

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

Monday, May 22, 2017

7:30 p.m.

AGENDA

Call To Order:

Pledge of Allegiance:

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

Approval of Minutes: Committee Meeting May 8, 2017
Regular Meeting May 8, 2017
Executive Session May 8, 2017

Approval of Disbursements: Warrants 051017, 101517,
051617, 051917, 052217 = \$ 469,083.91

Financial: April

Police Report: April

Correspondence: Letter to Jon Lynn of The Kirk Players

Old Business:

New Business:

1. Resolution 17-05-01 Recognizing Lori Ludwig

Board Business:

Staff Reports:

Service Anniversaries: April 2017
Bill Brolley 2000 (17); Ron Doruff 1998 (19); Linda Miller 2015 (2);
Rose Nudo-Semak 2008 (9); Kristina Watanabe 2014 (3);
Diane Woo 2004 (13); Steve Yeazell 1999 (18)

Service Anniversaries: May 2017
Michaelene Amedio 2006 (11); Dakota Duncanson 2014 (3);
Mike Gerton 2010 (7); Brian Jeske 2014 (3); Jon Karl 2000 (17);
Michael Krauleidis 2008 (9); Nathan Neuwirth 2009 (8); Scott Ragland 2013 (4)

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

Action on Items Discussed in Closed Session, if Necessary:

Visitors:

Adjournment:

Rules for Public Comment:

- A. At the start of the period for public comment the board President or acting chairperson will advise the public:
 - 1. The amount of time permitted for public comment;
 - 2. That all speakers state their 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
May 8, 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 said the newly re-elected Board member would be sworn in at the regular meeting and the Board would hold officer elections as this is the Annual Meeting.

After meeting with the Village Administrator, Executive Director RESNICK recommends amending the Land Cash Donation Policy to reflect the per acre value as determined by the Illinois Department of Transportation.

There are two pieces of equipment the Parks Department no longer has a need for and would like to dispose of by selling at auction.

The next step in the feasibility of constructing a driving range at Steeple Chase was to meet with an engineer about the need for a permit from the Army Corp of Engineers. The engineer feels as long as there is no fill added to the pond, a permit would not be required. Next steps will be to meet again and discuss construction methods and estimated costs.

The District's law firm has reviewed the Personnel Policy Manual. Executive Director RESNICK asked if the entire Board would like to review the manual or appoint a committee. It was the consensus of the Board that Commissioner ORTEGA be the one to review the manual with the Executive Director.

Because the flat roof above the gymnasium at the Community Center will be replaced in the next few years, the solar panel company decided to pass on the project of free installation at this time. They are still interested in working with the District and we will share information on the new recreation center when it opens next year. Commissioner ORTEGA asked about any reflection from the panels that could potentially bother neighbors. Executive Director RESNICK said she did not know but would check with the installer.

Over the past four years, the Park District has worked with the Village, Library and Mundelein Community Connections to hold One World Festival. The event is very labor intensive and has not been as well received as hoped. The Committee decided to not hold the event this year but to discuss a "Culture Day" at Community Days starting in 2018.

Executive Director RESNICK requested an Executive Session to discuss purchase of real estate.

Commissioner DOLAN moved to adjourn to Executive Session pursuant to 5 ILCS 120/2 (c)(5) to discuss the purchase or lease of real estate, second by Commissioner FRASIER. A roll call vote was taken with Commissioners DOLAN, FRASIER, McGRATH, ORTEGA and KNUDSON voting yes.

The Committee meeting adjourned at 7:14 p.m.

Secretary

**MUNDELEIN PARK AND RECREATION DISTRICT BOARD OF
PARK COMMISSIONERS, MUNDELEIN, LAKE COUNTY, ILLINOIS
HELD MONDAY, MAY 8, 2017 AT 7:30 P.M. AT THE
MUNDELEIN COMMUNITY CENTER ADMINISTRATIVE 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 ORTEGA moved to approve the minutes of the Committee Meeting, Regular Meeting and Executive Session minutes from April 24, 2017, second by Commissioner McGRATH. 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 FRASIER moved to approve Warrants 042417, 042717, 050217, 050417, 050517 and 050817 in the amount of \$407,149.25, 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 FRASIER, ORTEGA, DOLAN, McGRATH and KNUDSON voting yes.

The Secretary sworn in newly re-elected Board Member Bob Knudson.

Commissioner McGRATH moved to adopt the slate of Wally Frasier for Treasurer, Jesse Ortega for Vice President and Bob Knudson for President, second by Commissioner DOLAN. President KNUDSON expressed his surprise at the slate, stating he had been President for two years and felt another Board member could take on the roll. Commissioner McGRATH moved to withdraw his motion. Commissioner DOLAN consented to withdrawing the motion. A voice vote was taken with all voting yes.

President KNUDSON moved to adopt the slate of Wally Frasier for Treasurer, Jesse Ortega for Vice President and Kevin Dolan for President, second by Commissioner McGRATH. 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.

President DOLAN reviewed the proposed changes to the Land Cash Donation Policy. Commissioner FRASIER moved to approve the amended Land Cash Donation Policy, second by Commissioner ORTEGA. President DOLAN repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners FRASIER, ORTEGA, KNUDSON, McGRATH and DOLAN voting yes.

President DOLAN stated staff has determined two pieces of equipment are no longer needed and could be declared as surplus and available to be sold. Commissioner ORTEGA moved to the 10,000 lb. capacity, 2-post vehicle lift and Toro 580 Wide Area Mower as surplus and make them available for sale, second by Commissioner KNUDSON. President DOLAN repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners ORTEGA, KNUDSON, FRASIER, McGRATH and DOLAN voting yes.

Under Board Business, Commissioner FRASIER shared materials from IAPD's Joint Legislative Committee. President DOLAN asked the Executive Director RESNICK for statistics to share with IAPD that documented attendance at facilities, programs and events. He also said he has a copy of the OMA/FOIA book published by IAPD. Commissioner ORTEGA mentioned a key facts sheet published by the Buffalo Grove Park District. He suggested the Park District develop a similar fact sheet.

President DOLAN said the Board had met in Executive Session to discussion purchase of real estate. Commissioner KNUDSON moved to purchase the real estate as discussed in Executive Session, second by Commissioner McGRATH. President DOLAN repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners KNUDSON, McGRATH, FRASIER, ORTEGA and DOLAN voting yes.

There being no further business, Commissioner ORTEGA moved to adjourn at 8:43 p.m. second by Commissioner McGRATH. The motion was unanimously approved.

Secretary



MUNDELEIN PARK & RECREATION DISTRICT

1401 N. Midlothian Road • Mundelein, IL. 60060 • (847) 566-0650 • Fax (847) 566-8557

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**DIAMOND LAKE
RECREATION CENTER**
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THE REGENT CENTER
1200 Regent Drive
(847) 566-4790

**PARK VIEW HEALTH
& FITNESS CENTER**
1401 North Midlothian Road
(847) 388-5430

**STEEPLE CHASE
GOLF CLUB**
200 North La Vista Drive
(847) 949-8900

Mr. Jon Lynn
Kirk Players
O.O. Box 985
Mundelein, IL 60060

Dear Jon,

It was nice chatting with you on Saturday and catching up on the Kirk Players and the expanding Lynn family.

Thank you so much for the generous donation. The money will be used to grant scholarships to individuals taking art related programs here at the Park District. I'm sure this will help some people take a class that they otherwise could not afford. What a wonderful gift to our community!

I hope to get to your next show next month, I've sure it will be amazing.

Sincerely,

Margaret Resnick
Executive Director



**MEETING REMINDER
MONDAY, MAY 22, 2017**

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

Action Items

Old Business

New Business

1. Resolution 17-05-01 Recognizing Lori Ludwig

Updates

1. Fact Sheet
2. SRACLC Golf Outing
3. Executive Session

New Business

Lori Ludwig is retiring after nearly 22 years with the District. Lori has been a teacher at the Learning Center Preschool and many early childhood classes and has touched the lives of many families in Mundelein.

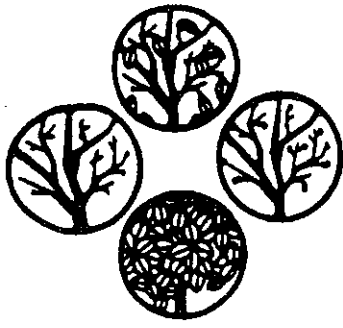
Staff recommends adopting Resolution 17-05-01 recognizing the outstanding career of Lori Ludwig.

Updates

It was brought up last meeting that Buffalo Grove Park District provides Legislators with “fact sheets” about special events to show the Park District’s reach in the community. Our Sponsorship Coordinator Tracie Ouimet produces something similar for sponsors to show them the amount of exposure their sponsorship resulted in. Enclosed is one she did after the Spring Egg Hunt. I’ll work with the marketing staff to develop these for our larger community events to share with our legislators.

The SRACLC Golf Outing will be held at Steeple Chase Golf Club on Thursday, September 14th. Please let me know if you would like to attend.

I am requesting an Executive Session for the discussion of potential litigation and possible purchase of real estate.



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RESOLUTION 17-05-01

WHEREAS, Ms. Lori Ludwig has for over 22 years been a loyal and dedicated employee of the Park District receiving its Employee of the Month award; and

WHEREAS, Ms. Lori Ludwig has unselfishly given her time, talent and devotion to the Learning Center students and early childhood program participants; and

WHEREAS, the quality and popularity of the Mundelein Park & Recreation District early childhood programs have been a source of pride to the Mundelein Park & Recreation District; and

WHEREAS, thousands of children have received her warm, friendly smile

NOW, THEREFORE, BE IT RESOLVED THAT Ms. Lori Ludwig be recognized for her outstanding and dedicated service to the Mundelein Park & Recreation District. Further that the Board of Commissioners and Staff of the Mundelein Park & Recreation District express their sincerest appreciation and best wishes.

Resolved this 22nd day of May 2017

***Kevin Dolan, President Board of Commissioners
Mundelein Park & Recreation District***





**2017 Egg Hunt Egg-Stravaganza
Fulfillment Report**

Presenting Partner

- Table at our event with two volunteers handing out lemonade and clementines to our 1,000+ patrons
- Many pictures uploaded to our Flickr account and shared with you for your own marketing use on Facebook & your website

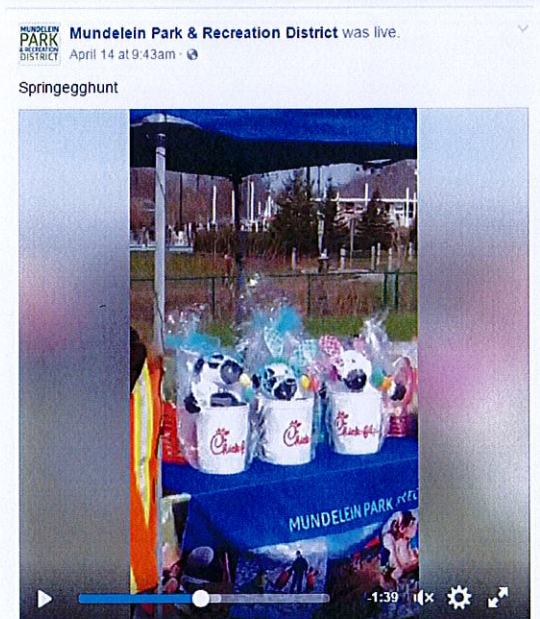
MPRD did the following to promote our event:

- News Release
- Facebook Banner
- Facebook Event (shared to Mundelein Village Events)
- Eblast flyer to all contacts that signed up to know about kids' events
- MPRD Banner image for Facebook Page
- Online posts to the Daily Herald, Tribune, Oaklee's and Little Lake County and Libertyville Patch
- MPRD Website banner and post
- Outside Electronic Marquee
- Inside Electronic Marquee
- Posters and Flyers around Mundelein
- Posters and flyers handed out to Learning Center Preschool and Big & Little Daycare
- Flyers handed out at GLMV Block Party business chamber event and Universidad de Padres event at Mundelein High School
- 692 views to 2 Facebook Live videos



Post Event Marketing for NorthShore University HealthSystem

- Name will be listed on "Thank You" page of the next Program Guide
- ¼ page advertisement will be placed in our next Program Guide (please provide via email by June 15)



Kids, plastic eggs mark Mundelein's annual egg hunt

Facebook Twitter Email Print Comments

1 2



Children fill their baskets with plastic eggs during Friday's Egg Hunt Egg-Stravaganza on the Community Park baseball field in Mundelein.

Paul Valade | Staff Photographer

BUY PHOTO

Daily Herald report

Community Park in Mundelein was awash with children and colored plastic eggs for the Egg Hunt Egg-Stravaganza.

Hundreds of children ages 1 to 6 participated in Friday's event. Kids scooped up eggs in hunts in various age group, and some of the eggs contained special prizes.

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The Mundelein Park & Recreation District, along with partner NorthShore University HealthSystem, hosted the annual hunt at no cost to the public.

Besides the hunt, children and parents visited a petting zoo and took photos of their children with the Spring Bunny and Ronald McDonald.

HOME / HAPPY SPRING! MPRD ANNUAL EASTER EGG HUNT DRAWS LARGEST CROWD EVER

Happy Spring! MPRD Annual Easter Egg Hunt Draws Largest Crowd Ever



The Mundelein Park and Recreation District's annual Easter Egg Hunt was a tremendous success, attracting well over 800 people—600 of whom were children. Park District staff remarked that this year's crowd was the largest ever. Thanks to event sponsors, the MPRD was able to delight children with a mini-petting zoo with bunnies, ducks, a rooster, and a goat.

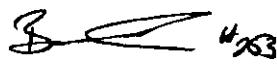
Special thanks to Presenting Sponsor Northshore Healthcare Systems and to Jewel for sponsoring the Bunny Buddy. Additionally, Knauz was a bronze sponsor and Graber Orthodontics and Chick-Fil-A donated prize baskets. There were a total of 9 prize baskets distributed. Prize basket winners were determined by special eggs hidden among the other eggs in the hunt. McDonald's sent Ronald McDonald to greet the children and the Easter Bunny stopped by for his annual visit.



MEMORANDUM

To: Chief Eric Guenther

Cc: Deputy Chief Monahan 
Deputy Chief Hansen 

From: Sergeant Brian Kisselburg  #263

Date: Friday, May 12, 2017

Re: Park District Report – April 2017

There were seventeen (17) calls for service in the area parks during the month of April, which is consistent with park district activity during this time of year. The majority of the calls were minor in nature and included suspicious circumstances/vehicles, burglary alarms, animal complaints, disputes and citizen assists.

There were a total of 123 park checks initiated by the patrol officers during this month. There were no patterns or crime trends discovered during this month. The numbers of calls and checks were consistent with the weather and an increase in use of the parks.

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

- On 04/01/17, Officer Perdue was conducting a check of Asbury Park when he observed a vehicle parked in the parking lot after hours. Officer Perdue issued the vehicle a citation and made contact with the vehicle owner, who arrived on scene. Officer Perdue spoke to the owner as to why the vehicle smelled like burnt cannabis. The owner admitted to smoking cannabis and a search of the vehicle was conducted but no illegal items were located.
- On 04/06/17, Investigator Poyner received information that a minor was possibly sexually assaulted at Hickory Park by another minor. This case is still being investigated.
- On 04/12/17, Officer McElroy was dispatched to Hanrahan Park for subjects smoking cannabis. Officer McElroy checked the park but the subjects had already left. Officer McElroy checked the area with negative results.
- On 04/13/17, Officer McCourt took a call of a dispute at the Skate Park. Officer McCourt made contact with the complainant who advised that the subjects he had a dispute with already left. The complainant advised that he was trying to tell the subjects that they cannot ride their BMX bikes on the skate equipment. Officer checked the area for the subjects with negative results.
- On 04/15/17, Officer Reyes took a dispute at Memorial Park. Officer Reyes made contact with the complainant who advised that he had a dispute with some teenagers who he thought were making fun of his daughter. The teenagers denied making comments and the complainant just wanted the teenagers spoken to.

Courage. Pride. Commitment.

- On 04/22/17, Officer Perdue was conducting a check of Community Park when he located an occupied vehicle. Officer Perdue made contacts with the subjects and one was a registered sex offender. The subject was issued a trespass ticket and advised not to be in any park even if it is open.

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

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

Please contact me if you have any questions.

To: Board of Park Commissioners

From: Bill Brolley, Golf Operations Manager

Subject: Steeple Chase Operations – May 2017

	2017	Budget	2016
Golf Revenue (April Totals)	\$ 73,815	\$82,092	\$ 72,288
Merchandise (April Totals)	\$ 8,047	\$ 7,392	\$ 11,275
Food & Bev. (April Totals)	\$ 11,862	\$10,705	\$ 11,700
Gift Cards (April Totals)	\$ 2,810		\$ 2,640
Miscellaneous (April Totals)	\$ 9,133		\$ 10,809
Total Rev. for the month of April	\$105,667	\$100,189	\$108,712
Golf Revenue (5/1- 5/18)	\$ 55,687		\$ 55,163
Merchandise (5/1- 5/18)	\$ 4,358		\$ 4,187
Food & Bev. (5/1- 5/18)	\$ 9,816		\$ 9,623
Gift Cards (5/1-5/18)	\$ 1,678		\$ 3,426
Miscellaneous (5/1- 5/18)	\$ 1,423		\$ 1,596
Total Rev. May 1-18	\$ 72,962		\$ 73,995
Golf Revenue (y.t.d.)	\$136,276		\$141,361
Merchandise (y.t.d.)	\$ 16,395		\$ 21,180
Food & Bev. (y.t.d.)	\$ 22,982		\$ 23,235
Gift Card (y.t.d.)	\$ 6,277		\$ 7,010
Miscellaneous (y.t.d.)	\$ 14,335		\$ 15,346
Total Rev. (Y.T.D. 5/18)	\$196,265		\$208,132
Paid rounds (April)	1,716		1,740
Paid rounds (5/1-5/18)	1,215		1,212
Paid rounds year to date (5/18)	3,117		3,330

We were down a 24 rounds in April compared to 2016, which is why everything is about the same as last year except for merchandise in which we were down about \$3,000 for the month. That was due to club sales we had sold three more sets of irons in 2016 than we did in 2017. So far in May it is about even with last year with a little questionable weather over the next few days. For the year-to-date we are down about 200 rounds and a little over \$10,000 in revenue.

We held the Special Olympic Golf Outing on May 12th which was hosted by the Mundelein Police Department. They always had it on Wednesday mornings before and decided to switch it to a Friday afternoon this year to see if they would get greater participation. We had always charged them \$44 per golfer on Wednesday mornings and charged them \$51 per golfer for the Friday date. They had 97 golfers in 2016 and 113 this year.

April Comparison for the past 5 years

	2013	2014	2015	2016	2017
Total Revenue	91,888	90,681	112,393	108,712	105,667
Round	1570	1567	1926	1740	1716

MEMO TO: Board of Park Commissioners
FROM: Ron Doruff, Golf Course Superintendent
SUBJECT: Golf Course Grounds Report – May, 2017

Now that it's almost the end of May, we are settling into our normal maintenance schedule. That consists of mowing, rolling greens twice a week, mowing, raking traps, changing cups and tees, and of course mowing. The spring projects such as aerifying greens, tees, approaches, and intermediate rough have been completed. The areas that were in need of sod have been sodded and with the warm weather we can't water these areas enough. The greens have been top dressed twice already this season and all of the necessary fertilizer and pesticide applications have been applied.

The irrigation system has been working well, for as little as we have been using it so far. We did have our first line break of the year yesterday on #9 approach. Come to think of it, we have not been watering tees and fairways yet.

With all of the rain we have received lately, we have identified areas where drainage will need to be repaired. This will be done when we have some time in the fall. It would be tough to repair them now with the season in full swing and it would be hard to keep the sod alive.

We will start our ash tree injection shortly. The ash trees are leafing out slowly this year. For the chemical to take its full effect, it would be best for the trees to be totally active.

Our old loader/backhoe was finally sold and on an internet auction. It was picked up by its new owner last week. The interesting thing is that the piece of equipment will be headed to South America.

My crew positions have been filled with two high school students. That fills the spots that were vacated by crew members who did not return. The high school students have been working weekends on the crew until school is over.

We are working on installing the lake fountains. The fountain in #18 lake has been installed while the one on #11 lake has been giving us some electrical problems. It's most likely muskrat damage even though the cable is encased in metal.

To: Board of Commissioners

From: Derek Solberg, Superintendent of Buildings and Grounds

Re: Parks Department Report – May 2017

Grounds Maintenance Supervisor Brian Jeske completed the requirements to become a Certified Playground Safety Inspector. The CPSI certification program provides the most comprehensive and up-to-date training on playground safety issues including hazard identification, equipment specifications, surfacing requirements and risk management methods.

The mowing crew has been in constant motion for the past month. It seems as though as soon as they finish one rotation there is time to clean and service the machines before beginning again. Other grounds work has been accomplished as well. Asbury, Gordon Ray, Hanrahan and Community Parks have been sprayed for weeds. Spraying will continue in the next month as weather allows. Softball and park infields are worked as the field schedule requires. The Garden Plots were finally dry enough to till and open. The Village of Mundelein donated 11 spruce trees that were in large pots throughout the downtown area. These trees were planted by Park District staff at Asbury and Hanrahan Parks.

Aquatics Maintenance staff continue to work hard in order to be ready for the 2017 season. Cleaning and painting are routinely needed as Barefoot Bay and the Spray Park are prepared for opening day.

Projects of note include leveling the sunken paver bricks around the playground at Maurice Noll Park. The swing set frame at Cambridge Country Park was sanded and re-painted as were four benches at Longmeadow Park.

The parking lot and building exterior lighting project at the Community Center is complete. The new lights provide an improved and more efficient light source. All building fire protection systems were checked as part of the fire safety program for District buildings.

Parks Staff received in-house training in the past month on the separate topics of Fall Protection and Customer Service.

Projects throughout the District are in full swing. The Parks Department lends support to contractors working on these projects wherever possible to aid in their successful completion. The lobby and waiting area of the Kracklauer Dance Studio are being renovated. Also at Kracklauer the ADA ramp from Route 45 to the parking lot is being reconstructed. The sidewalk addition at Community Park is beginning to take shape. This addition will connect sidewalk along Midlothian Road to the front entrance of the Community Center.

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

PROGRAMS

Spring programs have wrapped up. Learning Center school picnic and graduation were held on May 11th and went very well. The dance recital is this weekend (May 20 & 21). All eyes are on summer now.

REGISTRATION

'Tis the season.....The registration department is the place to be. Regent Center rentals, park & picnic shelter rentals, boat launch keys, tax receipts (for the late filers), garden plots, and scholarship requests increased. The registration department went paperless for the rental routing process and dance recital tickets are available online for the first time. They created a certificate of insurance form for renters who are thinking about including outside entertainment. The registration manager/software administrator prepared the brochure worksheets for the fall brochure, spent time troubleshooting front desk issues, worked with the party coordinator to redesign party hours and fees for MCC, assisted Phil Knox (IT Company) with Java updates, new configuration for Active, and new computer set up. Informational data attached.

LEAGUES

Softball leagues have begun and even with the "rainy" season we have only had two rain-outs. We have one more team in the league than last year.

SPECIAL EVENTS

A new special event was held May 12, Wild About Mom. This event was a focus on Mom for Mother's Day and featured food, prizes, gift baskets and a reptile show. The event was our first for our new special events coordinator and it went very well. She pulled it together in about six weeks and we had 61 people attend. Everyone had a great time.

FACILITIES

Regent Center numbers are attached. The new Balance Class is still drawing new people into the class. The Regent Center held its first ever coloring contest this spring with 30 members participating. Brian Jeske, our grounds supervisor, was kind enough to judge the spring flowers and three members received gift cards. Our oldest member, one month shy of 99, passed away May 5. Adolph Kiefer was America's oldest living Olympic Champion from the 1936 Olympics, a former world record holder, quite a bridge player, and an extremely nice man. He will be missed.

Park View numbers are attached. Staff held two informational meetings with staff regarding the possible redesign of the fitness floor. Four informational meetings are scheduled for our members. Staff is looking for input and hoping the information will help our customers with the transition.

Staff is also investigating becoming a Silver Sneakers provider. This is a program that is offered through Medicare and senior's membership in a fitness center is reimbursed by Medicare.

Big and Little numbers are attached. An 8th grade student at Prairie Crossing School did her required community project at Big & Little. She purchased three butterfly kits and did a presentation for each group. They got 14 butterflies as a result of 15 larvae. The student then planted flowers outside of B&L to create a butterfly garden and released the butterflies and the hope is the garden will continue to attract more butterflies. The children really enjoyed the project.

Rec Connection numbers are attached. Last day for Rec Connection is May 31.

Aquatic season pass sales numbers are attached. Also attached is a recommendation for a change in our Personal Flotation Device Policy. Staff hiring is at 86% with 10 plus interviews still on the schedule. Groupon deal went live April 24th due to an issue with their Merchant Center Site right now we don't have exact sales data yet. A new "Platinum" birthday party package will be offered this year with extras like theme decorations, invitations etc. These parties will be organized by Kelly Bagatti. We will be selling Chick-Fil-A sandwiches during select time frames on Saturdays.

TRAINING AND EDUCATION

All Big and Little staff attended a 4-hour training at CLC, the topic was "Strategies for Meeting Challenging Behaviors and Personality Color" and how it is best used to motivate and communicate with peers and children.

Three lifeguard training blocks have been completed with five more scheduled and possibly a sixth with continued hiring.

Cashier/Concession staff training is scheduled for May 19, 20 and 21.

Site specific (Diamond Lake Beach and Barefoot Bay) training will be held on June 2.

Summer camp staff training begins May 23 – June 2.

AFFILIATE ORGANIZATIONS

MBSA will be hosting their annual Memorial Day Tournament and they will be using our adult softball fields in addition to their fields. MJFL registration is underway. The deadline for summer flag football is June 11th and the deadline for fall football and cheerleading is June 18th. AYSO will end their spring session June 17th. They will be hosting a summer camp the week of July 10-14.

RECREATION ADVISORY COMMITTEE

Meeting held May 2. Minutes to follow.

MUNDELEIN PARKS FOUNDATION

Nothing to report.

MISCELLANEOUS

Nothing to report.

Barefoot Bay Personal Flotation Device (PFD) Policy

Currently, our PFD policy restricts our patrons from only being able to use PFD's that we supply; they are not allowed to bring in any outside flotation devices. I am looking to amend the policy to allow patrons to bring their own PFDs into Barefoot Bay. Any outside PFD must be United States Coast Guard (USGC) approved. The reasoning behind requesting this is as follows:

- We frequently run out of PFDs due to increased usage by patrons
- Many patrons already bring their own and are upset when they cannot use them, leading to a poor experience
 - This will also free up time for cashiers, lifeguards, and management who routinely have to enforce this policy
- Most facilities have similar policies, including area pools like Grayslake, Vernon Hills, and Hawthorn Woods
- We have done this for years at the Beach and experienced no issues with it

The Starfish Aquatics Institute (SAI) suggests that nonswimmers or weak swimmers should be required to wear a USGC approved PFD. While I do not feel that a requirement of that extent is necessary, the number of weak swimmers that enter the facility would require an amount of PFDs that we would not be able to feasibly provide.

Each PFD would be inspected at our Bag Check Station to ensure USGC approval, and we will still continue to offer PFDs for our patrons free of charge.

Please let me know if you have any questions regarding this.

THE REGENT CENTER MEMBERSHIPS

May	Total	Resident	NR	New	DW	Boomer
2013	424	305	119	54	73	95
2014	385	265	120	40	57	106
2015	392	265	124	48	61	117
2016	354	237	117	30	56	105
2017	347	231	116	42	53	127
-1.95%						

Big & Little Enrollment

	<u>Total</u>	<u>Full Time</u>	<u>Full Days</u>	<u>½ Days</u>
May 2017	70	30	23	17
May 2016	70	31	26	13
May 2015	79	31	27	21
May 2014	83	33	25	25
May 2013	82	38	21	23

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)

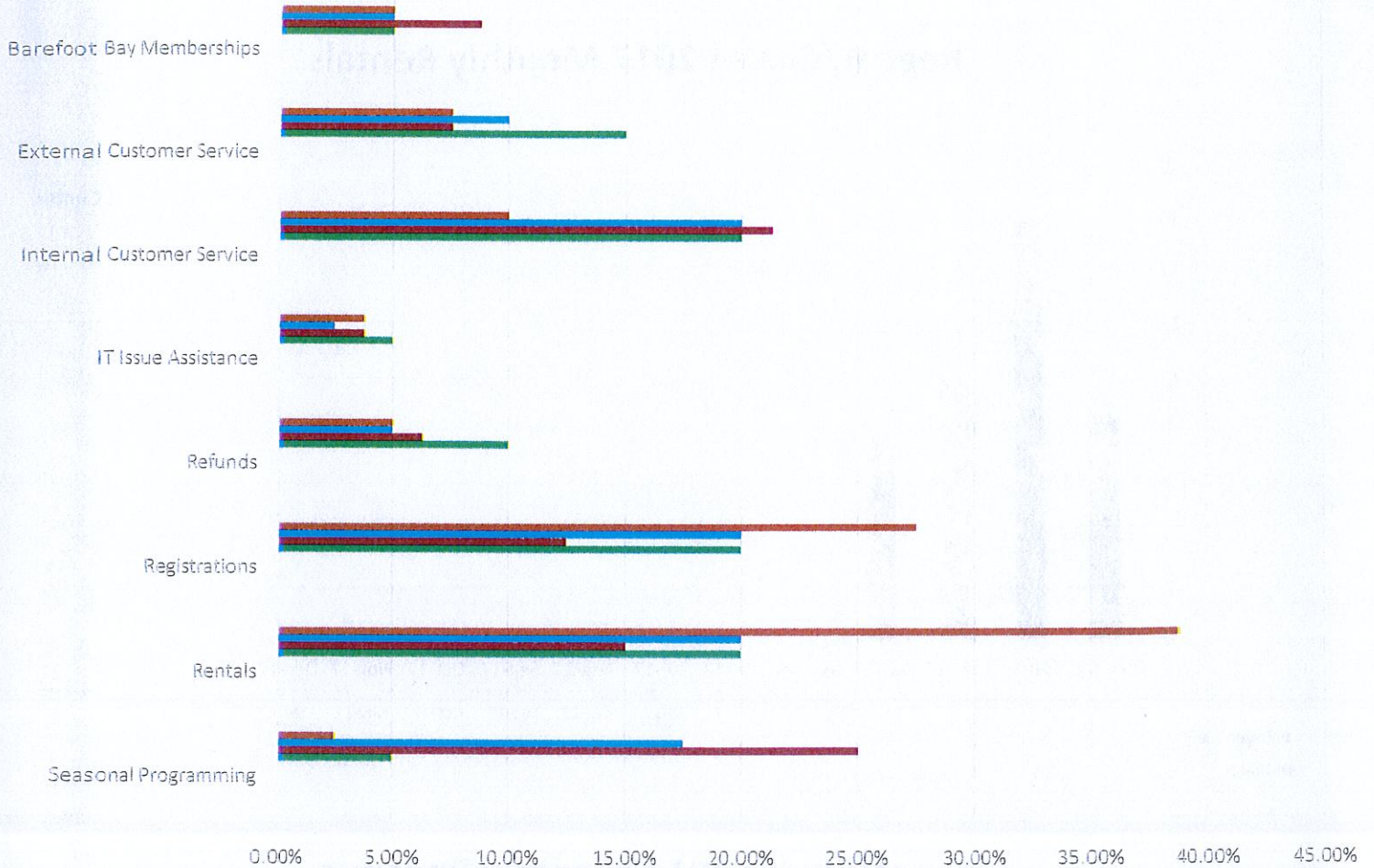
Rec Connection Enrollment

	<u>Total</u>	<u>MCC</u>	<u>Washington</u>
May 2017	174	73	101
May 2016	167	74	93
May 2015	178	83	95
May 2014	180	86	94
May 2013	151	69	82

Registration Department Report

APRIL 2017

Registration Office 2017 Monthly Time Allocation



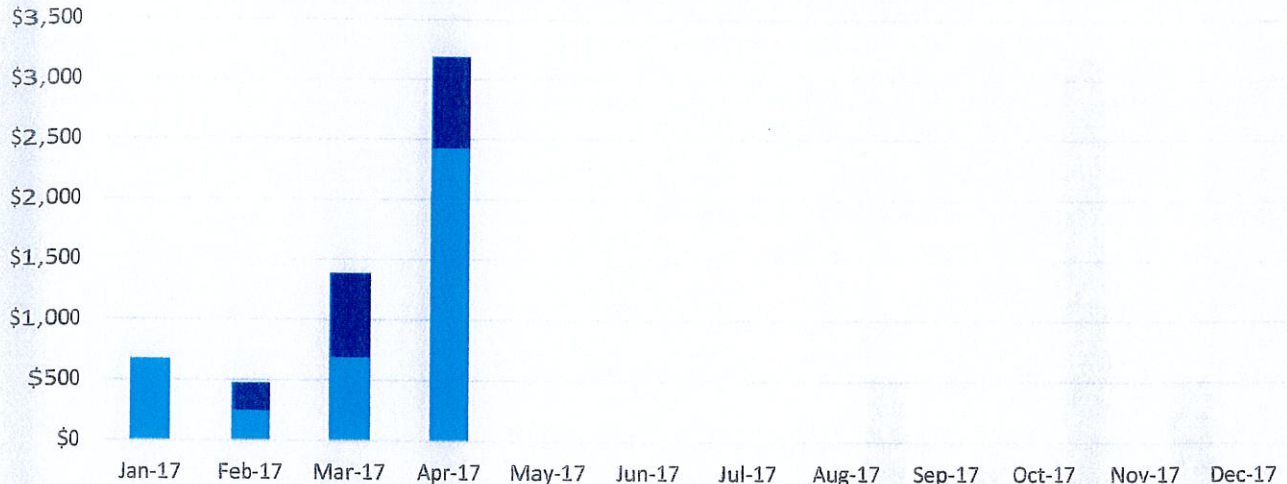
	Seasonal Programming	Rentals	Registrations	Refunds	IT Issue Assistance	Internal Customer Service	External Customer Service	Barefoot Bay Memberships
Jan-17	2.50%	38.75%	27.50%	5.00%	3.75%	10.00%	7.50%	5.00%
Feb-17	17.50%	20.00%	20.00%	5.00%	2.50%	20.00%	10.00%	5.00%
Mar-17	25.00%	15.00%	12.50%	6.25%	3.75%	21.25%	7.50%	8.75%
Apr-17	5.00%	20.00%	20.00%	10.00%	5.00%	20.00%	15.00%	5.00%
May-17								
Jun-17								
Jul-17								
Aug-17								
Sep-17								
Oct-17								
Nov-17								
Dec-17								

Jan-17 Feb-17 Mar-17 Apr-17 May-17 Jun-17 Jul-17 Aug-17 Sep-17 Oct-17 Nov-17 Dec-17

Registration Department Report

APRIL 2017

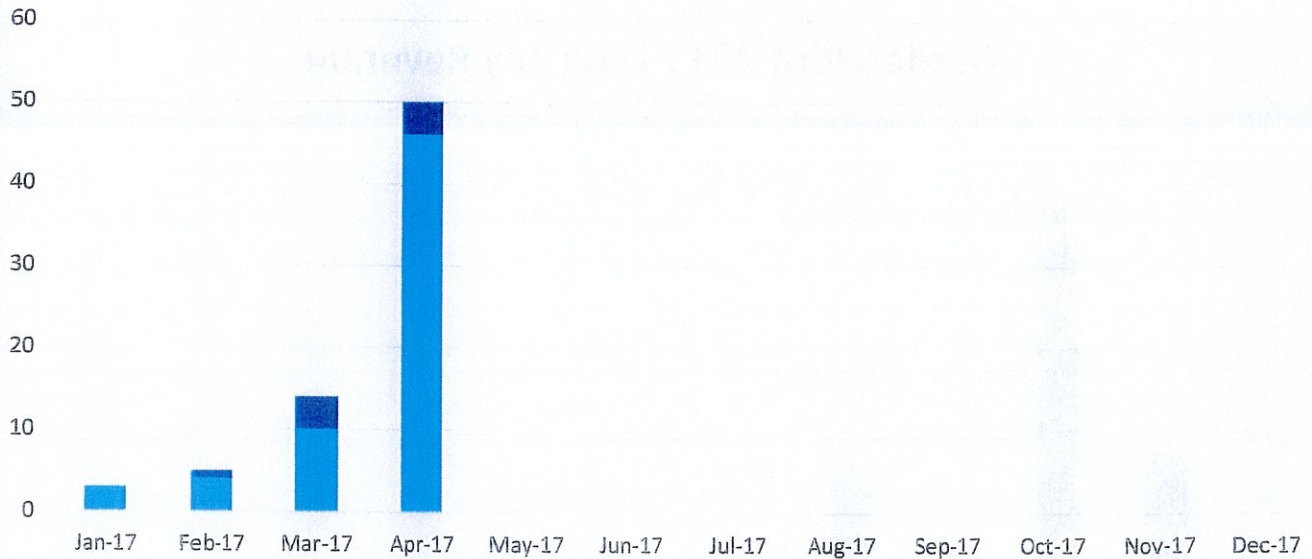
Boat Launch 2017 Monthly Revenue



	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17
NonResident	\$0	\$230	\$701	\$761								
Resident	\$672	\$246	\$685	\$2,425								

■ Resident ■ NonResident

Boat Launch 2017 Monthly Registrations



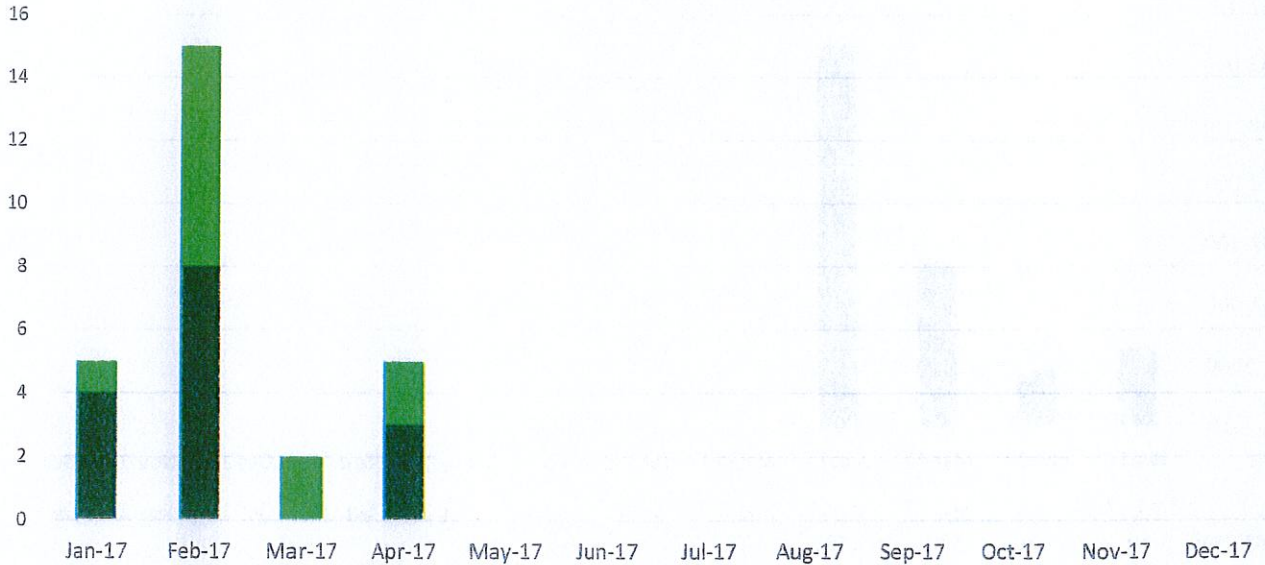
	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17
NonResident	0	1	4	4								
Resident	3	4	10	46								

■ Resident ■ NonResident

Registration Department Report

APRIL 2017

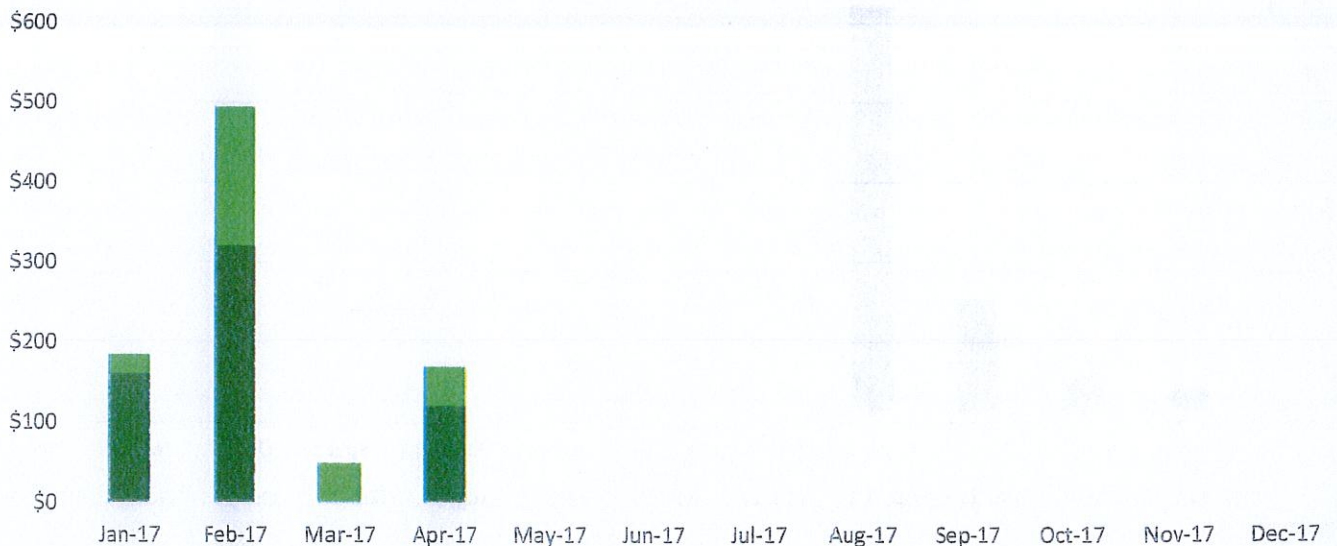
Garden Plot 2017 Monthly Registrations



	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17
Small Plot	1	7	2	2								
Large Plot	4	8	0	3								

Large Plot Small Plot

Garden Plot 2017 Monthly Revenue



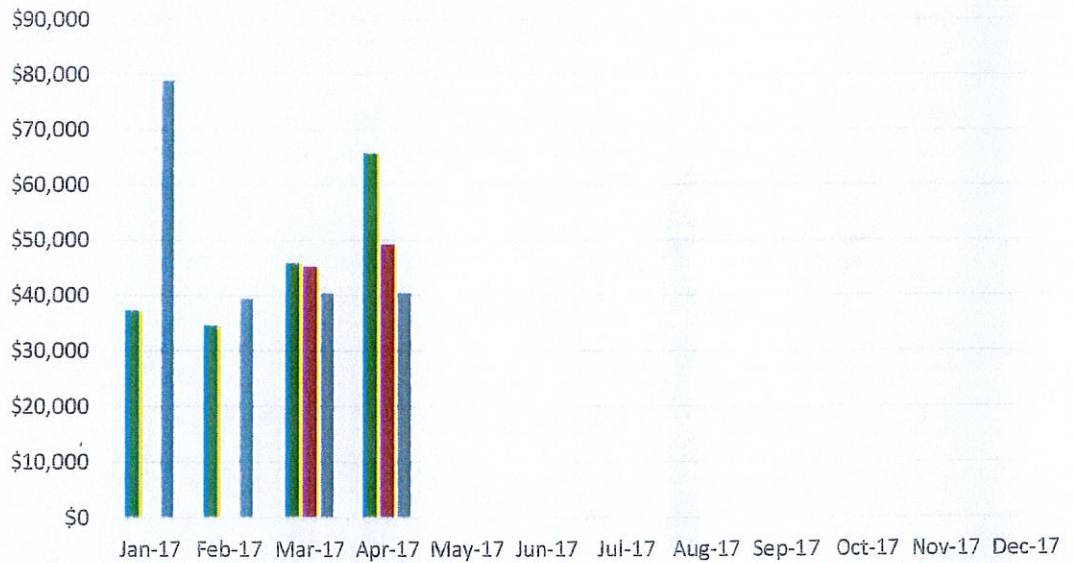
	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17
Small Plot	\$25	\$175	\$50	\$50								
Large Plot	\$160	\$320	\$0	\$120								

Large Plot Small Plot

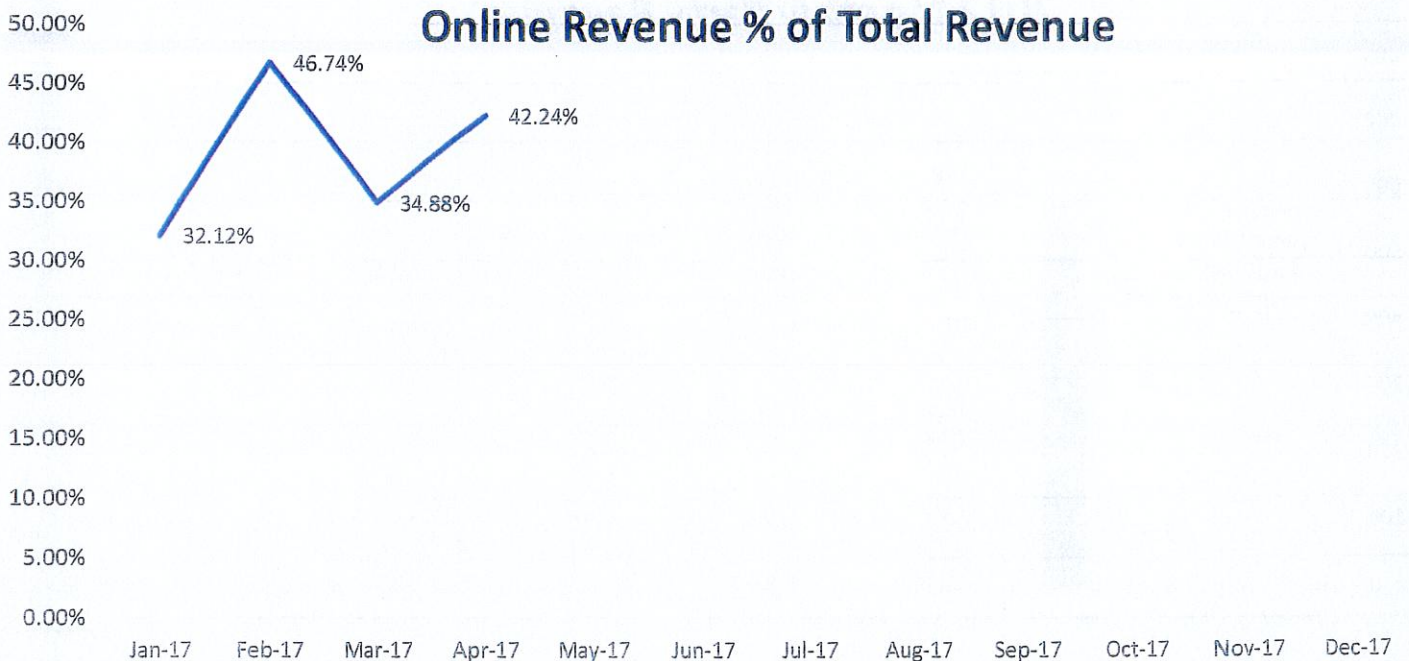
Registration Department Report

APRIL 2017

Online v Registration Office Cash Receipts Summary



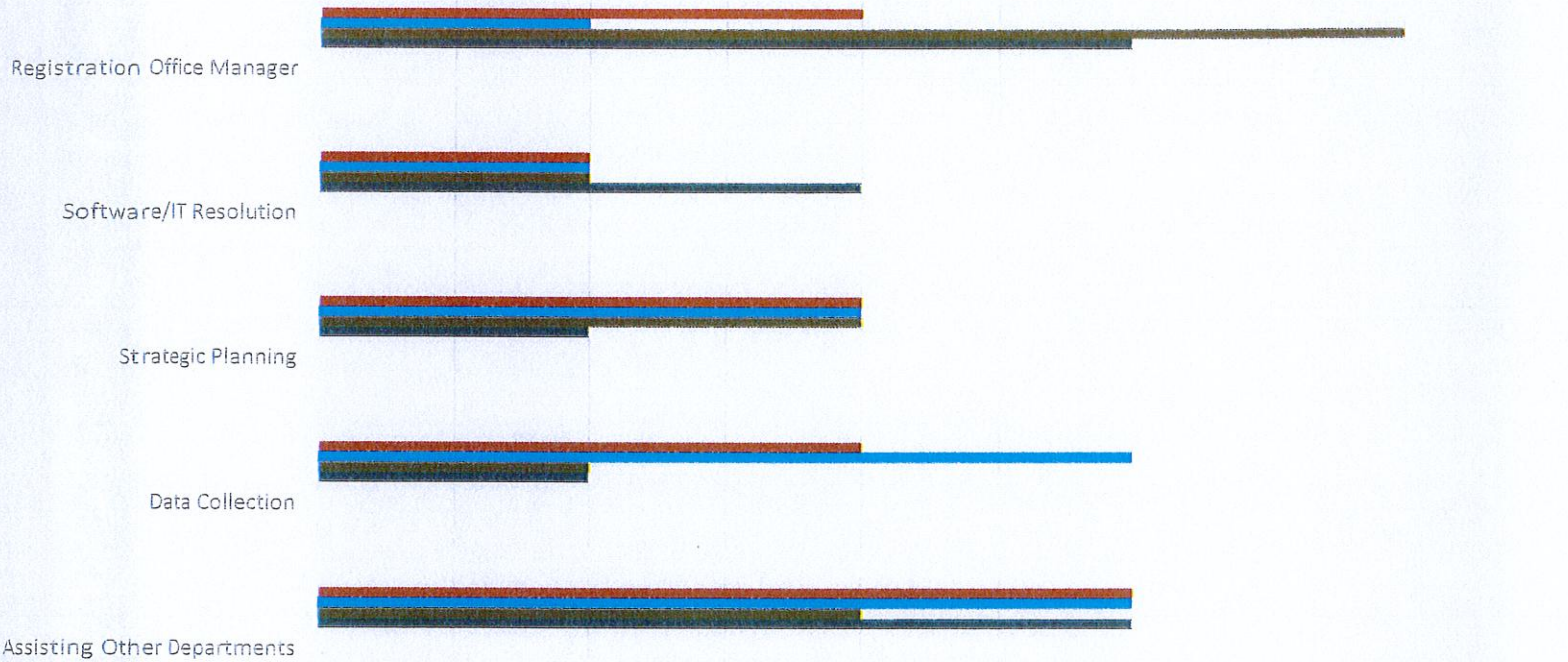
■ Online	\$37,345	\$34,623	\$45,880	\$65,672
■ Auto Pay (LC, Parkview, Rec-Conn, BL, and Dance)			\$45,215	\$49,254
■ Registration Office	\$78,934	\$39,454	\$40,458	\$40,548



Registration Department Report

APRIL 2017

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	20.00%	10.00%	20.00%	10.00%	40.00%
Apr-17	30.00%	10.00%	10.00%	20.00%	30.00%
May-17					
Jun-17					
Jul-17					
Aug-17					
Sep-17					
Oct-17					
Nov-17					
Dec-17					

■ Jan-17 ■ Feb-17 ■ Mar-17 ■ Apr-17 ■ May-17 ■ Jun-17
■ Jul-17 ■ Aug-17 ■ Sep-17 ■ Oct-17 ■ Nov-17 ■ Dec-17

Premium Memberships 2017							January	February	March	April	May	
Annual Memberships (Includes Add'l & add ons)												
Premium Annual						348	397	410	485	513		
Ultimate (Closed - no longer offering)						240	258	182	88	64		
Indoor Pool Annual						228	254	266	305	308		
Group Exercise Annual						87	91	95	100	104		
Child Care Annual						1	1	1	1	1		
Track						246	258	256	254	247		
Total						1150	1259	1210	1233	1237		
Monthly Memberships (Include Add'l and add ons)												
Premium Monthly						403	472	482	450	481		
Indoor Pool Monthly						185	236	241	213	241		
Group Exercise Monthly						99	116	123	119	133		
Child Care Monthly						6	6	7	7	5		
Track Monthly * Winter Special						3	3	0	0	0		
Total						696	833	853	789	860		
Person Training Memberships							23	48	47	33	50	

Park View 5 Year Comparison - month of April

	Year	
	2013	
Revenue	\$56,892	
Expense	\$51,782	
Difference		\$5,110
	2014	
Revenue	\$53,564	
Expense	\$50,650	
Difference		\$2,914
	2015	
Revenue	\$50,278	
Expense	\$44,895	
Difference		\$5,383
	2016	
Revenue	\$45,037	
Expense	\$40,569	
Difference		\$4,468
	2017	
Revenue	\$41,070	
Expense	\$49,335	
Difference		-\$8,265
Indoor Pool	2014	
Revenue	\$17,250	
Expense	\$18,129	
Difference		-\$879
Indoor Pool	2015	
Revenue	\$19,437	
Expense	\$18,156	
Difference		\$1,281
	2016	
Revenue	\$15,359	
Expense	\$15,784	
Difference		-\$425
	2017	
Revenue	\$9,635	
Expense	\$17,146	
Difference		-\$7,511

Barefoot Bay Season Pass Revenue

	Res	Non-Res	Total
2017	\$ 36,848.50	\$ 18,977.95	\$ 55,826.45
2016	\$ 30,201.00	\$ 13,013.50	\$ 43,214.50
2015	\$ 30,800.00	\$ 9,915.00	\$ 40,715.00
2014	\$ 36,995.00	\$ 19,250.00	\$ 56,245.00
2013	\$ 50,680.00	\$ 31,850.00	\$ 82,530.00

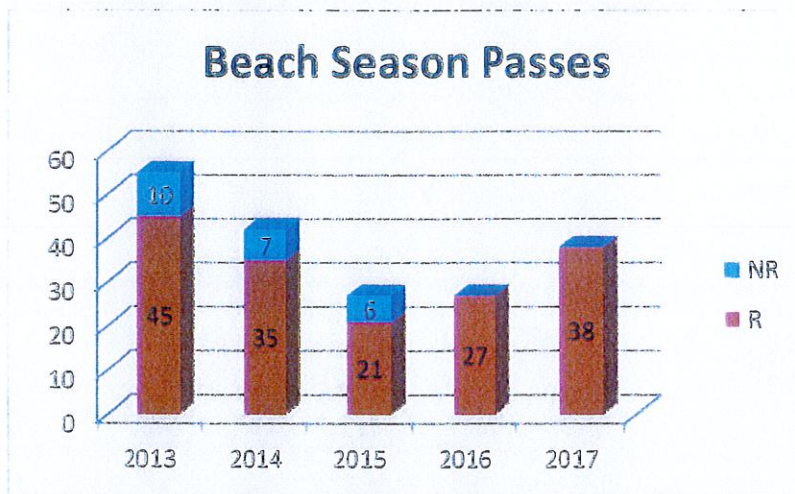
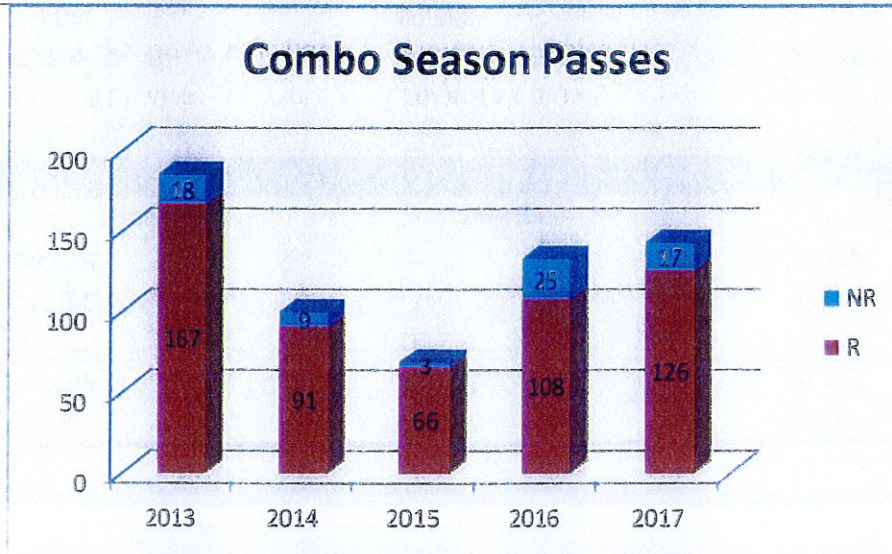
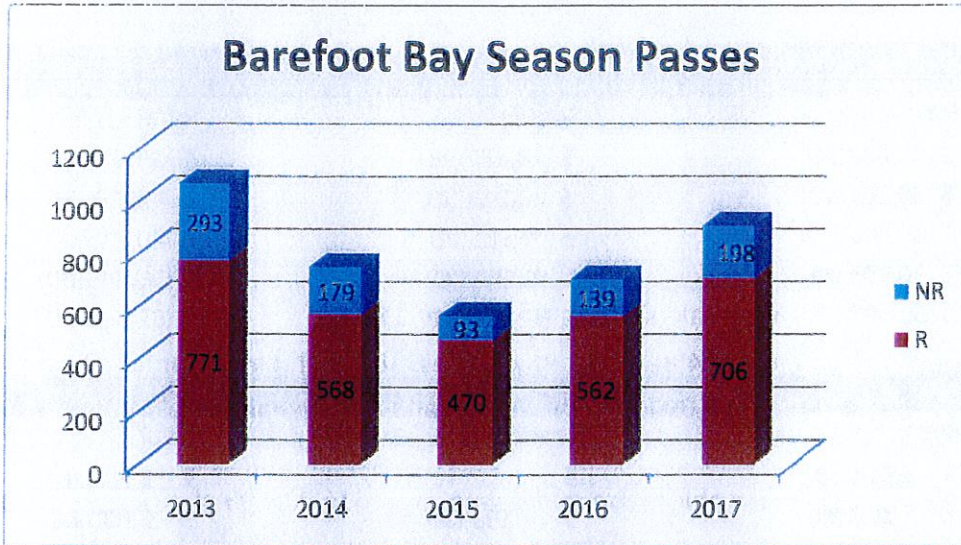
Combo Season Pass Revenue

	Res	Non-Res	Total
2017	\$ 3,818.40	\$ -	\$ 3,818.40
2016	\$ 5,365.00	\$ 535.00	\$ 5,900.00
2015	\$ 4,950.00	\$ 390.00	\$ 5,340.00
2014	\$ 6,465.00	\$ 775.00	\$ 7,240.00
2013	\$ 12,055.00	\$ 1,840.00	\$ 13,895.00

Beach Season Pass Revenue

	Res	Non-Res	Total
2017	\$ 450.00	\$ -	\$ 450.00
2016	\$ 305.00	\$ -	\$ 305.00
2015	\$ 365.00	\$ 165.00	\$ 530.00
2014	\$ 550.00	\$ 155.00	\$ 705.00
2013	\$ 665.00	\$ 230.00	\$ 895.00

November 1st - May 12th Sales



Mundelein Parks & Recreation District

Memorandum

To: Board of Commissioners
From: Linda Miller, Superintendent of Business Services and Technology
RE: May 2017 Monthly Report
DATE: May 17, 2017

Finance

We received the IMRF information needed to complete the final draft of the 2016 Comprehensive Annual Financial Report (CAFR). The CAFR will be presented to the Board at the June 12th meeting.

Human Resources

Anthony Nitti completed the payrolls for the periods of 4/16/17 – 4/29/17 for 189 employees and 4/30/17 – 5/13/17 for 233 employees. Tony continues to recruit swim instructors and lifeguards for the Indoor Pool, and seasonal staff. He is also recruiting a Dance Instructor and a Kidz Center Attendant. He attended the Mundelein High School job fair. The Wellness event planned for May was lunch and geocaching at the Diamond Lake Sports Complex.

IT

The focus of IT this month was finishing computer setup of all the Aquatic computers and resolving WiFi issues at Barefoot Bay and Steeple Chase. In addition, a phone was installed at the Spray Park as recommended by the Safety Committee. System maintenance was done on April 23rd, and additional system maintenance was done on May 15th to protect our computer servers from the WannaCry ransomware. Active, our recreation software vendor, is releasing a software update on May 24th which will require JAVA updates to all the POS computers.

Risk Management

Employee Injury/Illness Report

May 4	Parkman	Hit in the knee by a tree branch placed in the wood chipper	Medical follow up
May 11	Golf Maintenance	Left index finger lacerated while repairing decorative chain on hole #3 - stitches	Urgent care

Accident/Incident Summary

April 13	Boy, 6	RecConnect – tripped and hit head on the table	First-Aid
April 20	Girl, 8	RecConnect – moving up on the climbing bars, hit head on support pole	First-Aid
April 20	Boy, 5	RecConnect – being held by another student, jerked away, fell and hit head on the sidewalk	First-Aid
May 4	Boy, 5	RecConnect – knocked heads with another boy on the slide, bump to lip & gums, left upper front tooth came out	First-aid

Property Loss

May 11	No cost	Small fire lit in the bathroom at DLSC – no damage, ashes; police informed
May 12	Unknown	Indian Trails basketball court, "PROM?" spray painted center court – 2 hours power wash did not take care of it

Monthly Summary

The Monthly Safety Committee Meeting was held on April 26th. Final preparations are underway for the All Staff Training scheduled for June 1st. The Fall Protection training was attended by two employees and the Risk Manager. The Risk Manager also attended the Aquatics Risk Management Day presented by PDRMA.