KNUDSON, McGRATH and ORTEGA were present. Staff present included Executive Director RESNICK, Golf Operations Manager BROLLEY, Golf Course Superintendent DORUFF, Superintendent of Buildings & Grounds SOLBERG, and Superintendent of Business Services & Technology McINERNEY.

Commissioner ORTEGA moved to approve the minutes of the Committee Meeting and Regular Meeting March 11, 2019, second by Commissioner McGRATH. 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 031919, 032219 and 032519 in the amount of \$219,924.17 second by Commissioner KNUDSON. 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, KNUDSON, McGRATH, ORTEGA and DOLAN voting yes.

Commissioner KNUDSON moved to place the February Financials on file, second by Commissioner McGRATH. President DOLAN 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, ORTEGA and DOLAN voting yes.

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

President DOLAN asked about the letter from the VFW Post requesting the return of items from the museum. Since the Park District does not own the items, how can they be returned. Executive Director RESNICK said she communicated the request with the Historical Society who agreed to return the items.

The Board reviewed the revised NovaCare agreement. Commissioner ORTEGA moved to approve the NovaCare Commercial Lease and Marketing Agreement, second by Commissioner McGRATH. 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, KNUDSON and DOLAN voting yes.

President DOLAN said the Board approved the 2018 Amended Budget at the last meeting, but the action needed to be in the form of an ordinance. Commissioner FRASIER moved to approve Ordinance 19-03-01 Amended 2018 Budget, 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 FRASIER, ORTEGA, KNUDSON, McGRATH and DOLAN voting yes.

Executive Director RESNICK explained to the Board the selection of agencies used for salary range comparisons. Director and department head positions were compared to slightly larger agencies, golf positions were compared to agencies with similar golf courses, the PGA and the GCSAA, and the remainder of the full time positions are compared to agencies of similar population, budget or EAV. Commissioner KNUDSON moved to approve the Full and Part Time Wage Ranges, second by Commissioner FRASIER. President DOLAN repeated the motion and asked if there were any questions and Commissioner ORTEGA asked if there was an error in the guard range recommendation. The survey included indoor and outdoor guard ranges and the recommendation was to combine these into one range. A roll call vote was taken with Commissioners KNUDSON, FRASIER, McGRATH, ORTEGA and DOLAN voting yes.

The 2019 Budget includes \$250,000 for the renovation of the Community Center parking lot. Bids for the entire project came in favorably, and the intention is to complete the work in two phases over two years. Commissioner ORTEGA moved to award a contract to Evans and Son in an amount not to exceed \$250,000 for the reconstruction of the circle drive, main parking lot and connected sidewalk at Community Park, second by Commissioner McGRATH. 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, KNUDSON and DOLAN voting yes.

The District contracts out turf and landscape services at select sites. The contract expired in 2018 and bids were solicited for 2019. Commissioner FRASIER moved to award a one year contract with the option for two additional one year renewals to Apex Landscaping in the amount of \$10,075 for 2019, second by Commissioner KNUDSON. President DOLAN repeated the motion and asked if there were any questions and Commissioner KNUDSON asked why the other three bids were so much higher. Executive Director RESNICK said those bidders looked at the bids from three years ago and the scope of the contract has been reduced. A roll call vote was taken with Commissioners McGRATH, FRASIER, ORTEGA and DOLAN voting yes.

The 2019 Budget includes the purchase of a dump truck for the Parks Department. Commissioner KNUDSON moved to approve the purchase of a 2019 Ford F450 Dump Truck from the Illinois Joint Purchase Program and the truck bed and snow/ice removal implements from the Sourcewell Joint Purchase program in an amount not to exceed \$60,000, second by Commissioner ORTEGA. President DOLAN repeated the motion and asked if there were any questions and Commissioner ORTEGA asked if staff compares pricing to the joint purchase programs. Superintendent of Buildings & Grounds SOLBERG said the van was purchased from a local dealer because the pricing was better. A roll call vote was taken with Commissioners KNUDSON, ORTEGA, FRASIER, McGRATH and DOLAN voting yes.

The current policy regarding the transfer of funds for wire transfers and ACH originations does not allow staff responsible for these tasks to complete the transfer. Staff recommended updating the policy. Commissioner McGRATH moved to approve the updated Wire Transfer and ACH Origination Policy in the Administrative Policy Manual, second by Commissioner KNUDSON. President DOLAN repeated the motion and asked if there were any questions and President DOLAN asked if this was a good separation of duties. Executive Director RESNICK there are always two staff involved in the payment creation process and this would allow staff to make the necessary transfers to pay District obligations. A roll call vote was taken with Commissioners McGRATH, KNUDSON, FRASIER, ORTEGA and DOLAN voting yes.

Board Business

Executive Director showed the Board the 2018 Accreditation Award the District received from PDRMA for an excellent loss control review score.

Staff Reports

Golf

President DOLAN commented having the golf simulator at the clubhouse over the winter helped increase merchandise sales. Commissioner ORTEGA asked how many more staff were needed. Golf Course Superintendent DORUFF said it depends on which staff are returning and their availability. Some staff have indicated they will be retiring and working limited hours. He will need to hire students for the summer months and will continue to look for staff for the spring and fall.

Parks

President DOLAN asked about the issues raised in the staff survey. Superintendent of Buildings & Grounds SOLBERG said the concerns of workload, resources and communication were brought up by all staff and each department was addressing these at staff meetings. Commissioner McGRATH said he recently spoke with a member of the Parks Department staff who was working in the park near his home. He commented that the staff member was pleasant and was a professional representation of the Park District. Commissioner FRASIER inquired about the classes Building Maintenance Supervisor John Rogers is taking. Superintendent of Buildings & Grounds SOLBERG said this is a very thorough curriculum on building maintenance and it will benefit the District very much.

Recreation

Commissioner KNUDSON asked if the new pricing structure was the reason the fitness center performance had improved so much. Executive Director RESNICK said it was a combination of the new pricing structure, additional group exercise classes offered, Kidz Center being open more hours, new equipment, the new layout and new marketing.

Business Services

President DOLAN asked if the final draft of the audit was completed. Superintendent of Business Services & Technology McINERNEY said it was and that the auditor was waiting for some information to complete the document.

President DOLAN announced service anniversaries: Debbie Chin, 3 years; Debbie McInerney, 3 years; Matt Wells, 10 years; Ted Costa, 21 years; Candy O'Connell, 3 years; Brad Vlcek, 2 years; Christa Lawrence, 4 years; and Derek Solberg, 10 years.

Commissioner FRASIER moved to adjourn to Executive Session for the purpose of Purchase or Lease of Real Estate 5 ILCS 120/2 (c)(5), second by Commissioner ORTEGA. A voice vote was taken with all voting yes.

The Regular Meeting reconvened at 8:32 p.m.

There being no further business, Commissioner ORTEGA moved to adjourn at 8:32 p.m. second by Commissioner McGRATH. The motion was unanimously approved.


Secretary