

MUNDELEIN PARK & RECREATION DISTRICT
REGULAR BOARD MEETING
Monday, March 26, 2018
7:30 p.m.
AGENDA

Call To Order:

Pledge of Allegiance:

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

Approval of Minutes: Committee Meeting March 12, 2018
Regular Meeting March 12, 2018
Executive Session March 12, 2018

Approval of Disbursements: Warrants – 28,203.69, 1,061.72, 2,182.50, 153,830.82, 523,020.29
= 708,299.02

Financials: March

Police Report: March

Correspondence:

Old Business:

New Business: 1. 2018 Salary Range Approval

Board Business:

Staff Reports

Service Anniversaries February: Debbie McInernay 2016 (2); Myra Tatarowicz 1999 (19); Matt Wells 2009(9); Theodore Costa 1998(20); Candy O'Connell 2016(2); Brad Vicek 2017(1); Christa Lawrence 2015(2); Derek Solberg 2009(9)

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)

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
March 12, 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, FRASIER, KNUDSON, McGRATH, and ORTEGA. Staff present included Executive Director RESNICK and Superintendent of Recreation LaPORTE.

Executive Director RESNICK told the Board a new service contract was necessary for waste collection. The proposed contract with Groot is for 60 months.

The Board was asked about the criteria staff should use for the upcoming quarterly reports. It was determined staff would report on accounts that are under or over 10% and \$1,000 at the end of each quarter.

During the review of the 2018 Budget Narrative, Commissioner KNUDSON commented that the Park View membership target was very aggressive. He asked if it was achievable. Superintendent of Recreation LaPORTE said 2017 was a bad year financially for Park View and the 2018 budget was set using annual averages. With the new equipment and a focus on increasing group exercise, this number is achievable. However, the flood on January 1st has been a setback. Efforts moving forward will need to increase even more.

President DOLAN asked about getting back members who have left. Superintendent of Recreation LaPORTE said a new plan for member engagement has been developed. This includes asking members who do not renew their memberships why they left.

President DOLAN asked if the 152 new memberships were budgeted for the entire year, or throughout the year. Superintendent of Recreation LaPORTE said he did not have that information with him.

Commissioner ORTEGA said he feels Park View needs to find new ways to compete. He suggested keeping the facility open later.

An Executive Session was requested for the purpose of Purchase or Lease of Real Estate.

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 12, 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, FRASIER, KNUDSON, McGRATH and ORTEGA were present. Staff present included Executive Director RESNICK and Superintendent of Recreation LaPORTE.

Commissioner ORTEGA moved to approve the minutes of the Committee and Regular Meeting of February 26, 2018, 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 030718, 030918 and 031218 in the amount of \$214,963.79 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.

President DOLAN said two emails were received from residents regarding the flooding on Courtland near Cardinal Terrace Park. He asked what the issue was. Executive Director RESNICK said there have been occasions during heavy rains when the pond at Cardinal Terrace overflowed onto Courtland. Commissioner FRASIER asked about solutions to alleviate this problem. Executive Director RESNICK said she reached out to the Village since they are responsible for the retention pond functioning properly.

New Business

President DOLAN said a new contract was needed for waste collection at the Dunbar Recreation Center. Commissioner ORTEGA moved to approve a 60 month contract with Groot Recycling and Waste, second by Commissioner McGRATH. President DOLAN repeated the motion and asked if there were any questions. President DOLAN asked if the contract could expire with the other contracts already in place. Executive Director RESNICK said she would inquire about this and if it was possible, this change would be made. A roll call vote was taken with Commissioners ORTEGA, McGRATH, FRASIER, KNUDSON and DOLAN voting yes.

Board Business

The Board returned to the discussion of the 2018 Budget Narrative. President DOLAN asked if staff was seeing the growth through the first quarter to meet the hefty growth targets throughout the Recreation Department. All areas in the Department met budget in January except Early Childhood/Dance and Park View.

Commissioner KNUDSON asked about cutting expenses. Superintendent of Recreation LaPORTE said if revenues do not meet budget, expense cutting measures will be identified and implemented if necessary.

Visitors

Ron Greenberg said he is a member of MIPE and attended the meeting held at the Dunbar Recreation Center. He complimented the District on the building.

President DOLAN announced there would be an Executive Session for Purchase or Lease of Real Estate 5ILCS 120/2 (c)(5). Commissioner ORTEGA moved to adjourn to Executive Session at 7:55 p.m., second by Commissioner McGRATH. A roll call vote was taken with Commissioners ORTEGA, McGRATH, FRASIER KNUDSON and DOLAN voting yes.

The Regular Meeting reconvened at 8:10 p.m.

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

Secretary

**MEETING REMINDER
MONDAY, MARCH 26, 2018**

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

Action Items

New Business

1. 2018 Salary Range Approval

Updates

1. Dunbar Recreation Center Grand Opening
2. Tax Rate Comparison
3. Executive Session

New Business

The first quarter of each year, staff surveys select Park Districts that we use a comparisons for our full time positions. The comparison is attached. Based on these, the recommendation is to adjust ranges for 15 of the 25 positions.

Staff recommends adjusting salary ranges for Superintendent of Buildings & Grounds, Superintendent of Recreation, Superintendent of Business Services, Golf Operations Manager, Assistant Golf Course Superintendent, Community Center Manager, Aquatic Supervisor, Registration Manager, Marketing Manager, Building Technician, Human Resource Manager, Daycare Director, Day Care Teacher I, Daycare Teacher II and Daycare Teacher III.

Updates

The Dunbar Recreation Center Grand Opening is set for April 7th. The informational flyer with a schedule of activities is enclosed. The ribbon cutting will take place at 10:00 am. Elected officials from the area, as well as staff from other governmental agencies, have been invited.

Each year I compile a comparison of tax rates for the Park Districts in Lake County. We are again lower than the average rate in the County. We deliver outstanding services, parks and facilities for a reasonable cost.

I am requesting an Executive Session for the purpose of Real Estate and Personnel and Imminent Litigation.

| | Director | Supt Parks | Supt Rec | Supt Finance |
|--------------------|------------------------|-----------------------|-----------------------|-----------------------|
| Arlington Heights | no range | 67,220-112,195 | 67,220-112,195 | 67,220-112,195 |
| Bolingbrook | 143,515 | 97,317 | 100,980 | 104,593 |
| Buffalo Grove | no range | 100,406-160,388 | 105,426-168,408 | 100,406-160,388 |
| Glenview | no range | 85,703-137,125 | 85,703-137,125 | 85,703-137,125 |
| Gurnee | 134,805-202,207 | 89,343-134,014 | 89,343-134,014 | 95,561-143,341 |
| Highland Park | 150,000-210,555 | 110,000-154,000 | 110,000-154,000 | 110,000-154,000 |
| Hoffman Estates | no range | 90,000-145,000 | 67,500-101,250 | 67,500-101,250 |
| Lake Forest | no range | 108,191-124,754 | 108,191-124,754 | 93,000-124,754 |
| Naperville | no range | 109,919-164,878 | 118,595-177,893 | 109,840-164,760 |
| Northbrook | no range | 84,954-130,045 | 84,954-130,045 | 84,954-130,045 |
| Schaumburg | no range | 81,776-122,665 | 92,753-139,130 | 105,222-157,802 |
| Vernon Hills | no range | 75,455-114,905 | 78,959-119,442 | 78,200-120,070 |
| Waukegan | 133,154-221,923 | 92,013-153,351 | 92,013-153,351 | 92,013-153,351 |
| Wheeling | | | | |
| Winnetka | | | | |
| Woodridge | 110,328-174,891 | 71,907-105,993 | 65,744-93,307 | 80,341-126,394 |
| | | | | |
| Average | 132,072-202,394 | 89,761-135,332 | 89,723-123,522 | 89,997-137,344 |
| | | | | |
| Mundelein | 130,000-190,000 | 80,000-115,000 | 80,000-115,000 | 80,000-115,000 |
| | | | | |
| | | | | |
| Recommended | 130,000-190,000 | 85,000-120,000 | 85,000-120,000 | 85,000-120,000 |

| | Golf Op Mgr | Asst Golf Op Mgr | Pro Shop Mgr | Superintendent | Asst Supt |
|--------------------|-----------------------|-------------------------|----------------------|-----------------------|----------------------|
| Arlington Heights | 67,220-112,195 | 42,746-79,216 | DNA | 67,220-112,195 | 50,372-83,671 |
| Des Plaines | | | | | |
| Glenview | 64,266-102,826 | 41,731-66,770* | DNA | 64,266-102,826 | DNA |
| Highland Park | 79,750-111,650 | 51,000-71,400 | DNA | 72,500-101,500 | 56,100-78,540 |
| Hoffman Estates | 90,000-145,000 | 45,000-67,500 | \$14.40/hour | 67,500-101,250 | 45,000-67,500 |
| Homewood Flossmoor | 65,679-98,518 | DNA | DNA | 65,679-98,518 | 45,218-67,827 |
| Lake Forest | Kemper | Kemper | Kemper | Kemper | Kemper |
| Lockport Township | 60,000-115,000 | 47,000-71,000 | DNA | 60,000-115,000 | 45,000-64,000 |
| Naperville | 75,179-112,768 | 55,477-83,215* | DNA | DNA | DNA |
| Northbrook | 77,940-119,307 | 65,601-100,419* | DNA | 65,601-100,419 | 42,636-65,265 |
| Schaumburg | 76,785-115,178 | 49,412-73,602* | DNA | 63,566-93,350 | 49,412-73,602 |
| Wilmette | 97,946 | 68,124 | DNA | 94,787 | 56,370 |
| Winnetka | | | | | |
| Woodridge | 73,157-107,967 | 37,464-61,911 | DNA | 68,589-99,475 | 56,570-68,601* |
| PGA | 66,000-127,000 | 45,000-105,000 | 20,000-43,000 | DNA | DNA |
| GCSAA | DNA | DNA | DNA | 62,900-117,500 | 43,108 |
| | | | | | |
| | | | | | |
| Average | 72,361-115,219 | 48,043-78,003 | 24,976-43,000 | 65,782-104,203 | 50,292-71,126 |
| | | | | | |
| Mundelein | 80,000-110,000 | 50,000-85,000 | 25,000-45,000 | 70,000-105,000 | 45,000-75,000 |
| | | | | | |
| | | | | | |
| Recommended | 80,000-115,000 | 50,000-85,000 | 25,000-45,000 | 70,000-105,000 | 50,000-75,000 |

| Building Tech | Aquatic Tech | HR Mgr | Adm Asst | Daycare Director | Daycare Teacher |
|---------------|---------------|---------------|---------------|------------------|-----------------|
| DNA | DNA | 48,000-80,000 | 36,000-54,500 | 45,000-73,5000 | |
| DNA | DNA | DNA | 36,500-54,750 | DNA | DNA |
| 47,640-71,459 | | 50,244-75,367 | 50,244-75,367 | | |
| DNA | DNA | DNA | 36,533-54,799 | DNA | 24,960-43,680 |
| DNA | DNA | DNA | DNA | DNA | 21,840-34,320 |
| 44,534-66,800 | DNA | DNA | DNA | DNA | 28,788-43,181 |
| 45,218-67,827 | | 57,995-86,992 | | | |
| DNA | DNA | DNA | 30,000-38,000 | DNA | DNA |
| 39,626-62,879 | 41,607-66,019 | 48,150-76,433 | | | 28,162-44,688 |
| 42,000-58,000 | 42,000-58,000 | | 39,000-58,000 | 47,679-69,141 | 27,000-44,000 * |
| DNA | 34,763-56,779 | 42,359-63,577 | 37,319-60,188 | DNA | DNA |
| | | | | | |
| | | | | | |
| 43,803-65,393 | 39,457-60,266 | 49,350-76,474 | 37,942-56,515 | 47,340-71,321 | 26,150-41,974 |
| | | | | | |
| 40,000-70,000 | 40,000-70,000 | 45,000-75,000 | 35,000-60,000 | 50,000-90,000 | 35,000-50,000 |
| | | | | | 30,000-40,000 |
| | | | | | 25,000-35,000 |
| | | | | | |
| 45,000-70,000 | 40,000-70,000 | 50,000-80,000 | 35,000-60,000 | 55,000-90,000 | 37,000-50,000 |
| | | | | | 32,000-42,000 |
| | | | | | 27,000-37,000 |



**Lake County Park Districts
2018 Tax Rates**

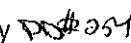
| Agency | Rate | Change | | Agency | Highest/Lowest |
|------------------|-----------------|------------------|--|------------------|-----------------------|
| Barrington | 0.752172 | -0.001934 | | Zion | 1.119125 |
| Buffalo Grove | 0.516204 | 0.024509 | | Waukegan | 0.999671 |
| Deerfield | 0.537833 | -0.004321 | | Wheeling | 0.844046 |
| Foss | 0.809812 | -0.027400 | | Foss | 0.809812 |
| Grandwood | 0.588341 | -0.012641 | | Round Lake | 0.756987 |
| Grayslake | 0.477918 | -0.026229 | | Barrington | 0.752172 |
| Gurnee | 0.500648 | -0.003726 | | Grandwood | 0.588341 |
| Highland Park | 0.521056 | -0.007708 | | Deerfield | 0.537833 |
| Lake Bluff | 0.475170 | -0.006142 | | Highland Park | 0.521056 |
| Lindenhurst | 0.460731 | 0.002975 | | Buffalo Grove | 0.516204 |
| Mundelein | 0.465990 | -0.012115 | | Gurnee | 0.500648 |
| Round Lake | 0.756987 | -0.029852 | | Wildwood | 0.484857 |
| Vernon Hills | 0.416157 | -0.003284 | | Grayslake | 0.477918 |
| Wauconda | 0.454550 | -0.011676 | | Lake Bluff | 0.475170 |
| Waukegan | 0.999671 | -0.034423 | | Wauconda | 0.454550 |
| Wheeling | 0.844046 | 0.040070 | | Mundelein | 0.465990 |
| Wildwood | 0.484857 | -0.019678 | | Lindenhurst | 0.460731 |
| Zion | 1.119125 | 0.067244 | | Vernon Hills | 0.416157 |

Averages **0.621389**

MEMORANDUM

To: Chief Eric Guenther

Cc: Deputy Chief Monahan 
Deputy Chief Hansen 

From: Sergeant Paul Dempsey  #254

Date: Tuesday, March 13, 2018

Re: Park District Report –February 2018

There were six (6) 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 found property, suspicious persons/circumstances/vehicles, burglary alarm, disturbance and a vehicle accident.

There were a total of 31 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 getting colder and a decreased use of the parks.

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

- On 02/12/18, CSO Peterson responded to Park View Fitness Center for a private property accident. Subject accidentally struck a parked vehicle.
- On 02/19/18, Officer Hernandez responded to Lincoln School for a found bicycle report. The bicycle cleared LEADS and placed into evidence.
- On 02/22/18, Officer McCourt responded to Park View Fitness Center for a report of two juveniles who got in an argument on the basketball court. Both juveniles admitted to shoving each other and management just wanted them to leave for the night. No further action taken.
- On 02/23/18, Officer McCourt located an occupied vehicle at Maurice Noll Park after hours. Officer McCourt spoke with the three occupants and the driver was issued AHO citations for possession of cannabis and possession of drug paraphernalia.
- On 02/25/18, Officer Callas responded to Park View Fitness Center for a burglary alarm report. Officer Callas spoke with an employee who advised it was unknown as to why the alarm was activated. No evidence of criminal activity.
- On 02/27/18, Officer Pyrek responded to Park View for a burglary alarm report. Officer Pyrek spoke with an employee who advised the alarm was set off in error. No evidence of criminal activity.

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.

Courage. Pride. Commitment.

I have attached a copy of the February 2018 Park District reports for your review.

Please contact me if you have any questions.

To: Board of Park Commissioners

From: Bill Brolley, Golf Operations Manager

Subject: Steeple Chase Operations – March 2018

| | 2018 | 2017 |
|----------------------------|-----------|----------|
| Golf Revenue (YTD 3/21) | \$ 6,037 | \$ 1,641 |
| Merchandise (YTD 3/21) | \$ 5,333 | \$ 2,397 |
| Food & Beverage (YTD 3/21) | \$ 724 | \$ 186 |
| Miscellaneous (YTD 3/21) | \$ 2,676 | \$ 2,661 |
| Gift Cards (YTD3/21) | \$ 1,353 | \$ 1,564 |
| Total Revenue (YTD 3/21) | \$ 16,123 | \$ 8,449 |

We opened the course on Saturday March 17th and had 12 golfers, it was mid 40's and windy. On Sunday the 18th the weather was much better, we had a frost delay until almost 9:00 a.m. and the temperature got into the upper 50's in the afternoon. We were booked solid until 2:00 p.m. and ended up with 128 golfers. In 2017 on March 24th which was Good Friday we had 129 golfers but not much after that. The weather doesn't look great for this upcoming weekend with the possibility of snow on Saturday the 24th and temps in the low 40's for Sunday. It looks like it might get into the 50's next week so hopefully we will get some play next week.

We had 48 carts delivered last week and the rest delivered on Tuesday the 20th except for the ranger carts and beverage carts, which will not be needed for a little while. The carts look great, nice dark blue color. We got our first taste of the new GPS system this last weekend. We had been setting up different installations such as geo fencing around greens and cart paths and pace of play the week before but really didn't get to test it out much until Saturday. Once we figured out the sequence of turning them on we were up and running and no issues. We were cart path only all weekend and carts beep when a cart is more than two or three yards off the path and then it will stop running for a brief couple of seconds and remind you to return to the cart path. Not everything is completed yet like ordering food from the cart but will be done in the next week or two. Graphics were very bright and easy to see, so far we are happy with the system.

We took the hitting net in the restaurant down on Thursday the 15th and then shampooed the carpet in that room on Friday so it was nice clean for the opening on Saturday.

Looking forward to a good season!

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

Well, at least we had one good early golf day. As always, our springs are not usually good golfing weather. Most of the time we go from winter to mid-spring. The course is looking good disease-wise. We don't have any to speak of. There is a little bit of animal damage on the greens and there are not too many branches that need to be removed. However, there are truck loads of pine cones. I don't recall seeing that many at this time of year. This may take some time to clean them up.

Most of the crew has checked in already. Some have started and others have family commitments to take care of before they are ready to start. Obviously nothing is growing yet so mowing is not needed. I'm trying to watch the weather and determine the best time to remove the winter growth on the greens, tees, and fairways. This will take the "protection" away from those areas. Being patient is not a bad way to be at this time of the year.

The big lake on #18 (the irrigation lake) was treated for weed control back in November so the use of the water will not be a concern when we turn on the irrigation system this year. We received our new irrigation computer and software which is typically upgraded every three years. We have agreed on the contract with Rain Bird. The new system should be installed and ready to go before the irrigation is turned on for the season.

The tree inventory on the golf course is complete. It took about three days to do the inventory.

The goose control contractor started their season March 15th. We have had some activity. It seems that the geese are pairing off so the big key is to find their nests and keep the family population to a minimum.

The new dump truck has been ordered and should be delivered in June. The other equipment, core pulverizer and aerifier, have also been ordered. I will be putting together a list for the April meeting of our surplus equipment that I would like to put in an auction.

We have dug the holes for the 9 to 14 pine trees we are waiting to receive from the Village of Mundelein. Those trees will be in our tree nursery and will be treated with TLC. Hopefully they will thrive and be able to be planted on the course in the fall or next spring.

To: Board of Commissioners

From: Derek Solberg, Superintendent of Buildings and Grounds

Re: Parks Department Report – March 2018

A tree inventory of the managed trees in the District began on March 6th. In 2017 the Park District received a grant from the U.S. Forest Service through the Chicago Region Trees Initiative. The completed inventory will be incorporated into a tree management plan for the District.

Helping Dunbar Recreation Center transition from a building under construction to one that is fully open has been a focus. The building has recently had the AED machine installed, shelving installed for storage areas, custodial supplies purchased and many other items to prepare the building for use. This is an ongoing process and will be adjusted to best fit the needs of the users as the needs are identified.

Staff attended considerable training and testing in the past month. Nathan Neuwirth, Tony Elsasser and Brian Jeske trained and tested to maintain their pesticide applicator licensing. This is extensive training in general use followed by more focused education for safely and effectively using pesticides on turf, landscaping, right-of-way, aquatic and forested areas. Course work is followed by testing with a required minimum score to be licensed. John Rogers and Brad Vlcek completed Prescribed Burn Crew Member training and testing. This program is an outreach of Chicago Wilderness, a regional alliance of organizations that work together to improve the quality of natural ecosystems in the Chicagoland area. MPRD received scholarships for five staff members to attend a two day Landscaping Technical Skills workshop held at the College of Lake County. This program was conducted by the Illinois Landscape Contractors Association. The value of the scholarships is \$1,125. Finally, MPRD hosted the March meeting of the Midwest Institute of Park Executives. This organization's objective is to gather and disseminate information with reference to public parks, gardens, forest preserves, conservation districts and recreation agencies to establish a friendly cooperation of all agents directing and controlling the same. The meeting was hosted at the Dunbar Recreation Center and the building was featured. The meeting was very well attended with some 90 attendees and there were many positive comments from attendees with regard to the new facility.

Park equipment such as trash cans and park benches are being brought in to the shop to be repainted. Vaughn-Griglack Lakewood Heights, North Shore – Bob Lewandowski and Clearbrook Parks have been completed thus far. Other items that are being repainted are the spring toys at Cambridge Country Park. Occasionally park signage in the District is vandalized by being bent and as a result needs to be repaired. Sites that seem to be more prone to this type of activity have had plywood backing added to the signs recently. To further deter would be disturbances, Mundelein Police are routinely advised as to where and what Parks staff are seeing in terms of vandalism or other undesirable activities.

Grounds projects have been continuing when able. Staff continue to work their way through shrub beds to complete any trimming that can be done now instead of in the warmer months. Dead material has been removed from dogwood bushes at Asbury and Scott Brown Parks. The lilac bushes at Longmeadow Park were also pruned back.

Memorandum

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

The focus of the department for the past month has been on the completion of the Summer program brochure and the planning for the opening of the Dunbar Recreation Center.

Programs

The deadline to register for the Summer Softball League is April 17 with league play beginning April 23. The first field permit day was held March 10 for April field requests. May and June practice field requests can be made starting April 14. The new Pee Wee Lacrosse program has some initial interest with 6 kids. This is a national 3 on 3 league through America's Pee Wee Lacrosse League and is for youth ages 5-8. Play will begin in May with a regional tournament in June. We are looking for coaches and more kids. This will be on display with a demo at the Day of Play.

An Open House for the Learning Center took place Sunday, March 18. Two of the five classes for the next school year are filled. The Learning Center will also be represented at the grand opening of the Dunbar Recreation Center. Several preschool classes will go on a field trip to the James Lumbar Performing Arts Center at CLC. The children will see an age appropriate theater performance.

Twenty-four Mundelein Park District dancers competed at the Wilmette Stars of Dance. Some of the highlights and awards they earned included:

- Five Platinum awards – one solo, two duets, one trio and one for Intermediate Company
- Nine High Gold awards
- Four Gold awards
- Last year 15 dancers participated and earned 5 High Gold and 4 Gold awards

Registration

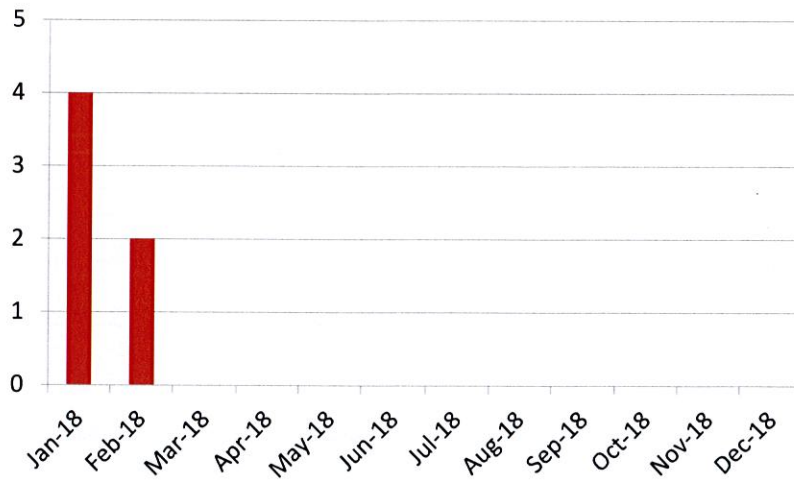
The registration department is testing out a re-structure to the scholarship program that uses the Department of Agriculture's guidelines for poverty for qualification. This will allow staff to be able to quickly identify those individuals who need assistance, while reducing personal judgment and allowing staff to process the forms in a timely manner. This is in line with the guidelines that many other Park Districts have adopted.

Registration reports for scholarships, rentals, and Regent Center participation were not included since there is not enough data at this time of year. New graphs on Activity Participation and Activity Totals were included to help share illustrate and track our activity run/cancel rates over time.

Rentals

Rentals at the Regent Center dipped to only 2 in February after a strong start to the year. This was largely due to the Enchanted Princess Event using the facility. The downturn will be a rarity, as the Regent Center has at least 1 rental each weekend between March 10 – end of May. The Community Center Pool received a few minor rentals in February. That report is attached.

Regent 2018 Monthly Rentals



| | Jan-18 | Feb-18 | Mar-18 | Apr-18 | May-18 | Jun-18 | Jul-18 | Aug-18 | Sep-18 | Oct-18 | Nov-18 | Dec-18 |
|-----------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| ■ Regent Center | 4 | 2 | | | | | | | | | | |

Regent 2018 Monthly Revenue



| | Jan-18 | Feb-18 | Mar-18 | Apr-18 | May-18 | Jun-18 | Jul-18 | Aug-18 | Sep-18 | Oct-18 | Nov-18 | Dec-18 |
|-----------------|---------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| ■ Regent Center | \$2,533 | \$595 | | | | | | | | | | |

■ Regent Center

Special Events

The Dunbar Recreation Center held its first event the St Patrick's Day Party on March 17. This event attracted 30 participants and featured a treasure hunt, contests, games and a lot of candy. A post event dash through the gym got the sugar rush worked out. Pictures can be found here:

<https://www.flickr.com/photos/152052445@N05/albums/72157694663203675>

Upcoming events include the teen Flashlight Egg Scramble (March 29), Spring Egg Hunt (March 30) and the Grand Opening/Day of Play for Dunbar (April 7). A new event, Earth Day will be held on April 22 and will be held at Dunbar. This event will feature paper shredding, textile and craft material recycling in conjunction with SWALCO. The District also receive 200 saplings to give out to attendees.

Facilities (Regent, Park View, Big & Little and Rec Connection, Barefoot Bay & Beach, Dunbar Recreation Center)

Regent: Membership numbers at the Regent Center increased for the second straight month. The goal is 425 for the year. Participation dipped slightly from 1304 in January to 1239 in February. Regent Center Supervisor Mary Yoho will be at the Day of Play to share information about the Regent Center, offer instruction on table games, discuss trips and register new members.

| February | TOTAL | RES | NONRES | NEW | DELWB | BOOMER |
|----------|-------|-----|--------|-----|-------|--------|
| 2014 | 306 | 211 | 95 | 20 | 41 | 77 |
| 2015 | 291 | 200 | 91 | 20 | 47 | 88 |
| 2016 | 293 | 195 | 98 | 15 | 47 | 83 |
| 2017 | 291 | 199 | 92 | 19 | 44 | 94 |
| 2018 | 283 | 189 | 94 | 19 | 48 | 114 |

| JANUARY | Total | Resident | NR | New | DW | Boomer |
|---------|-------|----------|----|-----|----|--------|
| 2014 | 153 | 98 | 55 | 7 | 21 | 37 |
| 2015 | 165 | 120 | 45 | 9 | 25 | 43 |
| 2016 | 188 | 128 | 60 | 14 | 36 | 59 |
| 2017 | 168 | 121 | 47 | 12 | 28 | 59 |
| 2018 | 231 | 155 | 76 | 7 | 42 | 88 |

Park View: Annual Memberships decreased by 31 members from February to March. Although a decrease in membership numbers are not desired, the total annual memberships are ahead of last year (1239 vs 1210) and the decrease is consistent with the dip experienced in March of 2017. The more expensive Monthly memberships have increased by 71 members. To save on expenses Community Center Manager, Rose Nudo-Semak is reducing staff hours by using management staff to cover closing duties at the front desk, while also cutting underperforming group exercise classes to save on instructor costs. Membership sales efforts will include a Day of Play one day membership special along with a cash cube game where attendees can get additional money off. Additionally, registration staff are assisting with efforts to allow for the purchase of fitness membership passes online in the near future. Also, Superintendent of Recreation, Matt LaPorte and staff are reviewing membership structures of area competition in an effort to redesign our packages to make them more competitive within the local fitness market. Staff are also working with vendors to replace the cardio equipment as they are at the end of their lifespan, and replace them with modern technology, thereby making the facility more attractive in the marketplace.

| Premium Memberships 2018 | Jan | Feb | March |
|---------------------------------------|-------------|-------------|-------------|
| Annual Memberships | | | |
| Premium Annual | 565 | 571 | 552 |
| Indoor Pool Only Annual | 318 | 322 | 306 |
| Group Exercise Annual (Only & Add On) | 110 | 119 | 122 |
| Child Care Add On Annual | 1 | 0 | 0 |
| Track Only | 269 | 258 | 259 |
| Total | 1263 | 1270 | 1239 |
| Monthly Memberships | | | |
| Premium Monthly | 659 | 553 | 597 |
| Indoor Pool Monthly | 318 | 298 | 319 |
| Group Exercise Monthly | 142 | 133 | 136 |
| Child Care Monthly | 9 | 7 | 7 |
| Track Monthly * Winter Special | 14 | 22 | 25 |
| Total | 1142 | 1013 | 1084 |
| Personal Training Memberships | 57 | 59 | 65 |

| Premium Memberships 2017 | Jan | Feb | Mar | Apr | May | Jun | July | Aug | Sept | Oct | Nov | Dec | Jan |
|--------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Annual Memberships | | | | | | | | | | | | | |
| Premium Annual | 348 | 397 | 410 | 485 | 513 | 527 | 549 | 544 | 561 | 567 | 581 | 563 | 565 |
| Indoor Pool Annual | 228 | 254 | 266 | 305 | 308 | 301 | 312 | 304 | 299 | 298 | 317 | 316 | 318 |
| Group Exercise Annual | 87 | 91 | 95 | 100 | 104 | 106 | 81 | 101 | 108 | 113 | 112 | 110 | 110 |
| Child Care Annual | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Track | 246 | 258 | 256 | 254 | 247 | 248 | 250 | 245 | 230 | 246 | 258 | 269 | 269 |
| Total | 1150 | 1259 | 1210 | 1233 | 1237 | 1214 | 1204 | 1195 | 1219 | 1225 | 1269 | 1259 | 1263 |
| Monthly Memberships | | | | | | | | | | | | | |
| Premium Monthly | 403 | 472 | 482 | 450 | 481 | 490 | 534 | 452 | 442 | 454 | 514 | 537 | 659 |
| Indoor Pool Monthly | 185 | 236 | 241 | 213 | 241 | 219 | 268 | 228 | 246 | 258 | 267 | 274 | 318 |
| Group Exercise Monthly | 99 | 116 | 123 | 119 | 133 | 116 | 140 | 119 | 127 | 132 | 151 | 122 | 142 |
| Child Care Monthly | 6 | 6 | 7 | 7 | 5 | 4 | 8 | 6 | 5 | 10 | 6 | 8 | 9 |
| Track Monthly * Winter Special | 3 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 14 |
| Total | 696 | 833 | 853 | 789 | 860 | 829 | 950 | 805 | 820 | 854 | 938 | 945 | 1142 |
| Personal Training Memberships | 23 | 48 | 47 | 33 | 50 | 38 | 46 | 33 | 42 | 50 | 53 | 53 | 57 |

Big & Little/Rec Connect: Big & Little had the scheduled review from the Illinois State Board of Education Child Care Food Program on March 9. Everything went well. The Lake County Health Department will be at Big & Little on March 21 to complete DCFS required Vision and Hearing Testing on all enrolled children 3 and up. Two new children enrolled in the day care program this month.

Big & Little Enrollment

| | <u>Total</u> | <u>Full Time</u> | <u>Full Days</u> | <u>½ Days</u> |
|----------------------|--------------|------------------|------------------|---------------|
| March 2018 | 62 | 15 | 25 | 22 |
| February 2018 | 61 | 16 | 25 | 20 |
| January 2018 | 62 | 17 | 24 | 21 |
| March 2017 | 69 | 32 | 21 | 16 |
| March 2016 | 69 | 29 | 25 | 15 |
| March 2015 | 79 | 31 | 27 | 21 |

Just a reminder: Full time is defined as 5 full days per week.
 Full days refers to 2-4 full days per week.
 ½ days refers to 2-5 preschool mornings (8:30 – 12:30)

Rec Connect: The Rec Connect team is preparing for the big move into the Dunbar Recreation Center for spring break camp the week of March 26. Supervisor Cheri Rehor and Big & Little Day Care Director Laurie Gembara will be at Washington School on Wednesday, April 4 on an outreach effort. Staff is also continuing to work on the development of a 6th grade program for District 75 to begin in the Fall. The students would be bused from Carl Sandburg and brought to Dunbar Recreation Center. This is currently pending the cooperation of the incoming transportation provider.

Staff for Trails Day Camp, Rec Connect and Big & Little are preparing to launch a new software program that will allow parents to create an electronic emergency card and upload camper information forms. This will allow the participant information to be safely stored and shared from program to program. This program will also allow staff to access the information from an electronic device quickly in emergency situations. This will be a welcome customer service initiative for our parents.

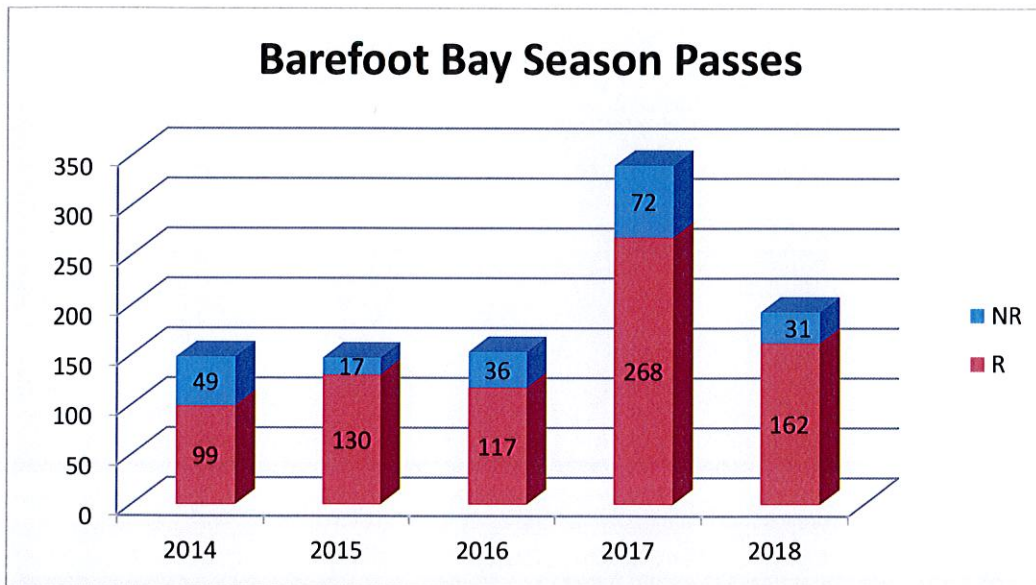
Rec Connection Enrollment

| | <u>Total</u> | <u>MCC</u> | <u>Washington</u> |
|----------------------|--------------|------------|-------------------|
| March 2018 | 164 | 76 | 88 |
| February 2018 | 163 | 75 | 88 |
| January 2018 | 165 | 77 | 87 |

| | | | |
|------------|-----|----|-----|
| March 2017 | 177 | 76 | 101 |
| March 2016 | 169 | 74 | 95 |
| March 2015 | 179 | 85 | 94 |

Barefoot Bay & Diamond Lake Beach: Season passes went on sale starting November 15. Thus far we have sold 193 Barefoot Bay passes, 3 beach passes and 28 combo passes for a total revenue of \$13,590 for the three pass types. This is down from last year's total of 372 and \$21,996.85 at this time. This year is better than all other previous years though. Last year was successful due to a flash sale in February. Building off last year's success, another flash sale ran March 21.

The aquatics department continues to hire for the summer season. The department welcomed new part-time Aquatics Assistant, Gwen Battis, in March. To date, the aquatics team is over 60% hired which is a good place to be at this time of year.



| Barefoot Bay Season Pass Revenue | | | |
|----------------------------------|--------------|-------------|--------------|
| | Res | Non-Res | Total |
| 2018 | \$ 8,800.00 | \$ 2,935.00 | \$ 11,735.00 |
| 2017 | \$ 13,463.50 | \$ 6,752.95 | \$ 20,216.45 |
| 2016 | \$ 6,170.00 | \$ 3,298.50 | \$ 9,468.50 |
| 2015 | \$ 8,425.00 | \$ 1,825.00 | \$ 10,250.00 |
| 2014 | \$ 6,380.00 | \$ 5,255.00 | \$ 11,635.00 |

Dunbar Recreation Center

The Dunbar Recreation Center is officially in use. Regular Monday event dance classes began on Monday, March 19 and spring break camp will be offered at the Center the week of March 26. The St. Patrick's Day party was the first event that was held at the Center and staff received numerous compliments over the facility. Rec Connect will begin regular operation at the Center starting April 2.

Staff are preparing for the April 7 Day of Play and Grand Opening. This event will show case the facility while also featuring a sample of activities the Park District offers. Membership sales fitness and Regent will all be available as well as golf demos and informaiton. We will also offer discounts on programs and giveaways. The event runs 10:00 am-2:00pm.

Mundelein Parks Foundation

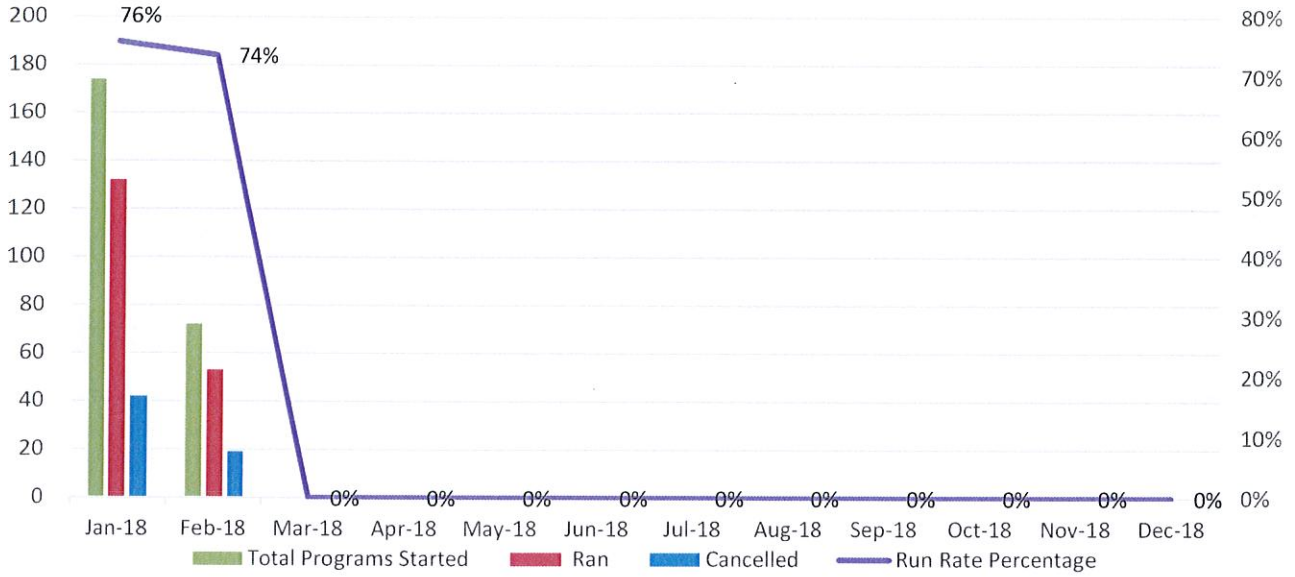
Foundation received a \$2000 anonymous donation for the purchase of a Key Log – a lakefront attraction in the spirit of log rolling. This will be used to help increase participation at the beach and develop programming in time. The present Foundation balance is \$9263.64. Two camp scholarships were approved in the past month, both of which will be absorbed by the camp program.

Attached Reports

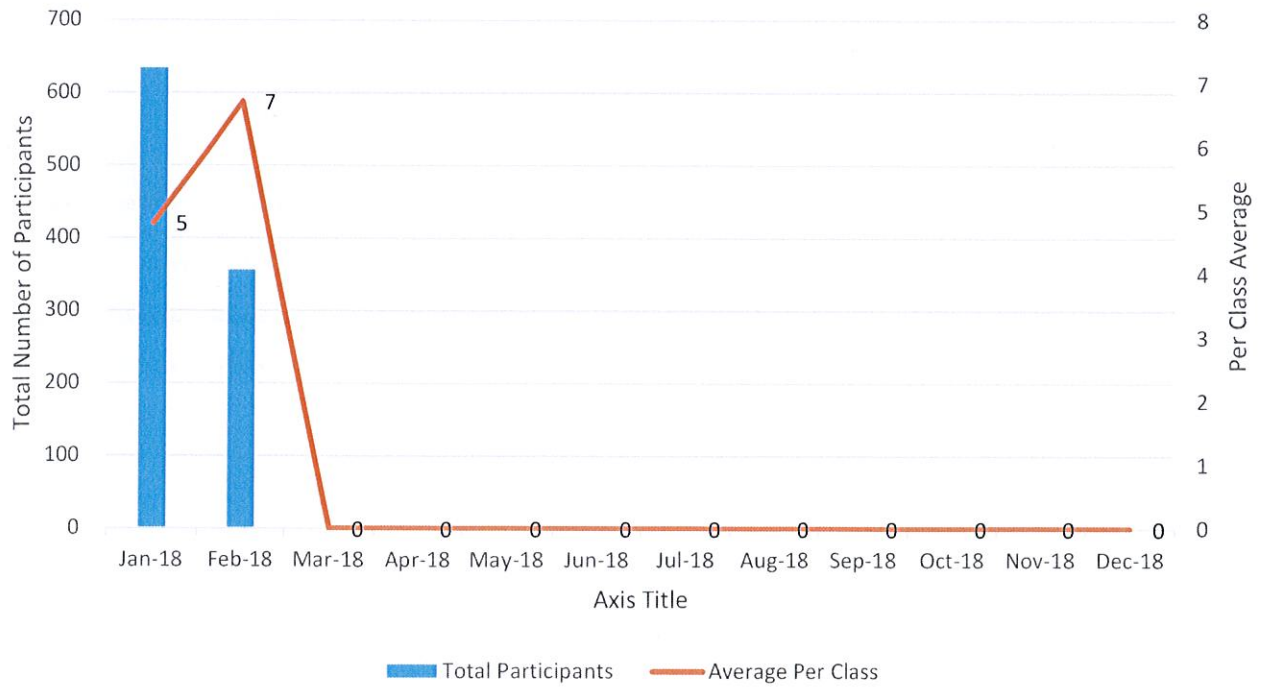
- Registration Reports. (total programs started means total programs offered)

REGISTRATION REPORTS

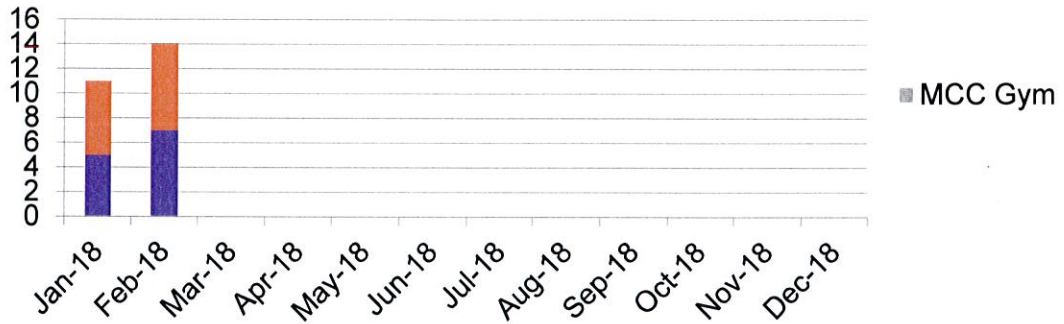
Activities Report



Participation Data



MCC Room / Pool / Gym 2018 Monthly Rentals



| | Jan-18 | Feb-18 | Mar-18 | Apr-18 | May-18 | Jun-18 | Jul-18 | Aug-18 | Sep-18 | Oct-18 | Nov-18 | Dec-18 |
|------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| MCC Gym | 0 | 0 | | | | | | | | | | |
| MCC Pool Rentals | 6 | 7 | | | | | | | | | | |
| MCC Room Rentals | 5 | 7 | | | | | | | | | | |

Garden Plot 2018 Monthly Registrations



| | Jan-18 | Feb-18 | Mar-18 | Apr-18 | May-18 | Jun-18 | Jul-18 | Aug-18 | Sep-18 | Oct-18 |
|------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Small Plot | | 2 | | | | | | | | |
| Large Plot | | 11 | | | | | | | | |

■ Large Plot ■ Small Plot

Mundelein Parks & Recreation District

Memorandum

To: Board of Commissioners
From: Linda Miller, Superintendent of Business Services and Technology
RE: March 2018 Monthly Report
DATE: March 21, 2018

Finance

The draft of the 2017 Comprehensive Annual Financial Report is in process. We received the first payment for the PARC Grant in the amount of \$983,995.49.

Human Resources

Anthony Nitti completed the payrolls for the periods of 02/18/18 – 03/03/18 for 155 employees and 03/04/18 – 03/17/18 for 162 employees. We are recruiting for the job positions of swim instructors and lifeguards for the Indoor Pool, a cooking instructor, and fitness floor attendants, as well as, all summer seasonal positions. Anthony participated in 2 job fairs, one held at Mundelein High School, and the other at Stevenson High School. He is also leading the committee to establish an Intranet for employee communications.

IT

The IT infrastructure, workstations, and phones are now operational at the Dunbar Recreation Center. The materials for the server upgrade project were received, and the installation will progress in stages over the next few weeks. A replacement computer was installed at the Steeple Chase Pro Shop, and the four replacement computers for the Aquatics facilities were ordered.

Risk Management

Property Loss Report

| | | | |
|--------|-------|--------------------------------------|--------------------|
| Feb 28 | \$550 | Tree vandalized at Maurice Noll park | Police Report Made |
|--------|-------|--------------------------------------|--------------------|

Employee Injury/Illness

Accident/Incident Summary

| | | | |
|---------|--------------------------|--|-------------------------------------|
| March 3 | Open Gym – MCC | Boy, 16, going up for a dunk and fell on left arm – broken | EMS called; Transported with parent |
| March 5 | Sauna | Adult male stood up in sauna, slipped on blue mat and hit back below scapula on the wooden bench | none |
| March 6 | RecConnect – leaving bus | Boy, 9, slid down the steps to the bus and scraped his back on the stairs of the bus | First-aid |

| | | | |
|----------|-------------|---|-----------|
| March 8 | Parkview | Adult female on fitness floor said she needed to catch her breath, she has asthma, Fitness Floor attendant gave her some ice packs and offered to get her inhaler | No |
| March 9 | Indoor Pool | Adult female standing on the steps of the indoor pool lost her footing and fell face first into the pool, another swimmer helped her to the wall | N/A |
| March 12 | RecConnect | Girl, 8, hit in the head with a volleyball in the gym | First-aid |

Monthly Summary

Training for the month of March is Emergency Response/Action Plans, Employee Emergency Preparedness Plans & Hazard Communications.