

MUNDELEIN PARK & RECREATION DISTRICT
REGULAR BOARD MEETING
Monday, March 27, 2017
7:30 p.m.

AGENDA

Call To Order:

Pledge of Allegiance:

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

Approval of Minutes: Committee Meeting March 13, 2017
Regular Meeting March 13, 2017

Approval of Disbursements: Warrants 030917, 031717
032117, 032417, 032717 = \$ 203,622.75

Financials: February

Correspondence:

Old Business:

New Business:

1. Approve Ordinance 17-03-01 Abating Taxes
2. Approve Gazebo Donation Agreement with Community Protestant Church

Board Business:

Staff Reports:

Service Anniversaries: Ted Costa 1998 (19); Christa Lawrence 2015 (2);
Debbie McInernay 2016 (1); Candy O'Connell 2016 (1);
Derek Solberg 2009 (8); Myra Tatarowicz 1999 (18);
Matt Wells 2009 (8)

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
March 13, 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 President KNUDSON.

Present were Commissioners DOLAN, FRASIER, KNUDSON, McGRATH and ORTEGA. Staff present included Executive Director RESNICK.

Executive Director RESNICK explained the bid opening for the new building and reviewed the bids submitted for each of the 20 trades. She said John Emser from W.B. Olson would be at the Board Meeting to review the bids.

The Board reviewed the bids for the purchase of two heaters for the lazy river at Barefoot Bay.

The District will be changing to a three year contract for the treatment of aquatic weeds in Diamond Lake. The goal is to be consistent with applications and allow neighboring parcels the opportunity to utilize the services of the same vendor.

Executive Director RESNICK explained to the Board that the bids submitted for the Landscaping Maintenance at District buildings were not submitted uniformly. What appeared to be the low bid is actually not when the cost of mulch is factored in. Staff is recommending the contract be awarded to Buhrman Design Group. Commissioner FRASIER suggested the award not to exceed a figure of \$5,000 for mulch purchase/installation.

With the departure of the Front Desk Supervisor last year, staff has reviewed the need for filling that position or creating new positions. With the new group exercise membership, the number of classes has increased and the Community Center Manager feels a Group Exercise/Personal Training Coordinator would be helpful. Currently special events are handled by many different staff and having one person coordinate them should improve the quality and quantity of these events. Also, staff would like to begin offering enhancements to room renters who may want help with decorating or arranging catering. Job descriptions for both of these positions were presented to the Board.

The 2016 Workplan was reviewed. While the majority of the items were completed, staff felt they fell short mainly because of poor time management. The goal, as always, is to complete 100% of the items on the 2017 Workplan.

The Summer Lunch Program would like to have a gazebo built at Gordon Ray Park for their lunch program. They will pay for the construction and donate the gazebo to the Park District. A donation agreement was drafted by the District's attorney and will be presented at the next Board meeting.

Staff is preparing an analysis of the feasibility of constructing a driving range and/or expanding the clubhouse at Steeple Chase. This should be ready for Board review in late April.

Commissioner FRASIER asked if the District should re-bid the four trades that only received one bid each for the new building. John Emser of W.B. Olson said he felt the bids were very competitive and re-bidding did not guarantee a better price, or even the same price.

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, MARCH 13, 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 President KNUDSON 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.

Commissioner McGRATH moved to approve the minutes of the Committee Meeting and Regular Meeting minutes from February 27, 2017, second by Commissioner ORTEGA. President KNUDSON 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 DOLAN moved to approve Warrants 030217, 030617, 030717, 031017, and 031317 in the amount of \$363,873.28, second by Commissioner FRASIER. President KNUDSON repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners DOLAN, FRASIER, McGRATH, ORTEGA and KNUDSON voting yes.

Commissioner McGRATH moved to accept the February Police report and place on file, second by Commissioner FRASIER. President KNUDSON repeated the motion and asked if there were any questions and none were raised. A voice vote was taken with all voting yes.

Commissioner FRASIER moved to award contracts to Alpine for Building Demolition in the amount of 15,000; Matteo for Excavation & Site Demolition in the amount of \$165,999; Berger 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 \$34,416; Johnson for Flooring in the amount of \$40,763; Johnson for Sports Flooring in the amount of \$79,975; 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 Electric in the amount of \$258,000, second by Commissioner DOLAN.

President KNUDSON repeated the motion and asked if there were any questions. Commissioner McGRATH asked what was in the Specialties bid. John Emser of W.B. Olson replied it is signage, lettering, fire extinguishers, toilet accessories, window shades and the folding panel partition at the Fitness Studio/Community Room, etc. President KNUDSON asked about the timeframe. Mr. Emser said ground breaking could be late April and there would be 12-13 months of construction. A roll call vote was taken with Commissioners DOLAN, McGRATH, FRASIER, ORTEGA and KNUDSON voting yes.

Commissioner McGRATH moved to approve the purchase of two Pool Heaters for Barefoot Bay from Cahill Heating & Air in the amount of \$36,500, second by Commissioner ORTEGA. President KNUDSON repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners McGRATH, ORTEGA, DOLAN, FRASIER and KNUDSON voting yes.

Commissioner DOLAN moved to award a three year contract to Clarke Aquatic Services for the treatment of aquatic weeds at Diamond Lake in an amount not to exceed \$5,000 annually, second by Commissioner FRASIER. President KNUDSON repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners DOLAN, FRASIER, McGRATH, ORTEGA and KNUDSON voting yes.

Commissioner FRASIER moved to award a contract to Buhrman Design Group for the Landscape Maintenance at District buildings in amount of \$26,527.50 plus mulch installation not to exceed \$5,000, second by Commissioner McGRATH. President KNUDSON repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners FRASIER, McGRATH, DOLAN, ORTEGA and KNUDSON voting yes.

Commissioner DOLAN moved to approve the Group Exercise/Personal Training Coordinator and Special Events/Party Coordinator job descriptions as presented, second by Commissioner McGRATH. President KNUDSON 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, ORTEGA and KNUDSON voting yes.

Under Board Business, Commissioner DOLAN said he has access to the evaluations from this past State Conference and if anyone is interested in them, he would share. Commissioner McGRATH asked if the conference would be held at the Hilton again next year. Commissioner DOLAN said there would be one more year at the Hilton and then it returns to the Hyatt for two years.

There being no further business, Commissioner ORTEGA moved to adjourn at 7:47 p.m., second by Commissioner McGRATH. The motion was unanimously approved.

Secretary

MEETING REMINDER
MONDAY, MARCH 27, 2017

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

Action Items

Old Business

New Business

1. Approve Ordinance 17-03-01 Abating Taxes
2. Approve Gazebo Donation Agreement with Community Protestant Church

Updates

1. Master Plan Update
2. Potential Developer Donation
3. Land/Cash Ordinance
4. Board Manual Review
5. Potential Solar Power Installation

New Business

In order to levy less tax's in the Debt Service Fund, the District must pass an ordinance abating the taxes. Enclosed is Ordinance 17-03-01 that will allow the County to collect \$29,993 less in taxes for the District. We are doing this because of the fund balance in the Debt Service Fund.

Staff recommends approving Ordinance 17-03-01 abating a portion of the Debt Service Taxes for the 2016 Tax Levy.

As previously discussed, the Summer Lunch Program Group has offered to pay for the construction of a gazebo at Gordon Ray Park and donate the structure to the Park District. I have met with their team and believe this will be a nice additional amenity for the park.

Staff recommends approving the Gazebo Donation Agreement with Community Protestant Church.

Updates

While compiling the necessary documents for our Accreditation Review, I realized we have not updated the Master Plan in several years. One of the items that need to be updated is the Succession Plan because of the recent changes in the structure of the Administration Department and Parks Department. The recommend changes are attached. I reviewed our goals, and believe these are still valid. These are "umbrella" type goals and are different from the goals in the Strategic Plan that cover 2016-2019 and the Workplan which cover just 2016. I've attached these in case the Board wants to discuss.

I met with representatives from KHovanian Homes regarding a potential residential development and their suggested developer donation. The drawing is enclosed for Board review and discussion.

Our current land cash donation identifies the value of an acre of land at \$100,000. While speaking with representatives from the Illinois Department of Transportation and their engineering firm regarding the Route 60/83 improvements, the topic came up and they were nice enough to send information about the current value of land. As you can see from the enclosed document, the current value of an acre of land is \$152,000 for residential property. Does the Board want to adjust our Land/Cash Ordinance or keep it at \$100,000?

The Board Manual has not been reviewed in several years. I had our attorney review it and the only suggestions he is making are grammatical or changing position titles.

I met with a representative from EcoSolar. They are looking for buildings to install solar panels. There would be no cost to the District and we would anticipate \$6,000-\$7,000 savings annually. We would only receive a portion (7-10%) of our electric through the solar panels. We have a contract for two more years for electric delivery and are investigating if this would violate that contract. If not for the Community Center, we may be able to do this for the new building next year.

ORDINANCE NO. 17-03-01

ORDINANCE abating the tax hereto levied for the year 2016 to pay the principal of and interest on General Obligation Limited Tax Park Bonds, Series 2016 of the Mundelein Park & Recreation District, Lake County, Illinois.

WHEREAS the Board of Park Commissioners (the "*Board*") of the Mundelein Park & Recreation District, Lake County, Illinois (the "*District*"), by Ordinance 16-08-01, adopted on the 22nd day of August, 2016 (the "*Bond Ordinance*"), did provide for the issue of General Obligation Limited Tax Park Bonds, Series 2016 (the "*2016 Bonds*") of the District, and the levy of a direct annual tax sufficient to pay the principal of and interest on the 2016 Bonds; and

Whereas, the Board hereby determines that the Park District's lawfully available funds are available and have been deposited into the Bond Fund (as defined in said Ordinance) to pay the principal of and interest on the 2016 Bonds when due in the next succeeding bond year so as to enable the abatement of the taxes levied in the Bond Ordinance for the same; and

WHEREAS it is necessary and in the best interests of the District that the tax heretofore levied for the year 2016 to pay the principal of and interest on the 2016 Bonds be abated.

NOW THEREFORE Be It Ordained by the Board of Park Commissioners of the Mundelein Park & Recreation District, Lake County, Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Ordinance are full, true and correct and does incorporate them into this Ordinance by this reference.

Section 2. Abatement of Tax. The tax heretofore levied for the year 2016 in the Bond Ordinance for the 2016 Bonds is hereby abated by \$29,993 so that the final levy for the year 2016 to pay the principal of and interest on the 2016 Bonds shall be adjusted to \$110,754.78

Section 3. Filing of Ordinance. Forthwith upon the adoption of this ordinance, the Secretary of the Board shall file a certified copy hereof with the County Clerk of The County of Lake, Illinois, and it shall be the duty of said County Clerk to abate said tax levied for the year 2016 in accordance with the provisions hereof.

Section 3. Effective Date. This ordinance shall be in full force and effect forthwith upon its adoption.

Approved the 27th day of March, 2017

President, Board of Park Commissioners

ATTEST:

Secretary, Board of Park Commissioners

STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

CERTIFICATION OF ORDINANCE AND MINUTES

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Park Commissioners (the "*Board*") of the Mundelein Park & Recreation District, Lake County, Illinois (the "*District*"), and as such official I am the keeper of the records and files of the District and the Board.

I do further certify that the foregoing constitutes a true, correct and complete copy of Ordinance 17-03-01, entitled:

ORDINANCE abating the tax hereto levied for the year 2016 to pay the principal of and interest on General Obligation Limited Tax Park Bonds, Series 2016 of the Mundelein Park & Recreation District, Lake County, Illinois.

I do further certify that the deliberations of the Board on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting, that said meeting was called and held in strict accordance with the provisions of the Park District Code of the State of Illinois, as amended, the Open Meetings Act of the State of Illinois, as amended, and the Local Government Debt Reform Act of the State of Illinois, as amended, and that the Board has complied with all of the applicable provisions of said Code and said Acts and procedural rules in the adoption of said ordinance.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of the District, this 27th day of March, 2017.

Secretary, Board of Park Commissioners

(SEAL)

STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of Lake, Illinois, and as such official I do further certify that on the 28th day of March, 2017, there was filed in my office a duly certified copy of Ordinance No. 17-03-01 entitled:

ORDINANCE abating the tax hereto levied for the year 2016 to pay the principal of and interest on General Obligation Limited Tax Bonds, Series 2016 of the Mundelein Park & Recreation District, Lake County, Illinois.

(the "*Ordinance*") duly adopted by the Board of Park Commissioners of the Mundelein Park & Recreation District, Lake County, Illinois (the "*District*"), on the 27th day of March, 2017, and that the same has been deposited in the official files and records of my office.

I do further certify that the taxes heretofore levied for the year 2016 for the payment of the District's General Obligation Limited Tax Park Bonds, Series 2016 (the "*2016 Bonds*") as described in the Ordinance will be abated by \$29,993 so that the final levy for the year 2016 to pay the principal of and interest on the *2016 Bonds* shall be adjusted to \$110,754.78, as provided in the foregoing Ordinance.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County this 28th day of March, 2017.

County Clerk of The County
of Lake, Illinois

[SEAL]

**DONATION AGREEMENT BETWEEN
MUNDELEIN PARK & RECREATION DISTRICT
AND COMMUNITY PROTESTANT CHURCH**

THIS DONATION AGREEMENT (hereinafter "Agreement") is made and entered into this _____ day of March 27, 2017, by and between the **MUNDELEIN PARK & RECREATION DISTRICT**, an Illinois Park District (hereinafter "Park District"), and **FIRST CONGREGATIONAL CHURCH OF MUNDELEIN, ILLINOIS**, (a.k.a. COMMUNITY PROTESTANT CHURCH, hereinafter collectively referred to as "Church") (the Park District and Church hereinafter collectively referred to as "the Parties")

WITNESSETH

WHEREAS, the Park district owns the property commonly referred to as Gordon Ray Park, located on Ray's Lane in Mundelein, Illinois (hereinafter "the Property"); and

WHEREAS, the Church has offered to construct and donate to the Park District a gazebo as the Property in connection with its program to serve free lunches to citizens in need, and for use of the public; and

WHEREAS, the Park District desires to accept such gazebo, providing the gazebo meets with all requirements of law.

NOW, THEREFORE, in consideration of the foregoing and solely as a guide to the obligations and intentions of the Parties, the Parties agree as follows:

1. The Church shall design and construct a gazebo, which shall be located on the Property. The Parties acknowledge that final design for the gazebo has not been prepared as of the date of execution of this Agreement. The Parties agree generally that the gazebo shall be commercial grade with plans approved by the Village of Mundelein Building Department, and in the area indicated on the map attached hereto and incorporated by reference herein as Exhibit 1.
2. The Parties agree that this donation agreement shall impose no obligation on the Park District to design or construct a gazebo.
3. The Church agrees to be generally responsible for the designing and constructing of such gazebo to the extent requested and deemed necessary by the Park District and all other regulatory authorities, including but not limited to the Village of Mundelein.
4. Subsequent to the construction of the gazebo by the Park District, the Church shall offer to donate, and provided the gazebo meets with all requirements of law, the Park District shall accept the gazebo. Subsequent to such acceptance by the Park District, the Park District shall be solely responsible for the maintenance and repair or replacement of the gazebo.
5. The ownership of the gazebo constructed as a result of this Agreement shall be vested solely in the Church until such acceptance, as provided in Section 4, occurs.

IN WITNESS WHEREFORE the Park District and Church have caused this Agreement to be executed by the President of the Board of Commissioners of the Park District and authorized representatives of the Church.

ATTEST:

MUNDELEIN PARK & RECREATION DISTRICT

Margaret Resnick, Secretary

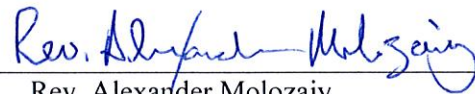
By: _____
Bob Knudson, President

ATTEST:

**FIRST CONGREGATIONAL CHURCH
OF MUNDELEIN, ILLINOIS**



Barbara Pergander, Moderator

By:  _____
Rev. Alexander Molozaiy

SUCCESSION PLAN

INTRODUCTION

The Mundelein Park & Recreation District began operating in 1955. During that time, the Board of Commissioners has established policies and the Director of Parks & Recreation has implemented plans that have resulted in MPRD being able to attract and retain an outstanding professional staff.

Over the next several years, key staff may retire; other staff may leave to pursue other opportunities, while others may unexpectedly depart due to disability or death. Therefore, it is necessary for the District to develop a plan that will ensure a successful transition to meet MPRD's future leadership needs.

MISSION STATEMENT AND OUTCOMES

The Succession Plan is an essential part of MPRD's Master Plan and accomplishment of its mission. MPRD is committed to **connecting the community with quality recreation through diverse** ~~providing diverse recreation experiences that connect the community through quality~~ programs, facilities and open space.

PURPOSE

The purpose of the succession plan is to identify and develop potential successors for mission critical roles to ensure MPRD's ongoing business success. The succession plan has taken into account the existing internal talent pool, individual career aspirations, MPRD's master plan and the organization's cultural norms. To insure the organization's operations are not interrupted while the Board of Commissioners assesses the leadership needs and recruits a permanent executive officer, the Board may appoint an interim executive to operate without disruption and that all organizational commitments previously made are adequately executed and that the duties of the Director are carried out.

ACTIONS TAKEN TO DATE

A sub-committee was established consisting of five department administrators, the Director and one Board member. The subcommittee was established to provide training for MPRD's future leaders and to employ collaborative decision-making. Sub-committee members have been involved in all facets of agency operations and have become interchangeable. Staff can go to any of the staff sub-committee members for direction/guidance.

PROCEDURE

In order to efficiently and effectively operate the Park District in times of employee absences, a succession procedure is necessary. The procedure is to follow a chain-of-command in determining the next employee responsible for managing the district or a specific department. This procedure should be utilized in case a staff member responsible for the operation of the

[Type text]

District or a department is incapacitated, ill, out of town or is unable to perform his/her duties. The attached charts reflect a succession chart for each department as well as the department heads in relation to the Director.

STAFF SUCCESSION PLAN

Planning Worksheets

Worksheets were developed and completed by each department as follows:

Key Positions

1. List key positions and the incumbents,
2. Indicate if there is an immediate successor who is capable of performing the role right now with appropriate orientation,
3. If an immediate successor is not available, identifies potential successors who can be ready to fill the role within one to three years,
4. If a potential successor does not exist, determines what external sources will be used and whether the role will be filled with a new hire or contracted service(s), and
5. Identifies an emergency successor who is capable of temporarily filling the role until a permanent candidate can be hired or developed.

EXECUTIVE DIRECTOR OF PARKS & RECREATION SUCCESSION PLAN

INTRODUCTION

The Report of the National Association of Corporate Directors Blue Ribbon Commission on CEO Succession states:

“CEO succession is a continuous process. The Board must always know who will step in if the CEO leaves suddenly or is unable to continue. The Board should be constantly aware of how long the current CEO can, or should, continue in the position and what steps will be needed to find a successor. The Board is also responsible for fostering the new CEO’s development as a leader. The succession process then begins as soon as a new CEO is selected.”

INVESTIGATION

Therefore, the **Executive** Director’s succession plan can be broken into four steps:

- ① Determine who will assume the **Executive** Director’s duties in an emergency
- ② Determine how long the current **Executive** Director should continue
- ③ Develop the process to find a successor

[Type text]

By establishing the staff succession plan, the Board now knows who will step in if the **Executive** Director is suddenly unable to work. In addition, plans are in place for the remainder of the staff, both on an emergency and succession basis.

The decision regarding how long the current **Executive** Director should continue can be made by looking at the organization itself. MPRD is in excellent condition. The organization has achieved and maintained a high level of customer service and satisfaction; it provides a full array of recreation programs for its customers; it has a very strong Board comprised of committed residents; it has outstanding and well experienced senior staff; it is financially strong. The organization is not facing an emergency or crisis. MPRD also needs to create career paths to retain senior staff.

DEPARTMENT HEAD/MANAGEMENT STAFF SUCCESSION PLAN

Each job description was reviewed for accuracy and to determine key skills or qualifications necessary to assume the position. The positions are listed below and the key skills and qualifications are on the spreadsheet at the end of this document.

~~Human Resource/Risk Manager~~ **Human Resource Manager**
~~Business Manager~~ **Superintendent of Business Services & Technology**
Marketing Specialist
Superintendent of ~~Parks~~ **Buildings & Grounds**
Grounds Supervisor
Buildings Supervisor
~~Project Supervisor~~
Building Technician
Aquatic Technician
Superintendent of Recreation
Assistant Superintendent of Recreation
Big & Little Director
~~Fitness~~ **Community Center** Manager
~~Aquatic Manager~~ **Supervisor**
EC/Dance Supervisor
Senior/Adult Supervisor
Golf Operations Manager
Assistant Golf Manager
Pro Shop Manager
~~Food & Beverage Manager~~
Golf Course Superintendent
Assistant Golf Course Superintendent
Mechanic

[Type text]

These key skills and qualifications will be shared with staff who are interested in advancing to another position. It will be each employee's responsibility to work with their supervisor to develop a plan to prepare themselves for another position. However, this does not in any way guarantee them advancement within the park district.

The chain of command for each department's succession plan follows.

[Type text]

Administration

Executive Director

~~Human Resource/Risk Manager~~

~~Business Manager~~

Superintendent of Business Services & Technology

Superintendent of Recreation

Recreation Department

Superintendent of Recreation

Assistant Superintendent of Recreation

Community Center Manager

Parks Department

Superintendent of Parks

Grounds Maintenance Supervisor

Facilities Maintenance Supervisor

Project Supervisor

Business Office

~~Business Manager~~

Superintendent of Business Services & Technology

Human Resource/~~Risk~~ Manager

Executive Director

Human Resource/Risk Management

Human Resource/~~Risk~~ Manager

~~Business Manager~~

Superintendent of Business Services & Technology

Superintendent of Recreation

Golf Operations Department

Golf Operations Manager

Assistant Golf Manager

Director

Pro Shop Manager

Golf Maintenance Department

Golf Course Superintendent

Assistant Superintendent

Mechanic

Goals and Objectives

The District's goals and objectives were developed to guide the District in the development of programs and facilities. They are a roadmap of where the District is heading. Goals are more broad based and indicate the end desire. Objectives are more specific and outline how the goal will be achieve and are generally measureable.

Goals and objectives have been developed in the following areas:

- Recreation Programming
- Acquisition of Parks and Open Space Areas
- Maintenance/Redevelopment of Parks and Facilities
- Financial Resources
- Image/Service
- Community Awareness and Participation
- Technology
- Employee Development

Recreation Programming

Goal

Provide recreation opportunities through organized programs, facilities and areas.

Objectives

1. Provide appropriate recreation activities for all genders, ages, including basic to mid-levels of skill and ability. Annually review Program Portfolio to determine deficiencies and develop appropriate programs.
2. Hire and train qualified staff to enhance the delivery of programs and services. Work with Illinois Park & Recreation Association to recruit qualified staff. Develop in-house program to offer advancement opportunities to interested staff. Continue offering internship program.
3. Identify organizations with expertise in programs not currently offered by MPRD. Co-sponsor activities with appropriate partners to efficiently broaden recreation opportunities.
4. Coordinate programs with other agencies to provide comprehensive recreation opportunities for the entire community. Identify struggling program areas with lower participation that could benefit from multi-community cooperation. Work with neighboring communities to expand programming.
5. Ensure that programs and facilities are self-sustaining to the greatest extent possible. On an annual basis, set target margins for each program area and facility. Evaluate viability of programs or facilities that do not reach target margins.
6. Utilize neighborhood meetings to receive public input regarding planning of facilities and programs and to educate residents to all aspects of the Park District. Notify all registered Homeowners Associations offering Park District presentations for their meetings.
7. Monitor success rates to determine viability of programs. Target success rates are 75-90%. Review programs out of the target to determine if program should be modified or discontinued.
8. Maintain membership in a special recreation organization to offer programming to residents with disabilities.
9. Continually review programs and facilities to ensure safest possible setting for patrons. Conduct monthly building inspections. Review procedures for equipment inspections.
10. Conduct periodic user preference surveys to evaluate existing programs and identify recreation trends. Seasonally conduct participant and instructor evaluations of 25% of all programs. Administer community wide survey at least every 10 years.

Acquisition of Parks and Open Space Areas

Goal

Acquire and develop recreation areas and open space to meet existing and future needs of Park District residents.

Objectives

1. By working with the Village and County, monitor areas of growth and target acquisitions in these areas. These acquisitions should be able to provide a variety of recreation uses or link open spaces and/or connect greenways. Current areas of interest are; property in the vicinity of Holcomb, open space on the north end of Midlothian, and Lincoln School.
2. Utilize innovative acquisition techniques to acquire open space – conservation easements, covenants, and land trusts to secure open space without Park District expenditures.
3. Cooperate with public and private entities in the acquisition/development of open space to address recreation needs. Work with County to connect bike path along Midlothian, continue development of bike path under Com Ed lines and research Route 53 expansion to be used as recreation area.
4. Promote the Park District's Memorial Tree Program and develop additional programs for individuals or companies to commemorate people, events or organizations. Golf course paver path to 10th tee to be developed in 2012.
5. Every two years review the Land/Cash Ordinance to ensure land values are consistent with current real estate market and density is consistent with latest census.
6. Review the Master Plan at least every five years to reflect current needs of the community. Needs will be determined by program evaluations, facility surveys, community wide needs assessment and usage.

Maintenance/Redevelopment of Parks and Facilities

Goal

Maintain recreation areas, open space and facilities in the most cost-effective manner possible, while recognizing the community's needs and desires.

Objectives

1. Plan and program facilities that can accommodate a variety of uses and programs as future needs and trends dictate. Annually set goals for facility utilization will be determined by monitoring use, reviewing professional journals and participating in professional network opportunities.
2. Continue to incorporate safety standards and Americans with Disabilities Act (ADA) requirements in the development and/or re-development of facilities. Seek advice from the District's attorney and IAPD. Maintain PDRMA accreditation. Monitor changes issued by the Department of Justice.
3. Develop and implement a playground replacement schedule. Review annual and make adjustments if necessary due to resources or equipment conditions.
4. Develop and implement a Capital Asset Replacement Plan to prepare for the eventual replacement of all capital assets. CARP will include all assets with a value greater than \$5,000 and will include purchase cost, life expectancy and estimated replacement cost. CARP will be updated each year.
5. Preserve, restore or recreate, where appropriate, significant Park District historical structures and landscapes. Areas include Diamond Lake, Fort Hill Heritage Museum, Diamond Lake Slough, Centennial Time Capsule and Lincoln School.
6. Develop best practices that will most effectively and efficiently maintain the highest standards of care in all Park District parks and facilities. Document processes, using like agencies for comparison and monitor success annually.
7. Continually monitor parks and facilities to ensure safest possible environment for patrons. Conduct weekly playground inspections. Notify police department of concerns and request increased patrols.
8. Periodically survey facility users to identify modifications necessary to meet community needs. Continue with Park Chats and institute web based surveys.

Financial Resources

Goal

Utilize financial resources efficiently and equitably.

Objectives

1. Develop, approve, implement and monitor annual budget with focus on revenue generation and cost containment.
2. Hire full time grant writer/sponsorship coordinator to actively seek federal, state and local and private grants. Annually set goal for number of grants sought, including dollar amounts.
3. Write guidelines and procedures for park, facility and program sponsorship plan, including a remembrance program.
4. Develop five year bond plan that will be tied into the District's Capital Plan.
5. Identify opportunities for possible privatization. Annually research a minimum of two area that may be privatized and report findings and recommendations to the Board.
6. Maintain a balanced revenue mix utilizing property taxes, user fees, sponsorships and grants. Keep reliance on property taxes to a 45% maximum and sponsorships and grants to a minimum of 5%.

Image/Community Awareness

Goal

Establish the Mundelein Park & Recreation District as a recognized leader in the community, state and nation through responsive, effective programming and excellence in park and recreation management.

Objectives

1. Respond to the public comments/questions/concerns in less than 48 hours. Whenever possible, resolve to the satisfaction of all parties. Track responses utilizing the Citizen Complaint/Concern Form.
2. Join and participate in community service organizations to promote the Park District's important role in the community. Organizations may include Rotary, Kiwanis, Mundelein Blood Community, Community Days Commission, Mundelein After School Coalition, Lake County After School Coalition, Mundelein Junior Football, Mundelein American Youth Soccer Organization, and Mundelein Little League. Seek membership and involvement in Mundelein's commercial/downtown organization.
3. Sponsor and participate in community projects/activities. Annually set goal of number and size of events (i.e. community wide, school district, etc.) Continue participation in Village events like Community Days and Park on Park, begin participation at new events like Farmers Market where the District could do promotion of events.
4. Enhance residents' awareness of the Park District through updates in the seasonal brochure and by disseminating educational and public relations information to groups and the media. Notify Homeowners Associations, utilize school districts' virtual backpacks and the Village newsletter. Tie into IAPD; IPRA; IDNR; NRPA events to develop new programs and promote parks and recreation, i.e. June is Water Safety Month; July is Parks Month; Illinois Fishing events. Promote environmental stewardship through promotions and educational material and working with Lake County Stormwater Management.
5. Promote the Park District through a multi-media based public information program. Each year develop marketing plans for the revenue facilities and recreation programs. Develop monthly E Blasts promoting the District. Develop an on hold message about the benefits and happenings at the Park District instead of on hold music. Add links on our web site to the school district web sites and ask them to put our link on their site.
6. Utilize mail, telephone and web surveys to periodically assess community recreation trends, user preferences and levels of satisfaction with facilities, programs, parks and services.
7. Obtain Distinguished Agency Accreditation status through the Illinois Association of Park Districts and Illinois Park & Recreation Association.

8. Encourage non-resident participation by mailing seasonal brochures to non-resident participants and facility members. Offer on line registration through the website making it easier to sign up for programs.
9. Design new logo that reflects community involvement and the comprehensive offerings of the District.

Technology

Goal

Anticipate needs and recognize trends in innovations in technology.

Objectives

1. Annually monitor, and update as needed, the District's Technology Plan and Disaster Recovery Plan.
2. Implement online program registration.
3. Utilize contacts within the industry to stay up to date on technology. Attend at least one trade show/conference annually that includes opportunities to learn about latest technology.
4. Launch an intranet site to keep District staff informed on latest news.
5. Implement proven technology to offer the best service and programs to our customers while enabling our staff to work efficiently.
6. Hire a full time Information Technology Manager.
7. Offer in-service training to staff quarterly on technology used at the District.

Employee Development

Goal

Implement training, procedures, and resources to enable District staff to provide superior services and programming, and effectively, efficiently and safely perform their jobs.

Objectives

1. Budget outside educational opportunities annually to grow staff knowledge and capabilities.
2. Offer quarterly in-service training sessions that enable staff to effectively, efficiently and safely perform their jobs.
3. Provide quarterly in-service customer service training for all front line staffing, including seasonal staff.
4. Whenever possible, promote employees to positions of greater responsibility.
5. Continue to foster a work environment built around trusting, accountability, follow-through, dignity, self-confidence, stretching, growing, esteem-building and sound decision making.
6. Educate all staff to the District's Long Range Plan to improve service and remain focused on District's priorities.



**Illinois Department
of Transportation**

Informal Transmittal

To:	Pete Harmet
Bureau:	Programming
Attn:	Anna Kutryn

From:	Michael Cullian/Michael Harris
Bureau:	Land Acquisition
Subject:	Cost Estimate #: Mundelein
	Average Land Value (Per Acre)

Date:	3/13/17
-------	---------

Please check appropriate box below:

- ☐ Take Necessary Action
☐ For Your Comments
☒ Per Your Request
☐ For Your Approval

- ☐ For Your Information
☐ See Me About the Attached
☐ Draft (Letter)(Memo) For
my signature

- ☐ Reply
☐ Return
☐ Route
☐ File

Message

Estimated 1 ACRE VACANT Land Values by Property Type:

Agricultural = \$40,000
Industrial = \$87,000
Residential = \$152,000
Commercial = \$260,000

DISCLAIMER:

THE ABOVE REFERENCED LAND VALUES ARE A ROUGH ESTIMATE BASED UPON AVAILABLE

VACANT LAND SALE AVERAGES AND NO SPECIFIED "SUBJECT" FOR PROPERTY TYPE COMPARISION.

Michael Harris
Signature

Copies to

M. Cullian

D. Howorth

Response

Signature

Mundelein Park & Recreation District

Board Manual

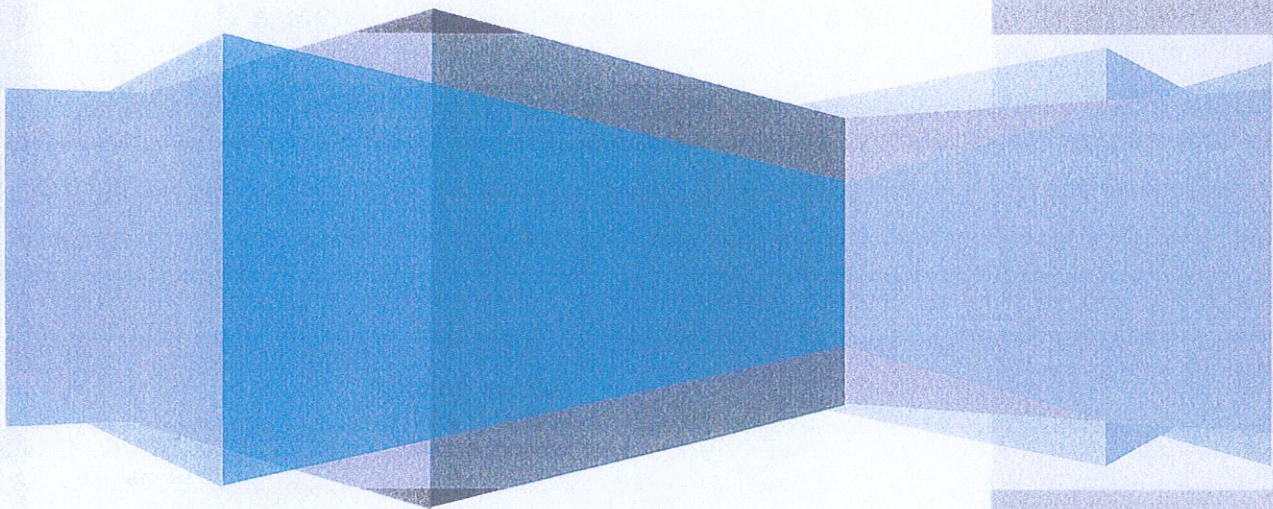


TABLE OF CONTENTS

FORMATION OF THE MUNDELEIN PARK & RECREATION DISTRICT	Page 1
THE BOARD OF COMMISSIONERS AS A TEAM	Page 1
FUNCTIONS OF THE BOARD OF COMMISSIONERS	Page 3
POWERS AND DUTIES OF THE BOARD	Page 4
MEETINGS OF THE BOARD	Page 5
ADMINISTRATION AND FINANCE	Page 8
COMMISSIONER PRIVILEGES	Page 9
ETHICS AND CONDUCT	Page 10
VACANCY	Page 13
GOVERNANCE RESPONSIBILITIES	Page 14

Approved 9/13/2010
Updated 7/11/2011
Full Review XXXX

**Rules of Order and Operational Procedures
for the Mundelein Park & Recreation District
Board of Commissioners**

I. FORMATION OF THE MUNDELEIN PARK & RECREATION DISTRICT

A. Creation of the District

The Mundelein Park & Recreation District was established in 1954 to provide recreation opportunities to serve the leisure needs of the community.

B. Governing Body

The Mundelein Park & Recreation District is governed by a five-member Board of Commissioners. Each are elected to a six year term by the voters of the District. The Board of Commissioners appoints the Executive Director ~~of Parks & Recreation~~ and the Attorney for the Park District. The Board approves all policy decisions.

Separate ~~Boards~~ boards govern specific aspects of the District. The District participates with six other agencies in the Special Recreation Association of Central Lake County. A board represented by the seven agencies governs SRACL. The Mundelein Parks Foundation is a non-profit 501 (c) (3) organization governed by an independent, voluntary board. The Foundation seeks to strengthen community and family ties with a self-generating funding source of funds raised through special events. ~~A-The~~ Foundation Board is made up of representation from the Park District Board and the community.

II. THE BOARD OF COMMISSIONERS AS A TEAM

- A. The Board of Commissioners is a team with five (5) members, each equally responsible for seeing-ensuring that the parks are properly managed in terms of planning, policy, and decisions on which the Board has reached agreement in a regular or special meeting.
- B. The members of the Board of Commissioners are lay persons elected to sit as members of the Board of Commissioners and act in-on behalf of the welfare and ~~to-for~~ the benefit of the people of the District.
- C. Members of the Board of Commissioners should be free from commitment to any special group, interest, or pressure.
- D. The Board of Commissioners is in charge of an ongoing system of parks whose operation and management require technical experience and skill.
- E. The Board of Commissioners can transact business, which is legally binding on the District only when it is in regular or special session with a quorum present and its proceedings recorded in the minutes of the meeting.
- F. The direct administration of the park system is delegated to the Executive Director ~~of Parks & Recreation~~ whom the Board of Commissioners appoints as its chief executive officer.

- G. It is the function of the **Executive** Director to serve the Board of Commissioners as technical adviser in planning and policy-making, as an executive in seeing that legislation enacted is put into operation, and as a consultant in the process of evaluating the results of such legislation.
- H. The Board of Commissioners should avoid taking a direct hand in the administration of the parks, thereby keeping the role and function of its executive officer clear to members of the community and the professional staff. This procedure is in keeping with the practice of the Board of Directors of successful business enterprises.
- I. The Board of Commissioners retains full legislative ~~and judicial~~ authority over the parks in accordance with park laws and the expressed will of the citizens, but delegates all executive, supervisory authority and operation to its professional staff under the direction of the **Executive** Director ~~of Parks & Recreation~~.
- J. While it is true that the individual board members exercise the authority and responsibility of his/her position only when the Board is in session, the public thinks of him/her as a member of the Board twenty-four hours a day, and his/her own interest and desire to serve his/her community through his/her membership on the Board of Commissioners continues when the Board is not in session. A single board member has no authority and cannot speak for the Board, but the public has a right to expect him/her to be able to discuss park matters with understanding and he/she has a right to expect to have access to the information ~~which that~~ makes it possible for him/her to be informed about park affairs.

Much of his/her information may come to him/her in casual conversations with members of the public, parents, or employees of the Park District. Much more of this information will come from bulletins and publications from the offices of the **Executive** Director ~~of Parks & Recreation~~ and members of his/her staff. But when a board member is seeking information about a specific problem, he/she should ask the **Executive** Director to prepare a report on the matter with the help of his/her staff.

At times a person or group of persons may confront a single board member with a problem or complaint ~~which that~~ should be handled by the **Executive** Director or a member of the staff. Each board member must decide how much time he/she can spend at this sort of thing and what the demands of courtesy may be in each case, but the policy of the Board in such cases should be clear to all. No member, or the Board itself, will officially consider such problems or complaints until they have been submitted to the proper authority, the **Executive** Director, and a report has been made by the **Executive** Director to the Board in session. If satisfactory adjustment cannot be accomplished by this procedure, the Board may, if it deems it advisable, grant a hearing to the person interested. Such hearing will be held during a regular or special session of the Board.

When a member is confronted with a situation which, in his/her judgment, justifies a departure from ~~this~~ procedure, it is suggested that the Board member withhold commitment and/or opinion until the matter has been presented to the whole Board during a regular or special session. It is often wise for a ~~board-board~~ member to postpone the formulation of his/~~her~~ own opinion until he/she has had the benefit of hearing the issue discussed by the Board where all aspects of the problem are aired.

- K. The meetings of the Board of Commissioners, both regular and special, are critically important to the District. It is here that parks and recreational oriented laymen, proficient in thinking and judging, give consideration to the recommendations and reports of its executive officer.
- L. An effective meeting of the Board of Commissioners should have a well-planned agenda. The agenda should be planned by:
 - 1. The Executive Director of Parks & Recreation, whose direct responsibility for the operation of the parks gives him/her direct knowledge of the policy, appraisal, and legislative needs of the District.
 - 2. The President of the Board of Commissioners, who must chair the meeting, as the Board of Commissioners gives consideration to recommendations and reports.

III. FUNCTIONS OF THE BOARD OF COMMISSIONERS

It is the policy of the Board of Commissioners to recognize and maintain the distinction between those activities which are appropriate to the Board of Commissioners as the legislative, governing body of the park system, and those administrative activities ~~which that~~ are to be performed by the Executive Director of Parks & Recreation and his/her staff in the exercise of a delegated administrative authority. The functions of the Board of Commissioners can be described as (1) policy-making, (2) planning, and (3) evaluation.

The spirit and intent of the items comprising the description of "The Board of Commissioners as a Team", as stated above, shall be embraced in full by this set of Park District policies.

A. The President

The President shall:

- 1. Preside at all meetings of the Board of Commissioners.
- 2. Issue the call for the Board of Commissioners to meet as prescribed.
- 3. Appoint committees, sub-committees, advisory committees or task forces of the Board of Commissioners as may be needed and desired by the Board of Commissioners.
- 4. Help plan the meeting agenda.
- 5. Be elected for a term of one year as prescribed by law.

B. The Vice President

The Vice President shall:

- 1. In the absence of the President, ~~he shall~~ perform all duties as prescribed by ~~the~~ law for the office.
- 2. Be elected for a term of one year as prescribed by law.

C. The Treasurer

The Treasurer shall:

- 1. Have custody of the park funds.
- ~~1-2.~~ 2. ~~Shall p~~Present a statement of revenues and expenditures by fund type at least monthly and shall reconcile such statements with the finance department of the District.
- ~~2-3.~~ 3. ~~The Treasurer shall have p~~Prepared and submitted to each member of the Board a detailed tabulated list of outstanding bills of the Park District three (3) days prior to the regular meeting of the Board to insure action of the Board thereon at the meeting. All unpaid vouchers shall be available for inspection by the Board at each meeting.
- ~~3-4.~~ 4. ~~Shall b~~Be elected by the Board

D. The Secretary

The Secretary shall:

1. Keep an accurate record of the proceedings of the Board and shall present a copy of the proceedings to each Board member four (4) days prior to the next regular business meeting.
2. Issues calls to meetings as directed by the President or three members of the Board.
- ~~3. May or may not be a Board member.~~
- ~~4-3. Shall be~~ appointed by the Board, and may or may not be a Board member.

IV. POWERS AND DUTIES OF THE BOARD

The general corporate powers of the Board, as set forth in the Park District Code, include but are not limited to the following:

A. Policies

To study, develop and adopt policies that will satisfy the park and recreation needs of the community and to see that such policies are effectively administered.

B. Budget

To adopt an annual budget in order to provide the best possible facilities, programs, and services to the public and to establish and enforce controls for the expenditure of funds within the limitations of the budget.

C. Tax Levy

To annually appropriate funds and levy taxes in order that the District's needs may be met.

D. Official Actions

The Board functions under the authority of the Illinois Park District Code, the "Code", and within the framework of laws, court decisions, opinions of the Illinois Attorney General and similar mandates from the state and national levels of government. Board members, collectively and individually, act as representatives of all residents of the District in maintaining and promoting the use of park and recreation activities. Through an evaluation of the available resources and the often conflicting needs and demands of all interested parties and groups, Board members seek to move toward decisions and actions ~~which that~~ best serve the recreation needs of the community as a whole.

The Board shall concern itself primarily with broad questions of policy rather than with administrative details. The application of these policies is an administrative task to be performed by the Executive Director and his/her staff who shall be held responsible for the effective administration and supervision of the District, including all facilities and programs. All such facilities and programs shall be operated within the financial guidelines determined by the Board.

In the discharge of their duties, Board members act as a Board and not as individuals. The individual Board members have no more authority over park and recreation policies or personnel than any other citizen. He/she has no legal or moral right to speak for the Board unless specifically authorized to do so by action of the Board. It is improper, and ill-advised and unethical for individual Board members to make public pronouncements and/or conjectures about Board matters either not yet decided by official Board action ~~or decided in a properly~~

called ~~Executive Session of the Board~~. Board members should respect the Board's commitment to work through its ~~Executive~~ Director. Board members should also seek information from the ~~Executive~~ Director when asked by a resident to address a particular issue or complaint.

V. MEETINGS OF THE BOARD

- A. Regular meetings of the Board of Commissioners are normally held on the second and fourth Monday of each month.
- B. Special meetings may be held at any time upon the call of the President or any three (3) members of the Board by giving notice thereof in writing, stating the time, place, and purpose of the meeting. Such notice may be served by mail 48 hours before such meeting or by personal service 24 hours before such meeting. Notice of any special meetings shall be given as required by the Open Meetings Act (5 ILCS 120/1 et seq.)
- C. The Board of Commissioners shall have submitted by the ~~Executive Director~~ Director of Parks & Recreation for its consideration four (4) days before a regular meeting an agenda, which shall set forth the order of business for that meeting. The agenda shall contain supporting data for the suggested items of business with recommendations of the ~~Executive~~ Director, or people designated by him/her where he/she ~~seems-deems~~ it advisable.
- D. The Board may close a portion of a meeting to the public for reasons which include, but are not limited to, discussion of acquisition of real property, litigation and personnel, collective negotiating, or Board appointed committee appointments. All matters discussed in executive session of the Board of Commissioners shall be kept confidential by all Commissioners. No final action can be taken in executive session. Any such closed meeting shall be held in accordance with the Open Meetings Act (5 ILCS 120/2 et seq.)
- E. The annual meeting of the Board shall be held on the second Monday of May. This shall be the organizational meeting of the Board where the new commissioners are sworn in and officers are elected. Other business may be conducted at this meeting. In the event the official election results are not issued by the County Clerk by the second Monday of May, the annual meeting shall be rescheduled and held at the first regular meeting after the official election results are transmitted by the County Clerk.
- F. Each Board member will have a packet of information delivered to their home the Friday before the Board meeting. This packet will include an agenda for the meeting and all support materials necessary for the Board member to prepare for the meeting.
- G. **Quorum**
 - 1. Three members shall constitute a quorum for each Board meeting and the transaction of business. No less than three votes are required for the Board to adopt any ordinance or resolution or approve any motion or action.
 - 2. Three affirmative or "aye" votes shall be required to elect any officer of the Board of Commissioners, or to adopt any motion involving the expenditure of money; or the letting of any contract, or any motion upon which the "ayes" and "nays" are demanded

by any member of the Board of Commissioners. A majority of a quorum shall decide all other questions.

3. If a quorum of the Board is physically present, a majority of the Board may allow a Commissioner to attend the meeting by video or audio conference if the Commissioner is prevented from physically attending because of: (i) personal illness or disability; (ii) employment purposes or the business of the District; or (iii) a family or other emergency. If a Commissioner wishes to attend a meeting by video or audio conference, the Commissioner must notify the recording secretary or clerk of the District before the meeting unless advance notice is impractical. A majority of the Board may allow a Commissioner to attend a meeting by video or audio conference only in accordance with and to the extent allowed by these rules. A Board Member may participate in a meeting by teleconference. Those participating in the meeting by teleconference shall be considered present for voting purposes and their votes shall be recorded in the usual manner. The President or other individual chairing the meeting shall elicit an express response from any participant utilizing teleconferencing participation to confirm the vote of such person on each matter coming before the Board at such meeting for a vote.

H. Absence from a Meeting

Board members are expected to notify the administration office if unable to attend a meeting. If advance notice is provided to the administration office of a Board member's inability to attend a meeting, such Board member shall be listed as an "excused absence" on the records of the District for such meeting.

I. Vacancies

In the event a vacancy in the membership of the Board occurs, a successor will be appointed by the remaining four Board members. See section IX.

J. Order of Business

The order of business at regular meetings of the Board shall include:

- Call to Order
- Pledge of Allegiance
- Roll Call
- Approval of Minutes
- Approval of Disbursements
- Correspondence
- Old Business
- New Business
- Board Business
- Service Anniversaries (1st meeting of the month)
- Staff Reports (2nd meeting of the month)
- Executive Session
- Visitors / Public Comment
- Adjournment

K. Rules of Order

Parliamentary procedures not provided for in these rules or by statute shall be determined by Robert's Rules of Order, Revised.

L. Corporate Powers of the Board of Commissioners

The Board of Commissioners derives its legal status from the constitution of the State of Illinois and the statutes enacted by the General Assembly. The Board of Commissioners acts as an agent of the State in putting a park and recreation system into operation in accordance with the laws of the State.

M. Voting

All votes on motions in connection with contracts, ordinances, expenditure of funds, or employment of personnel and all resolutions shall be by "Ayes" and "Nays". The vote shall be recorded.

N. Amendment or Suspension of Policies

1. Any policies of the Board may be suspended or revoked by a majority vote of the Board.
2. The Executive Director may, in case of emergency, suspend any part of these rules and regulations as they pertain to the administration of the District provided, however, that the Executive Director shall report the facts and reasons for such suspension at the next meeting of the Board, and provided further that the suspension shall expire at the time of said report unless continued in effect by the Board.

O. Interest in Contracts

Each Board member will submit a letter to the District annually stating that if they have or they are in anyway connected with any vendor that conducts business with the District, it is their intention to recuse themselves from any and all votes on the topic.

P. Authority of Members

1. Board members have authority only when acting as a body regularly in session.
2. The Board shall not be bound in any way by any statement or action on the part of any individual board member or employee of the District except when such statement or action is in pursuance of special instructions by the Board.

Q. Special Committees

The President may appoint special temporary committees or task forces of the Board for any purpose approved by the Board. The functions of such committees shall ordinarily be fact-finding, deliberative and advisory, and their reports shall be made to the Board of Commissioners for discussion and action. The function of such committees or task forces may be legislative or administrative when so authorized by special action of the Board. The President of the Board and the Executive Director shall be ex-official-officio members of all committees. Special committees shall be discharged upon completion of their assignment.

Formatted: Font: Italic

R. Place & Time of Meeting

The Board meeting shall commence at 7:30 p.m. on the second and fourth Monday of each month at the location of the administration office of the Park District for all regular and special meetings, except where the Board has, by formal action, agreed to a change of date or place for a particular meeting. In the event a Board member participates in a meeting by teleconference,

such person shall be deemed to be present at the place of meeting and the minutes of the meeting shall denote such presence by teleconference. The President of the Board shall arrange for such necessary equipment to be available to facilitate a teleconference attendance at a meeting by a Board member.

Residents of the District are encouraged to visit regular and special meetings of the Board of Commissioners.

S. Minutes of the Board

Records of Board action shall be set forth in full in the official minutes of the Board. The minutes shall be kept on file as the permanent official records of the District. The Secretary shall act as custodian of the minutes and shall make them available to any citizen desiring to examine them during office hours of the District.

T. Duplication of the Minutes

Duplicated copies of the minutes shall be prepared promptly after each meeting and shall be distributed to members of the Board four (4) days prior to the next regular meeting.

U. Review of Closed Session Minutes

At one meeting at least every six months, the agenda shall include the review of closed session minutes. Minutes shall be reviewed by the Executive Director and a recommendation made to the Board for formal action. Criteria for keeping minutes confidential are to protect the public interest or privacy of an individual.

V. Maintenance and Public Release of Recordings and Access to Tapes

The audio or video tape recordings of closed sessions shall be maintained for 18 months after the closed session and shall not be released to the public unless such release is required by a court order or specifically authorized for release by a vote of the Park District Board. Members of the Board may listen to the closed session recordings in the presence of the Park District Secretary or his designee. Copies of such tapes will not be made or provided to anyone unless specifically authorized by vote of the Park District Board.

W. Destruction of Recordings

The Park District Secretary or his designee is hereby authorized to destroy the audio and video recordings of those closed sessions in which:

1. The Board has approved the minutes of the closed sessions as to accurate content, regardless of whether the minutes have been released for public review;
2. More than 18 months have elapsed since the date of the closed session;
3. There are no court order requiring the preservation of such recording; and
4. The Board has not passed a motion requiring the preservation of the verbatim recording of that meeting.

VI. ADMINISTRATION AND FINANCE

A. Fiscal Year

The fiscal year of the Mundelein Park & Recreation District shall be from January 1 to the next December 31.

B. Budget/Appropriate Levy

The Board of Commissioners shall adopt an annual Budget and Appropriation Ordinance on or before March 30 of each fiscal year and a Levy Ordinance on or before the second December Board meeting of each year.

C. Annual Audit

There shall be an annual independent audit of all funds and accounts of the District by Certified Public Accountants licensed to practice public accounting in the State of Illinois.

D. Evaluation

1. The Board of Commissioners' policies shall be evaluated and reviewed at least once every two years.
2. The Board of Commissioners shall conduct an evaluation of the **Executive** Director of ~~Parks & Recreation~~ as specified in the employment agreement.

E. District Attorney

The Attorney shall serve in an advisory capacity to the Board of Commissioners and the **Executive** Director of ~~Parks & Recreation~~.

F. Adherence to Law

The Board expressly adopts as its policy, a determination to adhere strictly to and conform with all applicable laws of the Federal Government and of the State of Illinois as they may from time to ~~time~~ **time** become enacted, pertaining to this and all other aspects of the Board functions.

- G.** All Board members and employees are expected to know and shall be responsible for observing all provisions of the law and all rules and regulations of the Board pertinent to their activities as Board members and employees of the District.

VII. COMMISSIONER PRIVILEGES

A. Compensation

Board members shall act without compensation.

B. Conference and Seminars

Opportunities to attend and participate in professional conferences, conventions, workshops, seminars, and technical meetings shall be provided at District expense subject to budgetary provisions. Reimbursable expenses shall include registration fee, transportation, lodging, meals, and other legitimate expenses.

C. Professional Associations

The District shall establish membership in and pay dues for Board members to the National Recreation and Park Association (NRPA) and the Illinois Association of Park Districts (IAPD) or any other professional association approved by the Board. Because both the NRPA and IAPD serve the educational, legislative and research needs of the Board, which subsequently benefit the District, and because members of the NRPA and IAPD boards of directors and committees are drawn from commissioners from throughout the nation and state, the Board encourages its

members to serve on the boards and committees of NRPA and IAPD and shall reimburse any and all usual and customary expenses incurred by Board members ~~which that~~ are directly related to their involvement with NRPA and IAPD boards or committees.

D. District Programs and Facilities

The expectation is each Commissioner will become familiar with District facilities and programs based on their abilities and availability. To accomplish this, the following privileges are intended for Park District Commissioners' personal use only and do not apply to groups, organizations or clubs that the Commissioners may be associated with. The Executive Director will monitor use and report to the Board President at least annually.

1. **Fitness Center**
Commissioners and immediate family members are entitled to a free fitness center membership.
2. **Pool/Beach**
Commissioners and immediate family members are entitled to free pool and/or beach memberships.
3. **Boat Launch**
Commissioners are entitled to a free boat launch pass.
4. **Golf**
Commissioners are entitled to one free non-prime time round with cart per week and one free twilight round with cart per week. Commissioners will be given twenty (20) guest passes per year. These will be cards issued to each Board member at the beginning of the season and will expire at the end of that season. Commissioners and immediate family members are entitled to a 50% discount for all golf outside of the two rounds already mentioned.
5. **Pro Shop/Clubhouse Purchases**
Commissioners and immediate family members are entitled to a 50% discount on food and non-alcoholic beverages at the Clubhouse. They are entitled to 50% discount on all purchases from the beverage cart. Board members will pay merchandise cost plus 10% in the pro shop.
6. **Recreation Programs**
Commissioners and immediate family members are entitled to participate in recreation programs at a reduced rate or no charge. Commissioners are responsible for any out-of-pocket expense in connection with the program (i.e. contractual instructor, trip admission, etc.)

Comment [J1]: Please call me to discuss.

VIII. ETHICS AND CONDUCT

A. Ethics Act

Commissioners must file a statement of economic interests, pursuant to the Illinois Governmental Ethics Act, with the County Clerk of Lake County (5 ILCS 420/1-101, et seq.).

B. Legal Authority

The Board, as a whole, is the legal corporate authority of the District. As an individual, a Board member has no legal authority to determine policy, give directions to District personnel, or to act or speak for the Board unless specifically authorized to do so by official Board action. The Park District is governed by numerous statutes of the State of Illinois, the principal authority of which is the ~~Illinois Park District Code (70 ILCS 1205/1-1, et seq.)~~ hereafter, "Code", which is a codification of the general law relating to park districts in Illinois. References and excerpts from the Code and other related laws may be made in this manual.

C. Representation

Board members represent all the residents of the District and should avoid representing special interest groups. Board members should also avoid making public promises or statements regarding their votes or position on an issue prior to an official meeting.

D. Code of Conduct

The ~~Mundelein Park & Recreation District~~ Board recognizes the need for decision-making and public responsiveness, which requires a commitment to ethical, business-like and lawful conduct including proper use of authority and appropriate decorum when acting as a Board member. Accordingly, each Board member will:

1. When outside of Board meetings, avoid making individual pronouncements and public conjectures about agency matters not yet decided by the Board.
2. Represent all the people of the community while avoiding partisanship based on special interests.
3. Engage in no self-dealing or the conduct of any private business of personal services between any Board member and the organization except as statutorily controlled and authorized to assure openness, competitive opportunity and equal access to "inside" information.
4. ~~Recuses-Recuse~~ him/herself from discussing or voting on an issue about which he/she has an unavoidable conflict of interest.
5. Not promise in advance of a meeting how he/she will vote on any issue, reserving judgment until all facts have been presented.
6. Not use his/her position to obtain employment for him/herself, for family members or close associates.
7. Make decisions involving the welfare of the agency based on study and evidence, recognizing that personal feelings, opinions and other such factors are not conducive to sound decision-making; and understand that respecting the opinions of fellow Board members is vital.

8. Accept the principle of Board unity by supporting majority decisions of the Board.
9. Respect the Board's commitment to work with the Executive Director of Parks & Recreation by:
 - a. Requesting desired information about the agency's programs directly from him/her,
 - b. Referring to his/her suggestions for new policies,
 - c. Seeking his/her professional advice,
 - d. Refraining from acting on any complaint until after the Executive Director has had an opportunity to investigate fully and report to the Board, and
 - e. Wholeheartedly support board-approved actions of the Executive Director and his/her staff.
10. Recognize that the individual Board member has no more authority over agency policies or operations than any other citizen and shall speak or act for the Board only when specifically authorized to do so by action of the Board.
11. Understand and respect the separation of Board responsibilities and functions from those of the Executive Director and Staff. The Board's responsibility is to ensure that the agency is well managed – not to manage the agency.
12. Consider unethical and thus avoid "secret" sessions of the Board held without the presence of the Executive Director or in violation of the Open Meetings Act.
13. Respect the confidentiality appropriate to issues of a sensitive nature.
14. Commit to regular attendance at Board meetings and be properly prepared for Board deliberation.
15. Understand and follow all provisions of the Illinois Open Meetings Act, as well as any other applicable statutes that govern the conduct of elected officials.
16. Participate in Board development opportunities.
17. Develop productive relationships with other elected officials at the state, local and national levels.
18. Be available and responsive to the residents by interpreting the needs of citizens to the agency and be-by interpreting the actions of the agency to citizens without favor of any particular geographic area or interest group.
19. Keep the best interests of the agency in mind by considering him/herself a "trustee" of the agency and doing his/her best to ensure that it is well maintained, financially

secure, growing and always operating in the best interests of those the agency serves.

20. Respect, listen and communicate with fellow Board members and the Executive Director.

21. Make a committed effort to continuing education and be well informed about issues and trends that could affect the agency.

E. Board Decisions

Board members should make non-partisan decisions regarding District policies and operations based upon reports, facts, and study, not upon personal interest or prejudice.

F. Board Unity

Board members should accept and endorse majority decisions of the Board and align themselves with Board policies, goals and objectives.

IX. VACANCY

A. Declaring a Vacancy

A vacancy on the Board may be declared whenever any members (1) dies, (2) resigns, (3) becomes under legal disability, (4) ceases to be a legal voter in the District, (5) is convicted of an infamous crime, (6) refuses or neglects to take his/her oath of office, (7) neglects to perform the duties of his/her office or attend meetings of the Board, or (8) for any other reason specified by law (Code, 70 ILCS 1205/2-25).

B. Method of Filling Vacancies

Vacancies shall be filled by appointment by a majority of the remaining members of the Board. Any person so appointed shall hold his/her office until the next regular election at which time a qualified candidate shall be elected to fill the vacancy of the unexpired term. However, if the vacancy occurs with fewer than 28 months remaining in the term or with fewer than 88 days before the next regularly scheduled election, then the person appointed to fill the vacancy shall hold his/her office until the expiration of the term for which he/she has been appointed, and no election to fill the vacancy shall be held (Code, 70 ILCS 1205/2-25). If after two hours of discussion at a public Board meeting, there is no majority, the individual with the longest length of residency within the Park District boundaries, shall be chosen.

C. Prospective Candidate Information Packet

As directed by the Board, staff should prepare a prospective candidate information packet. The packet will be available to any declared candidate upon request. The packet should include essential information about the Park District to include, at a minimum, Park District seasonal and facility brochures, budget information, summary of current priorities and goals, and the organizational structure.

D. Orientation and Inauguration of Board Members

Newly elected Commissioners will be given an orientation by staff. This will include, at minimum, distribution and review of the current budget, organization chart, distribution and review of the Master Plan, distribution and review of the Board Manual, review of the Administrative Manual, review of the Personnel Policy Manual, review of the most recent community wide survey and a visit to select parks and facilities. Newly elected or re-elected

Commissioners shall be inaugurated at the annual meeting held the second Monday of May. At this time the "old" Board shall meet and conduct any old business. The Secretary shall then administer the oath of office to the newly elected Commissioners and the re-elected Commissioners and the meeting will adjourn. The new Board shall then convene the annual meeting.

X. GOVERNANCE RESPONSIBILITIES

The list below reflects the governance responsibilities of the Park Board and Executive Director of Parks & Recreation.

TOPIC/RESPONSIBILITY	BOARD	DIRECTOR
Amend the District's Policies	X	
Amend the District's Personnel Policies	X	
Adjust salary ranges	X	
Alter the fringe benefit package	X	
Create new positions (including drafting job description)	X	X
Approve job descriptions	X	
Grant raises of merit within budget		X
Approve District's budget	X	
Set direction of the various funds or total budget		X
Determine priorities of capital items	X	X
Approve new leisure programs		X
Suggest documents/equipment for disposal with Board's approval		X
Set fees for leisure programs		X
Set fees for special facilities	X	
Approve tax levy	X	
Select Audit firm	X	
Determine special audit areas of investigation	X	
Select members of focus groups/advisory committees		X
Determine components of a park design		X
Negotiate & enter into agreements with other govt units	X	
Purchases over \$250,000	<u>X</u>	X
Purchases under \$250,000		X
Approving agreements over 1 year	X	
Approving agreements less than 1 year		X
Annual creation & posting of organization chart		X

To: Board of Park Commissioners

From: Bill Brolley, Golf Operations Manager

Subject: Steeple Chase Operations – March 2017

		2016	2017
Golf Revenue	(YTD- 3/21)	\$ 981	\$ 1,641
Merchandise	(YTD- 3/21)	\$ 3,121	\$ 2,397
Food & Beverage	(YTD- 3/21)	\$ 104	\$ 186
Miscellaneous	(YTD- 3/21)	\$ 677	\$ 2,661
Gift Cards	(YTD- 3/21)	\$ 613	\$ 1,564
Total Revenue	(YTD- 3/21)	\$ 5,496	\$ 8,449

We opened the course on March 4th and 5th as it was supposed to be in the mid 50's. On Saturday the 4th it ended up getting to a high of 43 with much lower wind chills but we had two golfers and on Sunday the 5th it was a much nicer day in the 50's and sunny and we had 37 golfers, carts had not arrived at that point. We got carts on March 8th – 10th, we now have all the carts except for seven. We have been open since March 4th except on days when the course was covered with snow or it hasn't been above 40 degrees. Friday March 24th looks to be a good weather day and people have been booking tee times. The golfers that we have had stated the course is in good shape for March, a little soft in spots. The difference in the miscellaneous income above is more people have signed up for the loyalty program so far this year than last and we got a check for GPS advertising.

We hired a cook last week, Susan Deaver who lives in the neighborhood. We will have her come in and train this week. We are still looking for one more cook to fill in a couple of shifts a week.

Jon and Emily Karl had a baby girl, Cecillia on March 1st, they also sold their house and purchased a new one three days before the baby's arrival.

We are looking forward to having a good season.

MEMO TO: Board of Park Commissioners

FROM: Ron Doruff, Golf Course Superintendent

SUBJECT: Golf Course Grounds Report – March, 2017

I hope the winter is finally over. I haven't started brining in the seasonal employees yet because the weather has been much more unpredictable than usual. The course is starting to dry out, but with the chances of rain for the next 10 days, I don't think it will be dry for long. What we actually need is to get some warm nights to raise the soil temperature to about 55 degrees and that is when the grass will start growing. We have been getting frost - overnight temperatures in the 20s - consistently and that doesn't help to get things started.

Most of the course is fairly clean. There are a minimal number of branches down. There are a lot of pine cones that need to be raked up. The sand traps need a lot of work. They need to be cleaned out and raked for the first time. This is always a large project in springtime.

As stated earlier, I haven't brought any of the seasonal crew in yet. Most of them are in town and ready to work. We will have a minimal turn over/new employees this coming season. The biggest turn over will be in college students. It is very rare that the college students return for a second season.

The work that was not completed last fall is resanding the left trap on #7. This will be completed when we are able to get the equipment to that area with minimal damage to the course.

The Wild Goose Chase group started on March 15th. They are mostly hunting for nests. They also are chasing groups of geese but not the pairs who are mating. The pairs need to be watched so their nests can be found and the eggs can be taken care of accordingly.

The purchase orders for the chemical and fertilizer bids that were approved at the last meeting in February have been e-mailed to the winning companies. The deliveries of those items are scheduled for after April 1st.

With the weather forecast for 70 degrees on Friday, we will be rolling and mowing greens on the 23rd in preparation for the golfers we will be having. The greens are finally dry enough to be able to do this. This will remove the winter "hay" from the tops of the grass and start the green-up process with the rain and warmer temperatures coming.

To: Board of Commissioners

From: Derek Solberg, Superintendent of Buildings and Grounds

Re: Parks Department Report – March 2017

New Parkman Brad Vlcek (viL-ek) started in the role on March 20th. Brad was chosen from over 100 applicants and I'm optimistic that he will be a good addition to our team. For the past four years Brad has been successful in similar positions in Bend, OR and Elk Grove Village.

The slightly warmer weather this winter and relative lack of snow coverage has allowed Parks staff to get out a little earlier than normal and begin annual Spring grounds tasks. Playground inspections and trash service have been more frequent. Staff are working to maintain playground equipment to keep it as safe as possible. Most of the work is focused on paved surfaces and not using machinery on the turf when possible as the ground is still wet in low areas and drying slowly. A little rain or snow goes a long way to soak the ground.

When able, prescribed burns were conducted. The Comcast Cares work area at Diamond Lake Sports Complex, areas at Leathers Park and areas at Community Park were all burned. Another native area project that was addressed was the addition of boulders to a washout at the Longmeadow main park pond shoreline.

Staff are working through the entire fleet of mowers in order to service and prepare them for the season. The aerial lift truck was delivered for its semi-annual inspection and it passed without issue. The fleet of trucks and trailers were also inspected by the ILDOT and passed. Mechanic John Rogers attended the Toro Turf Equipment Technician Training School. This 3-day program is designed for Golf, Sports Fields & Grounds Equipment Technicians or anyone at a facility with turf equipment maintenance responsibility. The curriculum covered: cutting unit technology: cutting unit set-up and adjustments; traction units: electronic and hydraulic systems diagnostics: troubleshooting and testing; Tier 4 Engine Systems: overview of why and how they work; Spray Systems: components, operation & calibration; preventive maintenance systems; myTurf; TLC; Parts; Toro Information Systems internet; Open Forum and a tour of the Test lab as well as Product and Development Lab.

Maintenance and project tasks moved forward in the past month as well. Work continues on painting park trash cans when able and any other tasks that can be completed before the turf starts to grow. The high winds in recent weeks left a significant amount of limbs and sticks to be cleaned up. Three trees blew over which needed to be fully removed. This work could be completed in-house.

The floor at Heritage Museum was stripped and waxed in anticipation of opening for the year.

To: Park District Board of Commissioners
From: Rita D. Kipp, Superintendent of Recreation
Re: March Board Report 2017

PROGRAMS

Spring programs are going well. We had 15 dancers in our program participate in three competitions in February and March. Competing dancers are from private studios and other park districts. Our dancer's performed well and garnered a number of recognitions. Eight highest rating awards (depending on the competition these are labeled Platinum, High Gold or 1st place). Nine second place awards (2nd place, gold) and five miscellaneous awards. The group also earned the *Studio Overall High Score*, overall high score *Teen Division*, and overall high score *Senior Division*. We are very proud of our dancers and instructors they always do so well at these competitions. Learning Center held their first of two Open Houses on Sunday, March 19, attendance was low but there is a second one scheduled for April 20 on a Thursday evening. We already have 9 students registered for one our classes next Fall. We haven't seen that many early registrations in a very long time. We are hoping this is a good sign.

REGISTRATION

Registration has seen an increase in park and picnic shelter rentals due to the unseasonably warm weather. Staff spent time entering and preparing the summer brochure program information in ACTIVE, provided tax receipts for day care/child care paid through Big & Little or day camp. In addition the Recreation Manager April Lohr organized the purchase of Recreation Department computer and peripheral replacements for 2017. April, Scott Schleiden and Mike Gerton worked on cleaning up Park View memberships in order to create a more accurate membership report, creating an Excel reporting layout for Park View's monthly numbers report and weekly management of membership inaccuracy's through investigating and problem solving. There are a number of charts and statistics attached to this report created by the registration department. Please review and let me know which ones you would like to see on a monthly basis. These reports will be created each month, but I don't want to include information that you may not want to see every month.

LEAGUES

Co-Rec volleyball league is going well. All the teams seem to be enjoying the league. Softball league registration is in progress.

SPECIAL EVENTS

The next two events are *The Great Egg Quest* (April 11) and the *Spring Egg Hunt* (April 14). Our new Special Events Coordinator Kelly Bagatti will be working with Myra Tatarowicz on both events. Our Sponsorship Coordinator Tracie Ouimet secured a \$1,000 Sponsorship from North Shore University Health Systems for the Egg Hunt.

FACILITIES

Regent Center numbers are attached and are up 16 members from last year at this time. A new *Balance* class began with three times the number of participants we had in the previous rehab exercise class we offered.

Big and Little and Rec Connection numbers are attached.

Park View numbers are attached. While some of our numbers are up (group exercise, annual memberships) others have decreased slightly. You will note that the membership report looks different and doesn't have a comparison from previous years. These changes are due to changing our membership structure. We have received several compliments on the new group fitness class offerings and new programs this year. Kristina Watanabe (who has been acting as our group exercise/personal training coordinator for the last several months) has done a great job introducing new programs, new instructors etc. She also works at CLC and that relationship has proven to be invaluable for attracting staff and new programs.

Aquatic season pass sales numbers are attached. We have 89 returning staff committed to working again this year. Overall hiring is at 62%. The first session of manager training will be April 1st and 2nd.

TRAINING AND EDUCATION

Several staff attended the all staff meeting which include vandalism training.

Mike Gerton attended and received his Certified Pool Operators Certification on March 13th & 14th. He also was recertified along with John Brueckbauer (seasonal) as a Starguard Lifeguard Instructor on March 18th & 19th.

AFFILIATE ORGANIZATIONS

Our first field permit day for MBSA was held on March 11th and permit requests have been coming in over the course of the last week. Practices begin April 1st with opening day in mid April. AYSO will begin the last week of March using the softball field lights on Mondays and Wednesdays. Games are scheduled to begin mid April.

RECREATION ADVISORY COMMITTEE

Nothing to report.

MUNDELEIN PARKS FOUNDATION

Nothing to report.

MISCELLANEOUS

The entire department is very busy in anticipation of that wonderful season we like to call SUMMER. All preparations seem to be on target and we will hopefully stay that way.

Time spent on IT by Scott and April was up this month as they sorted out the membership maze for Park View. There was significant "clean up" that had to be done with the memberships and then designing the appropriate way to report on the memberships. Mike spent time working with the new IT company assisting with fixes on the Barefoot Bay set up.

THE REGENT CENTER MEMBERSHIPS

MARCH	Total	Resident	NR	New	DW	Boomer
2013	315	222	93	16	43	57
2014	306	211	95	20	41	77
2015	291	200	91	20	47	88
2016	293	195	98	15	47	83
2017	309	210	99	30	46	103
+5.24%						

Big & Little Enrollment

	<u>Total</u>	<u>Full Time</u>	<u>Full Days</u>	<u>½ Days</u>
March 2017	69	32	21	16
March 2016	69	29	25	15
March 2015	79	31	27	21
March 2014	82	34	24	24
March 2013	80	37	24	19

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 Connection Enrollment

	<u>Total</u>	<u>MCC</u>	<u>Washington</u>
March 2017	177	76	101
March 2016	169	74	95
March 2015	178	83	95
March 2014	179	85	94
March 2013	155	70	85

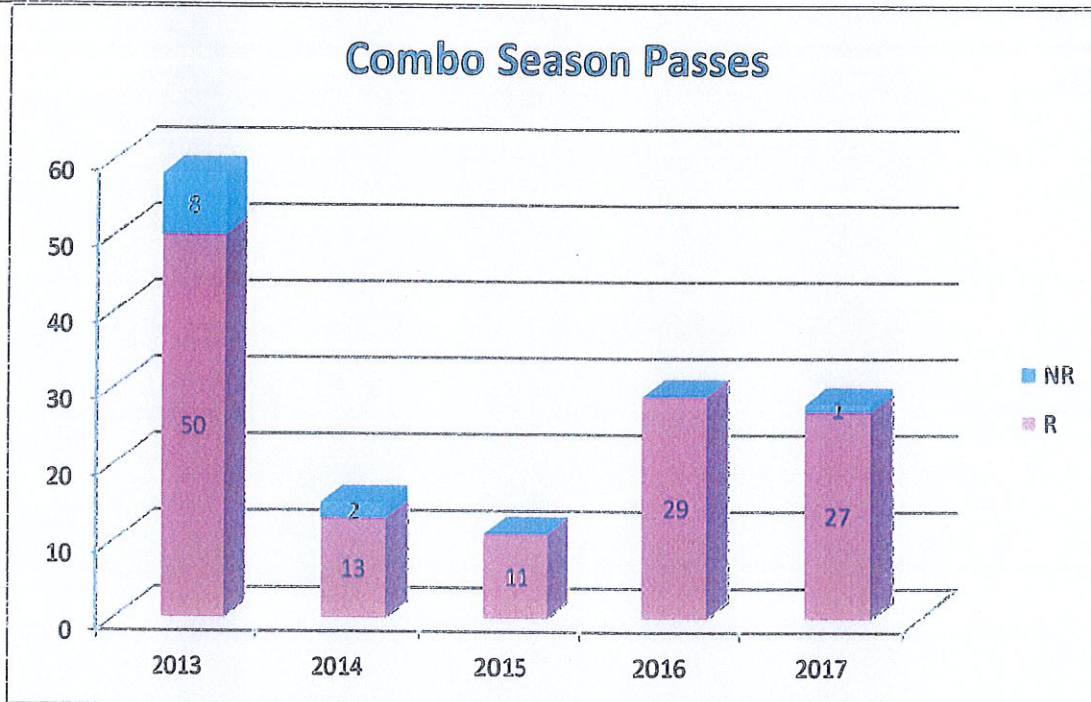
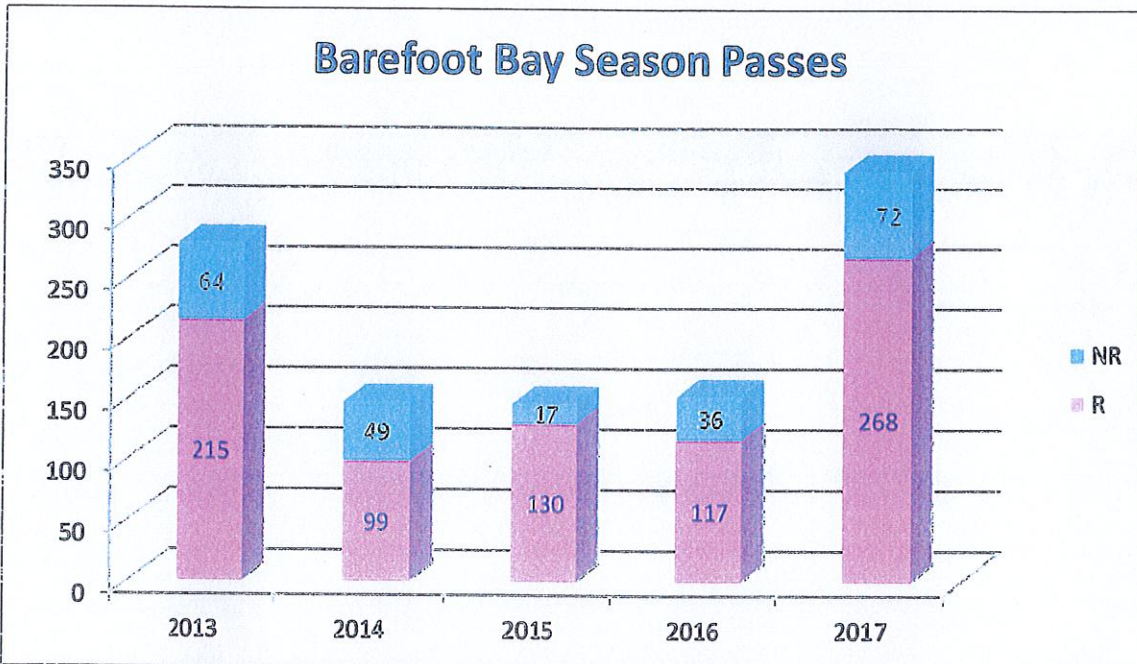
Premium Memberships 2017				January	February	March
Annual Memberships (Includes Add'l & add ons)						
Premium Annual				348	397	410
Ultimate (Closed - no longer offering)				240	258	182
Indoor Pool Annual				228	254	266
Group Exercise Annual				87	91	95
Child Care Annual				1	1	1
Track				246	258	256
Total				1150	1259	1210
Monthly Memberships (Include Add'l and add ons)						
Premium Monthly				403	472	482
Indoor Pool Monthly				185	236	241
Group Exercise Monthly				99	116	123
Child Care Monthly				6	6	7
Track Monthly * Winter Special				3	3	0
Total				696	833	853
Person Training Memberships				23	48	47

Park View 5 Year Comparison - month of February

	Year	
	2013	
Revenue	\$59,659	
Expense	\$18,666	
Difference		\$40,993
	2014	
Revenue	\$55,308	
Expense	\$46,740	
Difference		\$8,568
	2015	
Revenue	\$54,722	
Expense	\$51,354	
Difference		\$3,368
	2016	
Revenue	\$51,796	
Expense	\$42,436	
Difference		\$9,360
	2017	
Revenue	\$43,263	
Expense	\$53,717	
Difference		-\$10,454
Indoor Pool	2014	
Revenue	\$16,331	
Expense	\$22,729	
Difference		-\$6,398
Indoor Pool	2015	
Revenue	\$15,822	
Expense	\$23,196	
Difference		-\$7,374
	2016	
Revenue	\$12,661	
Expense	\$19,793	
Difference		-\$7,132
	2017	
Revenue	\$10,219	
Expense	\$17,815	
Difference		-\$7,596

November 1st-March 12th Sales

(Barefoot Bay and Combo Only, not enough data for Beach)



Barefoot Bay Season Pass Revenue			
	Res	Non-Res	Total
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
2013	\$ 14,005.00	\$ 6,840.00	\$ 20,845.00
Combo Season Pass Revenue			
	Res	Non-Res	Total
2017	\$ 1,740.40	\$ -	\$ 1,740.40
2016	\$ 1,940.00	\$ -	\$ 1,940.00
2015	\$ 855.00	\$ -	\$ 855.00
2014	\$ 930.00	\$ 260.00	\$ 1,190.00
2013	\$ 3,710.00	\$ 1,040.00	\$ 4,750.00

Registration Department Report

FEBRUARY 2017

Registration Staff Data Summary

Registration Office 2017 Monthly Time Allocation

Barefoot Bay Memberships

External Customer Service

Internal Customer Service

IT Issue Assistance

Refunds

Registrations

Rentals

Seasonal Programming

0.00% 5.00% 10.00% 15.00% 20.00% 25.00% 30.00% 35.00% 40.00% 45.00%

Jan-17

Feb-17

Mar-17

Apr-17

May-17

Jun-17

Jul-17

Aug-17

Sep-17

Oct-17

Nov-17

Dec-17

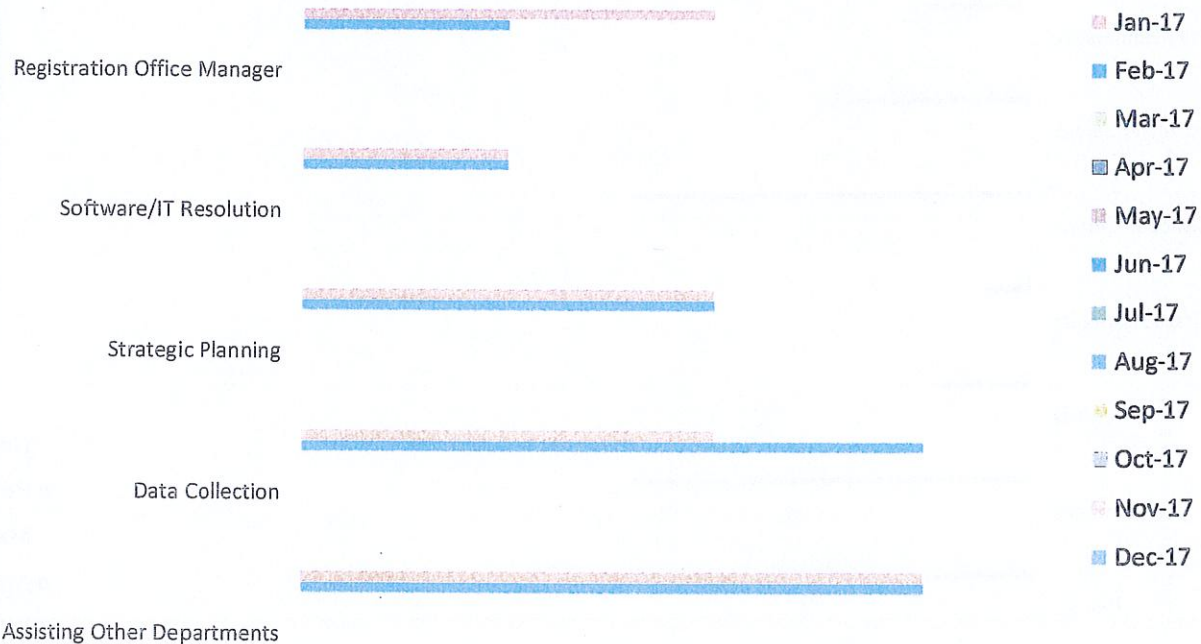
	Seasonal Programming	Rentals	Registrations	Refunds	IT Issue Assistance	Internal Customer Service	External Customer Service	Barefoot Bay Memberships
Jan-17	2.50%	38.75%	27.50%	5.00%	3.75%	10.00%	7.50%	5.00%
Feb-17	17.50%	20.00%	20.00%	5.00%	2.50%	20.00%	10.00%	5.00%
Mar-17								
Apr-17								
May-17								
Jun-17								
Jul-17								
Aug-17								
Sep-17								
Oct-17								
Nov-17								
Dec-17								

Registration Department Report

FEBRUARY 2017

REGISTRATION MANAGER/SOFTWARE ADMINISTRATOR DATA SUMMARY

Registration Manager Monthly Time Allocation

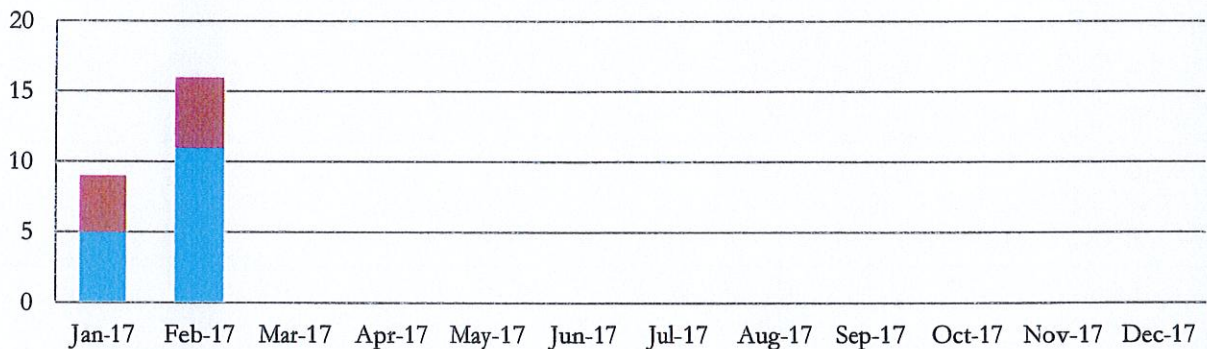


	Assisting Other Departments	Data Collection	Strategic Planning	Software/IT Resolution	Registration Office Manager
Jan-17	30.00%	20.00%	20.00%	10%	20%
Feb-17	30.00%	30.00%	20.00%	10.00%	10.00%
Mar-17					
Apr-17					
May-17					
Jun-17					
Jul-17					
Aug-17					
Sep-17					
Oct-17					
Nov-17					
Dec-17					

Registration Department Report

FEBRUARY 2017

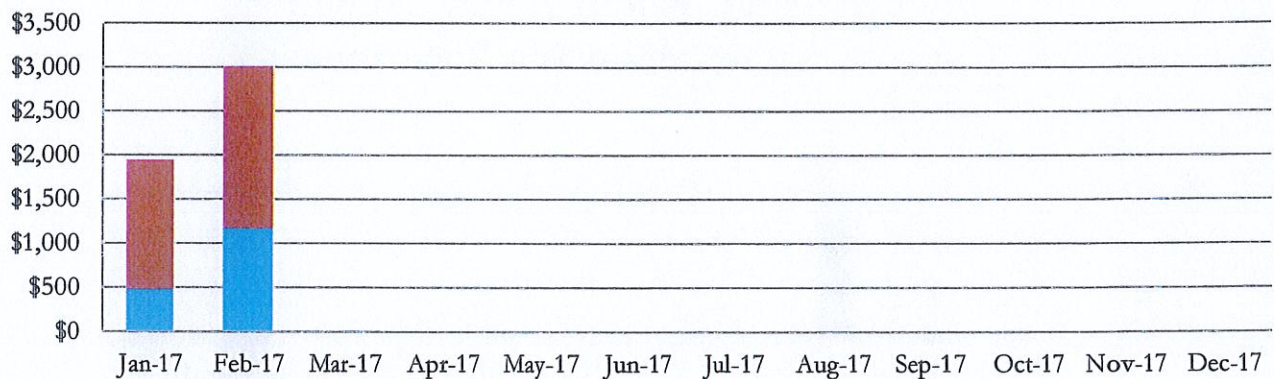
Regent/Chalet 2017 Monthly Rentals



	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17
Regent Center	4	5										
Chalet	5	11										

■ Chalet ■ Regent Center

Regent/Chalet 2017 Monthly Revenue



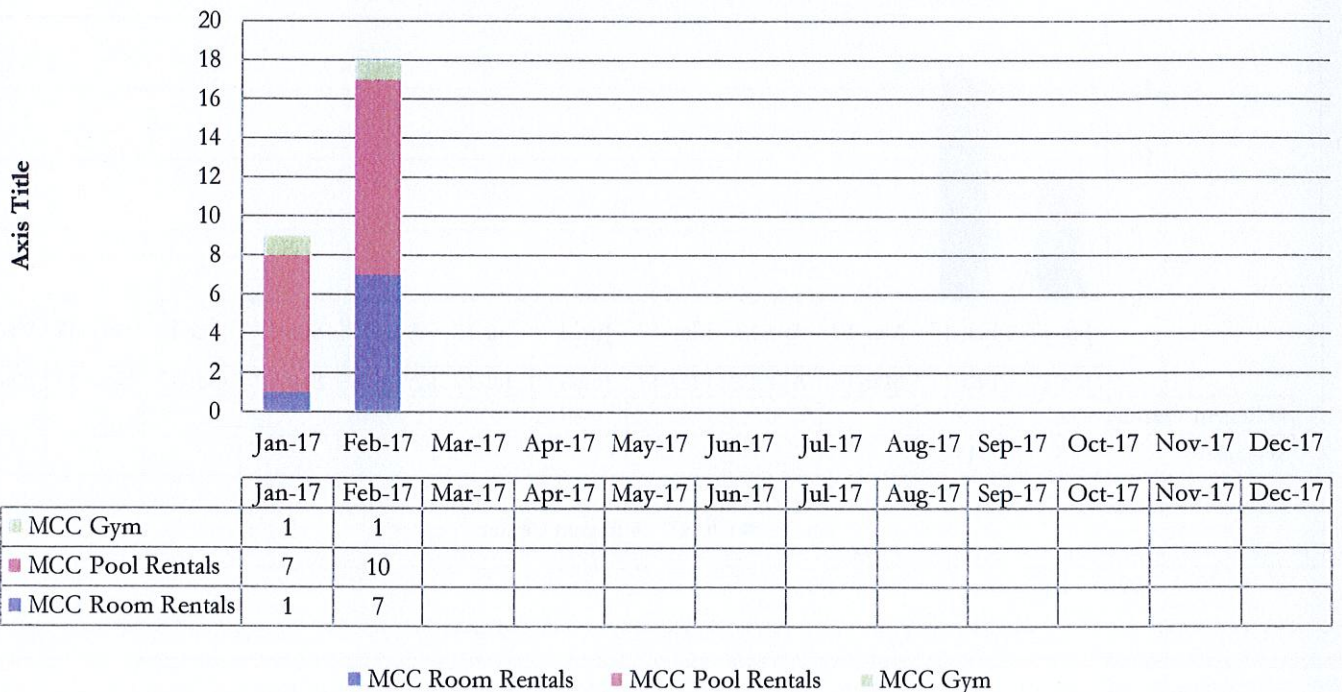
	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17
Regent Center	\$1,465	\$1,840										
Chalet	\$480	\$1,170										

■ Chalet ■ Regent Center

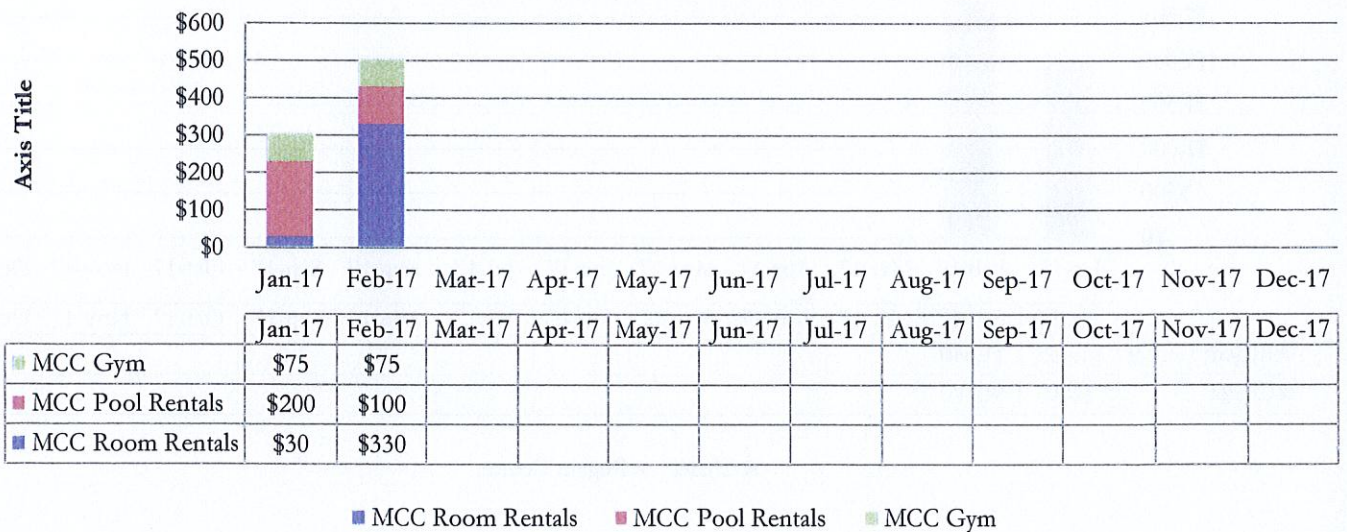
Registration Department Report

FEBRUARY 2017

MCC Room / Pool / Gym 2017 Monthly Rentals

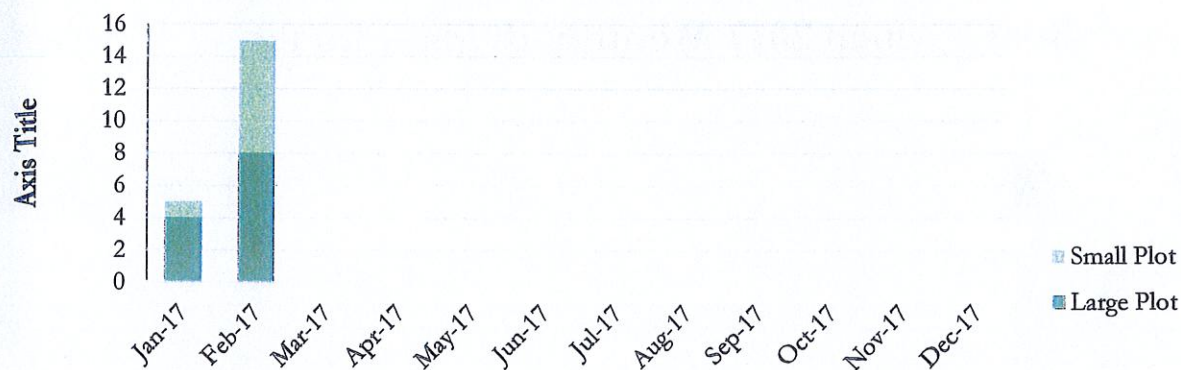


MCC Room / Pool / Gym 2017 Monthly Revenue



FEBRUARY 2017

Garden Plot 2017 Monthly Registrations

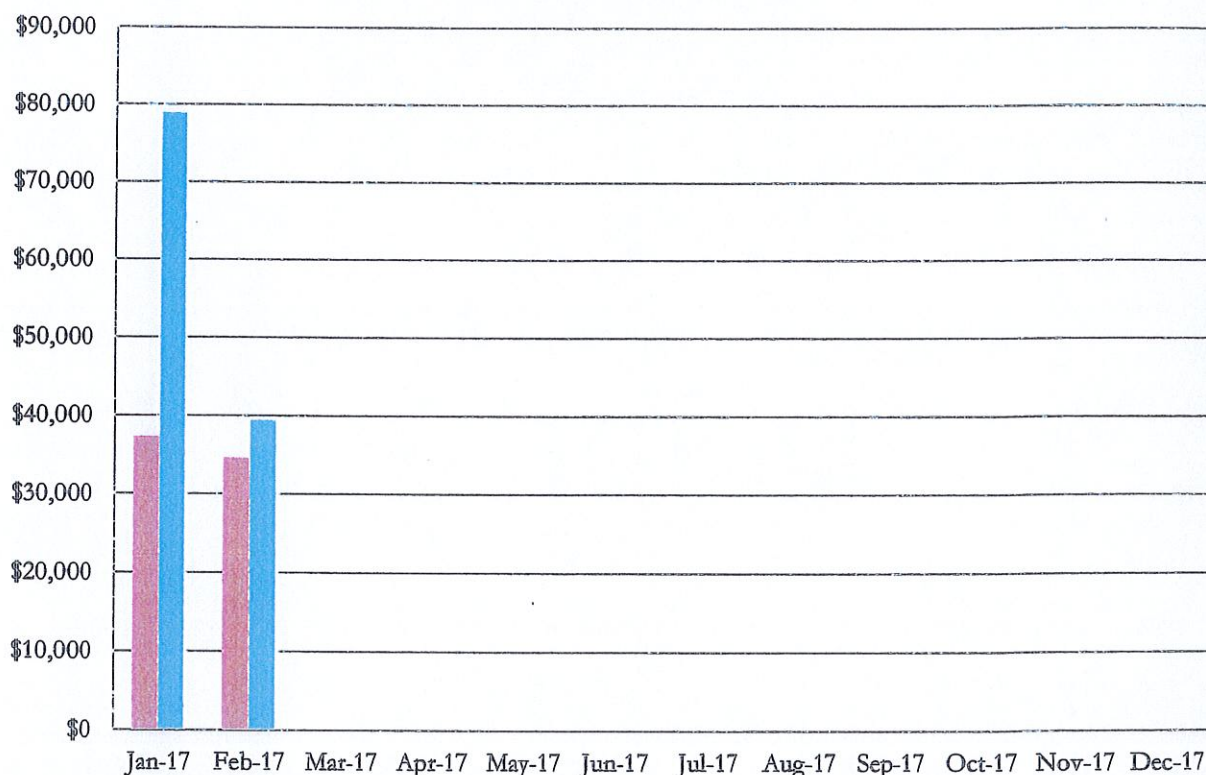
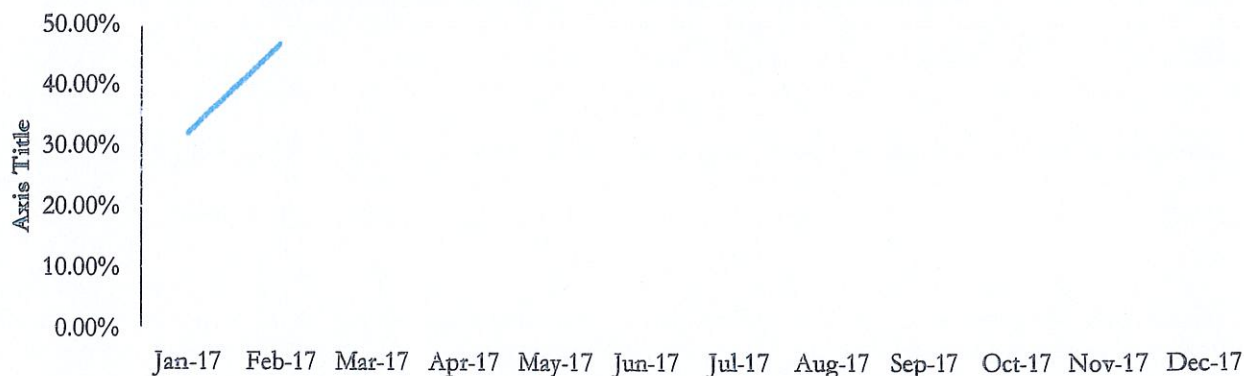
[illegible]

Garden Plot 2017 Monthly Revenue

[illegible]

FEBRUARY 2017

[illegible][illegible]

[illegible]

Mundelein Parks & Recreation District

Memorandum

To: Board of Commissioners

From: Linda Miller, Superintendent of Business Services and Technology

RE: March 2017 Monthly Report

DATE: March 22, 2017

Finance

The preliminary draft of the Comprehensive Annual Financial Report (CAFR) was received from Lauterbach & Amen. I am currently working on updating the required reports for the final draft of the CAFR.

Human Resources

Anthony Nitti completed the payrolls for the periods of 2/19/17 – 3/4/17 for 161 employees and 3/5/17 – 3/18/17 for 159 employees. Tony continues to recruit swim instructors and lifeguards for the Indoor Pool, 2017 seasonal staff, and a Housekeeper for Parkview. The Parkman position and a Front Desk staff position were filled. He also coordinated two Wellness events, bowling in late February and the Chili Cook-off in March. Tony completed the IPRA Leadership Academy.

IT

Our IT contractor is working on much needed server maintenance, WIFI at the Steeple Chase Pro Shop, and the system setup of all the Aquatic computers in preparation for their first season using the new recreation software. Progress has been slow due to many unresolved issues remaining from our prior IT contractor. Computer configuration for the replacement computers has also begun.

Risk Management

Employee Injury/Illness Report - None to Report

Accident/Incident Summary

22 Feb	Boy, 6	Going for the basketball, fell and hit head on blacktop	First-aid
20 Feb	Adult Male	Another basketball player "clothes-lined" and scratched patron, he fell and chipped a tooth	Police called
27 Feb	Girl, 7	Fell on playground, arm stuck in railing, bruised	First-aid

Property Loss – None to report

Monthly Summary

The monthly Safety Committee Meeting was held March 1st. New Intruder Defense Systems were purchased for Big & Little and Rec Connection. These devices were more cost effective than changing the lock mechanisms resulting in a \$4,000 savings for the agency. The monthly training was Vandalism Prevention and Core 6 Strategy (basic safety concepts for work and home) which was presented by the Risk Manager at the All Staff Meeting held in March.