

MUNDELEIN PARK & RECREATION DISTRICT
REGULAR BOARD MEETING
Monday, November 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 November 13, 2017
Regular Meeting November 13, 2017

Approval of Disbursements: Warrants 111517, 111617, 111717
112017, 112117, 112717 \$ 1,277,038.09

Financials: October

Police Report: October

Correspondence:

Old Business:

New Business:

1. Golf Car Purchase Approval
2. Golf Course Irrigation Controller Purchase Approval
3. Fire Alarm Monitoring Contract Approval
4. Resolution 17-11-01 Assigned Funds
5. 2018 Meeting Dates Approval

Board Business:

Staff Reports:

Service Anniversaries: None

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)
Collective Bargaining or Salary Schedules 5 ILCS 120/2 (c)(2)

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
November 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 DOLAN

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

Executive Director RESNICK said there was an error in the Administrative Assistant job description. The supervisor for the position is the Executive Director. The Rental Attendant will now report to the Registration Manager to streamline the rental process.

Golf Operations Manager Bill Brolley researched GPS systems for the new carts and is recommending Textron Fleet Management with a five year lease. Commissioner FRASIER asked if this was the smaller units that are mounted on the windshield frame. Executive Director RESNICK said they are mounted in the center of the cart the same as the units we now have. President DOLAN asked about the graphics. Executive Director RESNICK checked with Golf Operations Manager BROLLEY and said the graphics were similar to the current system. Commissioner ORTEGA asked if we could still sell advertising. Executive Director RESNICK checked and was told this could continue. Commissioner KNUDSON asked if there was a clause in the contract to allow the Park District to end the contract if not satisfied. Executive Director RESNICK will check on this.

The Board discussed staff's recommendation for financial software. Commissioner ORTEGA asked if staff visited other park districts that are using the software and was told yes. President DOLAN asked if staff checked with other districts that have been using the software for more than one year and was told yes.

Executive Director RESNICK explained the District would be levying for the allowable CPI increase plus EAV increase and new growth. This will be a levy of \$4,426,425. With the continued discussion of a property tax freeze, the 2018 budget will reflect no increase in the levy as a conservative precaution.

The Board was informed there was asbestos found in the Holcomb property and a proposal was received to remediate. President DOLAN asked if the building could still be razed before year end. Executive Director RESNICK said we were moving forward with this timeline.

Executive Director RESNICK updated the Board on the potential plans for the Shady Lane property. A title search was ordered to determine any easements on the road itself.

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, NOVEMBER 13, 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 DOLAN and he asked the assemblage to rise and recite the Pledge of Allegiance.

He then directed the secretary to call the roll. Commissioners DOLAN, FRASIER, KNUDSON, McGRATH and ORTEGA were present. Staff present included Executive Director RESNICK.

Commissioner ORTEGA moved to approve the minutes of the Committee Meeting and Regular Meeting minutes from October 23, 2017, second by Commissioner McGRATH. President DOLAN repeated the motion and asked if there were any corrections or additions and none were made. A roll call vote was taken with Commissioners ORTEGA, McGRATH, FRASIER, KNUDSON and DOLAN voting yes.

Commissioner FRASIER moved to approve Warrants 102617, 110317, 110417, 110717, and 111317 and in the amount of \$431,647.40 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 and DOLAN voting yes.

President DOLAN said a letter was received from State Representative Carol Sente congratulating the District on winning IAPD's Intergovernmental Agreement Award. He commented that it was nice of the Representative to reach out to the District.

Commissioner ORTEGA moved to approve the Rental Attendant job description as presented and the Administrative Assistant job description as amended, second by Commissioner McGRATH. President DOLAN repeated the motion and asked if there were any questions and none were raised. A voice vote was taken with all Commissioners voting yes.

Commissioner KNUDSON moved to approve a 60 month lease with Textron Fleet Management for the lease and maintenance of GPS equipment for Steeple Chase Golf Club, second by Commissioner McGRATH. President DOLAN repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners KNUDSON, McGRATH, FRASIER, ORTEGA and DOLAN voting yes.

Commissioner FRASIER moved to approve a contract with BS&A for the purchase and implementation of financial software in the amount of \$87,835, 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.

Jeff Sydanmaa, President of MBSA, presented the yearly review to the Board. Highlights included a 5% increase in participation for a total of 740 youth. Of these, 82% are Mundelein residents. Revenues were much higher because of late collections and early payments. Capital improvements included a new website, new equipment bags and catcher's equipment for all 53 teams and renovation of the softball batting cage. Many teams did very well in the playoffs and tournaments. Plans for 2018 include new dugout roofs for the Majors baseball and Majors softball fields, new windscreen on the Majors baseball field, additional drainage for the Majors baseball outfield and re-skimming of the Red Monster, Majors baseball, AA baseball and AAA baseball field. President DOLAN asked if there was anything the Park District could do to help. Mr. Sydanmaa said MBSA appreciated all the help and that Assistant Superintendent of Recreation Scott Schleiden was always available and helped a great deal. Commissioner McGRATH complimented MBSA on the service they provided to the community including teaching the youth to become umpires. Mr. Sydanmaa and Margaret Resnick will discuss the agreement that is expiring.

Jason Barrett, President of Lake County Stallions, presented the yearly review to the Board. Participation included 115 in tackle football, 150 in cheerleading, 125 in summer flag football and 85 in lacrosse. He estimated 80% are Mundelein residents. They gave out 20 scholarships to families who needed financial assistance. He commented on the good relationships they have with Mundelein High School and Carmel High School. He did not have financial information as their Board has not met since September because of the fall football and cheer seasons.

A written report was submitted by AYSO Regional Commissioner Mark Gillespie. This fall they had 341 participants ages 3-19 years and 80% of these are Mundelein residents. The over 30 leagues has more than 60 participants. Their participation is down 70 from last fall and they believe this is due in part to the new registration problems. The league has received many compliments regarding the fields at the Diamond Lake Sports Complex. Their Bumblebee program for 3 year olds was going very well.

There being no further business, Commissioner ORTEGA moved to adjourn at 8:04 p.m. second by Commissioner McGRATH. The motion was unanimously approved.

Secretary

**MEETING REMINDER
MONDAY, NOVEMBER 27, 2017**

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

Action Items

Old Business

New Business

1. Golf Cart Purchase Approval
2. Golf Course Irrigation Controller Purchase Approval
3. Fire Alarm Monitoring Contract Approval
4. Resolution 17-11-01 Assigned Funds
5. 2018 Meeting Dates Approval

Updates

1. Police Report

New Business

The entire fleet of golf carts, including the two beverage carts will be replaced in 2018. We can take advantage of lower pricing by utilizing the National Intergovernmental Purchasing Alliance contract. The cost for 75 EZ-Go carts and two beverage carts is \$319,446, less \$170,750 for trade in value of our current carts.

Staff recommends approval of the purchase of golf carts from EZ-Go Textron for a total of \$148,696.

The irrigation controller system needs to be replaced at Steeple Chase Golf Club. The system is Rain Bird and includes software and hardware to operate the system. We have pricing for a five year contract, either lump sum or annual payments. One lump sum payment would be \$11,854.67. Annual payments would be \$3,072 for a total of \$15,360.

Staff recommends approving a five year contract with Rain Bird for irrigation system controller system at Steeple Chase Golf Club for \$11,854.67.

The Village of Mundelein has changed fire alarm monitoring companies and by Village Ordinance, we must use the same firm. The District's attorney has reviewed the contract, and suggested changes that were accepted by the new vendor.

Staff recommends approving a five year contract with FSS Technologies for the monitoring of fire alarms at District buildings.

Several years ago, the District agreed to accept the wetland property to the north of Wilderness Park. The conditions were that the developer would give the District \$55,000 to maintain the property. The Army Corp of Engineers deemed the property in good condition and the District took title to the property two months ago. The funds were held in an escrow account and have now been transferred to the District. These funds are to be assigned for maintenance of the wetland property as detailed in the enclosed resolution.

Staff recommends approving Resolution 17-11-01 assigning funds for wetland maintenance.

Annually the Board must approve and post all scheduled Meetings of the Board of Commissioners. The list is enclosed.

Staff recommends approving the list of meetings of the Board of Commissioners.

Updates

The October Police Report is enclosed.

MUNDELEIN PARK AND RECREATION DISTRICT

A RESOLUTION TO ASSIGN CERTAIN FUND BALANCE

RESOLUTION 17-11-01

PASSED AND APPROVED AT A MEETING OF THE
BOARD OF PARK COMMISSIONERS, NOVEMBER 27, 2017

**MUNDELEIN PARK AND RECREATION DISTRICT
LAKE COUNTY, ILLINOIS**

A RESOLUTION TO ASSIGN CERTAIN FUND BALANCE

RESOLUTION 17-11-01

BE IT RESOLVED BY THE BOARD OF PARK COMMISSIONERS OF THE MUNDELEIN PARK AND RECREATION DISTRICT, LAKE COUNTY, ILLINOIS:

SECTION 1: Findings.

A. Government Accounting Standards Board Statement No. 54 calls for the characterization of governmental fund balances as unspendable, restricted, committed, assigned or unassigned.

B. GASB 54 characterizes fund balance as "committed" when that portion of the fund balance has been designated for a specific purpose through the formal action of the governing body of the public agency. For the Park District, the Board of Park Commissioners may designate all or part of a fund balance as committed.

C. The Board of Park Commissioners desires to commit a part of the fund balance of the General Fund for the limited purpose of wetlands maintenance on real property owned by the Park District and commonly known as Lot 45 in the Tall Grass Ridge subdivision, Mundelein, Illinois.

SECTION 2: Commitment of Fund Balance. The Board of Park Commissioners hereby commit a share of the fund balance of the General Fund equal to \$55,225.01 for the limited purpose of wetlands maintenance on real property owned by the Park District and commonly known as Lot 45 in the Tall Grass Ridge subdivision, Mundelein, Illinois.

SECTION 4: This resolution is adopted pursuant to procedures set forth in the Illinois Park District Code and the Open Meetings Act.

SECTION 5: This ordinance shall be in full force and effect from and after its passage and approval in the manner required by law.

SO ORDAINED this 27th day of November, 2017.

AYES: _____

NAYES: _____

ABSENT: _____

ABSTAIN: _____

APPROVED

President, Board of Park Commissioners

Attest:

Date: _____

Secretary, Board of Park Commissioners

Date: _____

2018 Board of Commissioner Meeting Dates

Mundelein Park & Recreation District

3rd Floor Administration Office

1401 North Midlothian Road, Mundelein, IL 60060

7:00 p.m. Committee of the Whole Meeting

7:30 p.m. Board Meeting

January 8

January 22

February 12

February 26

March 12

March 26

April 9

April 23

May 14

June 11

June 25

July 9

July 23

August 13

August 27

September 10

September 24

October 8

October 22

November 12

November 26

December 10

MEMORANDUM

To: Chief Eric Guenther

Cc: Deputy Chief Monahan
Deputy Chief Hansen

From: Sergeant Paul Dempsey PD # 284

Date: Monday, November 13, 2017

Re: Park District Report – October 2017

There were fourteen (14) calls for service in the area parks during the month of October, which is slightly lower with park district activity during this time of year (18 calls for service in October 2016). The majority of the calls were minor in nature and included suspicious circumstances/vehicles/people, battery, burglary alarms, criminal damage to property, found property, juvenile complaint, and an unwanted subject.

There were a total of 66 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 October 2017:

- On 10/01/17, Officer Baldan responded to the Skate Park for a delayed battery report. One female juvenile attacked another female juvenile over postings on social media. All parties involved, including parents, were spoken too and one female juvenile was arrested for local battery.
- On 10/02/17, Officer McCourt located a vehicle at Maurice Noll Park after hours. Officer McCourt spoke with the driver who was later issued an AHO citation for possession of drug paraphernalia.
- On 10/13/17, CSO Banuelos responded to the Mundelein Police Department for a found property report. Park District employee located a white mountain bicycle at Orchard Basin Park (Washington School). The bicycle cleared LEADS and was placed into evidence.
- On 10/13/17, Officer Callaghan located a vehicle at Hickory Park after hours. Officer Callaghan spoke with the occupants who advised they were just talking. They were advised of the park hours and they left the area.
- On 10/22/17, Officer Devore responded the Mundelein Police Department for a report of a delayed criminal sexual abuse complaint that occurred at the Regent Center. The complainant advised the DJ inappropriately touched her while they were in a vehicle. The complainant and the DJ were interviewed and the complaint was unfounded.
- On 10/22/17, Officer Schmidt responded to Parkview Fitness Center for a burglary alarm report. Officer Schmidt spoke with an employee who advised the alarm was set off in error. No evidence of criminal activity.

Courage. Pride. Commitment.

- On 10/26/17, Officer Messina observed a male juvenile at Memorial Park who was formally trespassed on 09/20/17. Officer Messina issued the male juvenile an AHO citation for trespassing. The juvenile parents were also notified.
- On 10/26/17, Officer Schmidt responded to the Regent Center for a burglary alarm report. Officer Schmidt spoke with an employee who advised the alarm was set off in error. No evidence of criminal activity.
- On 10/31/17, Officer Ahern responded to Hickory Park for a criminal damage to property complaint. Unknown subject(s) sprayed graffiti on two park signs and the sidewalk. No suspect information. No arrest have been made. Extra patrol requested

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 and continue to pay special attention to the Diamond Lake Sports Complex and Barefoot Bay.

I have attached a copy of the October 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 – November 2017

	2017	Budget	2016
Golf Revenue (Oct. Totals)	\$ 99,062	\$99,725	\$102,542
Merchandise (Oct. Totals)	\$ 12,491	\$ 8,022	\$ 9,436
Food & Bev. (Oct. Totals)	\$ 16,048	\$12,548	\$ 16,132
Miscellaneous (Oct. Totals)	\$ 100		\$ 0
Gift Card (Oct. Totals)	\$ 1,201		\$ 2,463
Total Rev. for the month of October	\$128,902	\$120,295	\$130,573
Golf Revenue (11/1- 11/16)	\$ 9,520		\$ 37,693
Merchandise (11/1-11/16)	\$ 2,098		\$ 2,690
Food & Bev. (11/1-11/16)	\$ 1,073		\$ 6,338
Miscellaneous (11/1-11/16)	\$ 0		\$ 296
Gift Cards (11/1-11/16)	\$ 0		\$ 160
Total Rev. Nov. 1-16	\$ 12,691		\$ 47,177
Golf Revenue (y.t.d.)	\$1,071,787		\$1,097,142
Merchandise (y.t.d.)	\$ 81,162		\$ 86,819
Food & Bev. (y.t.d.)	\$ 180,857		\$ 179,008
Miscellaneous (y.t.d.)	\$ 16,150		\$ 17,637
Gift Card (y.t.d.)	\$ 23,774		\$ 26,820
Total Rev. (Y.T.D. 11/16)	\$1,373,730		\$1,407,426

Year to Date to the end of October vs. Budget projections at the end of October

	Budget	Actual YTD 10/31
Fund Surplus (Deficit)	\$ 204,120	\$ 253,932

Paid rounds (October)	2,288	2,371
Paid rounds (11/1-11/16)	240	952
Paid rounds year to date (11/16)	22,802	23,713

We were down less than 100 rounds in October compared to October 2016, which was our best October in the last 18 years. Revenue for the month exceeded the budgeted revenue for October and just slightly behind last season. October this year was also the second wettest on record, so it was pretty amazing that did as well as we did. November is a different story, it has been horrible weather for golf. Last year in November the weather was terrific up until November 19th, this year we have only had two days where we have had 50 golfers or more and last year we had 10 days of more than 50. Going into November we were ahead of 2016 and as of now we are down about \$34,000. Not sure why, but Countryside has not opened their gates at all in November.

Over the last two years we have been looking at other revenue sources and have starting online sales. It started out as a trade in program in which customers would bring in their used clubs (in good shape with some market value) we would sell them on EBay and the money that we received from the sale would go back to the customer in the form of a Steeple Chase merchandise only gift card. Then we started selling shoes that had been in the shop for a few years online (both EBay and Amazon) at the regular price. That then turned into selling just about anything, balls, clubs, and shirts. In 2016 we sold \$2,700 online and so far this year we have online sales of \$2,005.

The lettering on the entrance wall was installed a few weeks ago and looks very nice. It makes the entrance a little classier.

We had the parking lot and the front circle seal coated and striped earlier this month.

We are starting to take the GPS monitors off the carts, currently we have about half off and will do the other half as soon as we close on November 26th. EZ-Go will come take the fleet after the 26th, they may take some before that date. The new carts are ordered. I looked into having the ball/club washers added to the new carts and the EZ-Go salesman stated that he wouldn't recommend having those on our fleet. He said that after a few months they don't look that great and having them for five years he thought that most if not all would need to be replaced. He also stated the water from those would eventually fade the paint on the cars. We will look into putting more club washers on the course for next year.

October Comparison for the past 5 years

	2013	2014	2015	2016	2017
Total Revenue	\$87,372	\$104,123	\$118,683	\$130,573	\$128,902
Round	1,702	1,952	2,189	2,371	2,288

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

This year was definitely a different kind of year. We started out with a wet and cool April; had 11 1/2 inches of rain in July; 0.4 inches of rain in August; and the worst November ever. Even with the bad November, we were able to accomplish most of the projects/jobs that we wanted to complete.

Most importantly we were able to keep the golf course in a clean/leaf-less and playable condition. We also completed four drainage projects. One of them was draining the low collection area by the start of #3 fairway on the right side just short of the sand trap. We have worked on and finished four sand traps this year in our ongoing sand trap upgrade. The traps include the green side trap on #2 and #8, the fairway trap on #3, and the green side trap on the right on #3. We removed the sand, repaired the drainage, and placed new sand in the repaired trap.

The fairways have had their final gypsum application for the year. The fairways, tees, and approaches have been fertilized. The only things that need to be completed are a potash application on the greens, a regular fertilizer application, and not to forget the very important snow mold application on greens, tees, and fairways. These applications will be completed after the course is closed. Hopefully we will have time and good weather to complete our course applications for the year.

The biggest negative for the year was finding enough seasonal employees to fill out the crew. We were short handed most of the year and had to adjust what we did with our crew size. Sometimes we were not able to accomplish what we would have liked to in our daily routine due to lack of crew members. One of our winter goals will be to find other avenues of finding season-long employees. The high school and college kids are helpful but their time with us is so short.

Our current irrigation controller computer program through Rain Bird is coming to an end and is up for renewal. This is a 5-year plan. With this plan we receive an upgraded computer, 24 hour hardware replacement, circuit board exchange program, software upgrade with additional upgrades throughout the plan time frame, and expert support for the computer, software, and our irrigation system.

To: Board of Commissioners

From: Derek Solberg, Superintendent of Buildings and Grounds

Re: Parks Department Report – November 2017

Parks staff has planted 21 trees in the past month. The locations are Asbury, Community, Diamond Lake Beach, Hanrahan, Kracklauer, Maurice Noll, Vaughn-Griglack Lakewood Heights and Wilderness Parks. In an effort to use a variety of species Blue Spruce, Hackberry, Linden, London Planetree, Kentucky Coffeetree and Ohio Buckeye were planted. This brings the total number of trees planted in 2017 to 33.

The Parks Department is excited to be involved in preparation for the great events that Recreation staff put together. Boo Bash, Pumpkin Launch and the Health Fair were recent events. The annual Holiday Tree lighting at Kracklauer Park is coming up on December 1st and we'll be involved in prep for that as well.

Preparing for snow and ice removal is complete. Trucks and equipment have been serviced and are ready for winter. Parking lot and applicable park path edges have been marked. Staff has toured District sites to review and refresh snow and ice management best management practices.

Parks staff members attended numerous trainings recently. The topics included facility maintenance, lock out/tag out, reasonable suspicion of drug and alcohol use in the workplace, the supervisor's role in risk management and defensive driving. Staff members Joe Albert and Tony Elsasser joined other District employees at the Risk Management Institute, a one day event offered by PDRMA.

The change in temperatures has signaled the time of year to switch from day-to-day park mowing to other types of maintenance like tree trimming, drainage installation and equipment repair and maintenance. Part of this transition involves winterization of park properties. This work includes cleaning up leaves in the parks, shutting down water fountains, removing tennis nets and windscreens, installing snow fence and storing picnic tables among other tasks.

November is a great time of year to work on grounds projects. There isn't pressure to keep mowing grass each week and the snow isn't on the ground yet. Staff worked on stump grinding recently. This involves grinding the stumps and removing the debris. The holes are filled with top soil and seed after that.

The items that were in the home at 102 Goodwin in the Holcomb subdivision have been removed. As much of the contents of the house as possible were recycled. Some items had to be thrown away as they were considered unusable due to the threat of mold.

Staff is working on clean up and organization of the Parks Department maintenance facility. Items that have been stored for years without being used are being discarded, recycled or sold. Other building work in the Parks buildings involves correcting ventilation issues in the north storage addition of Building 1 to make it a more functional space in which to work in the colder months.

Memorandum

To: Park District Board of Commissioners
From: Matt LaPorte, Superintendent of Recreation
RE: November Board Report 2017

Programs

After postponing the start of the 1st & 2nd and 3rd & 4th grade youth basketball leagues to get a few extra kids, Assistant Superintendent Scott Schleiden, ended up with 15 kids in the 1st/2nd grade and 20 kids in the 3rd/4th grade. Last year in the fall we had to cancel the 1st/2nd grade and we didn't even offer a 3rd/4th grade. We will be offering another 3rd/4th grade, as well as a 5th/6th grade league starting in January. We will also offer a second 1st/2nd grade league starting in March.

The Learning Center Preschool held a "Dinner with the Teachers" fundraiser at McDonald's on Route 60 on November 6. Results will be available in the December report. Once again, we will conduct the Learning Center Graduation program at Washington School. It will take place on Thursday, May 10.

The Holiday Dance performance will take place at Washington School on December 16. Additionally, some of the Park District dancers will perform at the Zoo Lights held at Brookfield Zoo on December 30. Supervisor Myra Tatarowicz is working with the marketing team to create vertical dance banners that will be on display on the light poles at the Kracklauer parking lot. These will bring more attention to the dance program and help identify that building as a dance studio.

The staff is looking to expand program offerings and are reaching out to other agencies on the success and logistics of offering programs such as: badminton, tween and teen programming, cooking and miscellaneous early childhood and parent/child programs.

Leagues

The Men's Basketball League has seven teams and began play on November 9th. The league will finish up by end of February. This is one less team than we had last year, but overall encouraging to be maintaining strong interest.

Registration

The program brochure hit mailboxes the week of November 6 and registration for winter/spring programs began on November 15 for residents. The Registration Office staff was busy assisting with Accreditation preparation, Fall events and preparing for the change in the programming season. Registration reports are attached. April Lohr, Registration Manager, has been looking into the capabilities within the new software to create a better registration experience for the customer. One project she is exploring is the ability to do online membership sales. April, along with Aquatics Supervisor Mike Gerton, are looking into an enhanced reporting option within the ActiveNet registration software program, called InSights. This will give staff customized reports on measurable data and a "dashboard" app that would give them real-time data on some of the key measurables we track in the different program and facility areas. Staff are attending an inservice in early December to learn more.

Rentals

The Registration team made a big year end push for rentals at the Regent Center which has led to a nice uptick in reservations and rentals. An email blast to our entire database was sent out in early November, and past renters were contacted about the available dates. Several more rentals are scheduled for the rest of this year. This should build a strong word of mouth base for 2018.

Sandburg Middle School gym rentals are also picking up. From November 1 through the end of March, we have 110 rentals booked. This equals 210.25 hours of rental time and approximately \$5,700 in revenue. This is a good outlook for when the new building is open, as there is more demand than we can currently supply.

Special Events

November has been a busy month with several smaller events. The new Thanksgiving Table program attracted 18 people for an evening of turkey tips, table decorating, relaxation techniques, and a floral display demonstration given by Flowerama. Unfortunately, due to weather the November 5 Pumpkin Drop was cancelled. We still held crafts inside at the Community Center for those looking to get out on a rainy day. The Chase 5K featured a crisp run on the cart paths at Steeple Chase Golf Course on November 11. We had an earlier start this year followed by a chili meal donated by Hitz Pizza. The event had a low turnout with only 24 registered. This was down from 32 last year. This is a Mundelein Parks Foundation event and one that will have to be modified next year to make it more successful. The Health Fair also was held on November 11. This event competed with another health fair that was offered at the High School. Turn out was modest (no official numbers reported). This is another event that will need to be looked at next year.

Our vacant part-time Special Events/Party Coordinator position will be filled on December 5 by Kelli Schillaci. Kelli has a background in fashion design, professional baking and art. She also has a background in recreation programming and event planning. She will be a fine addition to our recreation team.

Other upcoming events include: Sweat with Santa (December 2), Snack N' Story with Santa (December 3), Cookie Decorating Holiday Event (December 8), Polar Express Holiday Train Ride (December 9), Breakfast with Santa (December 16) and Drop & Shop Holiday Event (December 17)

Facilities (Regent, Park View, Big & Little and Rec Connection, New Building)

Regent: Membership numbers are attached. I have included October 2017 for comparison. Overall the numbers are lower than they have been historically but hopefully trending up for a stronger 2018. Numbers went up by seven participants since last month. This is somewhat a surprise this time of year. New members commented on the value that has been added recently by supervisor Mary Yoho. To that end, the Regent Center had over 100 programs offered in the past month. On November 3, Mary Yoho and I attended an IPRA Senior Committee networking meeting and got new ideas on programs and senior trips. Speaking of trips, the December trip to Christkindlmarket, the Loop and Lawry's has met its minimum and will leave on December 12. Space is still available.

Park View: This past month Rose Nudo-Semsak, Community Center Manager, created new tour procedures and a "tour packet" for prospective members. In the month of November, Park View staff completed 12 tours and 10 of the 12 visitors signed up for a membership. Membership numbers have started to climb.

Annual memberships increased by 2.5% and there are now 581 members. Monthly memberships increased by 13% with the new total at 513 members. In total there were 9,369 visits for the month of October made by 1,179 unique members, for an average of 7.94 visits per member for the month. Memberships for add on's - group ex, additional members and pool are up 10% from the last report. Group exercise participation totaled 1,629 participants in September and climbed to 1,809 participants in October. Participants are taking 8 classes per month on average. Staff are working on a revised report for December to better express the month to month and yearlong key performance statistics. Coming up for Black Friday, Park View will have a promotion -Purchase \$100 in Park View gift cards and receive an additional \$25. Additionally, during the month of December to celebrate the 20th anniversary of Park View, we will be having a "Pick Your Perk" sale. Purchase a Premium Annual Membership and receive one of the following: a 60 minute personal training session, a \$50 Park View gift card, or a 30 minute gift card for a massage at Release Massage.

Big & Little/Rec Connect: Last month I reported Big & Little was getting three new children in December, one of those started in November and two more half day children also started this month. Additionally, two more children will enroll in mid-December. Big & Little will be holding their annual holiday party for the kids on December 15 at 6:30 pm. Santa will arrive with gifts for each enrolled child and the children will do a short program of holiday songs and fingerplays, followed by a small snack. Cheri Rehor has been working on adding some additional enrichment classes/clubs at both Rec Connect sites for January. This initiative will add value to the program for participants. Examples include: book club, mini-theater classes, yoga, chess, Lego Robotics, swimming (for the Community Center site).

Barefoot Bay & Diamond Lake Beach

As we head into the winter months, the focus is on hiring staff for the summer. Pool and concession jobs will open in January. All interested applicants can find more information and apply online.

Recreation Advisory Committee

Looking for an additional member. Will be releasing a schedule of 2018 dates in December Board report.

Mundelein Parks Foundation

Scholarship graph attached. Foundation balance is \$6,774.18. Looking to revive the Board and attract new foundation members for 2018.

Miscellaneous

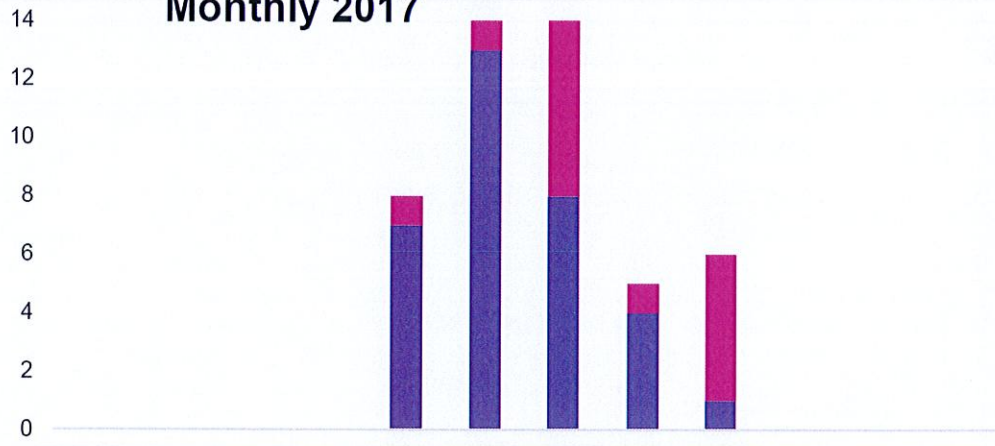
Superintendent of Recreation Matt LaPorte attended an October 12 Stand Up Task Force committee meeting which included a presentation on the Tobacco 21 initiative. Also, Superintendent attended a GO Lake County presentation by the Lake County Health Department. This initiative was started by Gurnee Park District and has spread to other communities such as Waukegan and Antioch, as a way to promote 30 minutes of exercise for adults. The hope is to bring the movement to Mundelein in the spring to coincide with the new building grand opening.

Attached Reports

- Scholarship
- Registration
- Rental Reports
- Big & Little and Rec Connection
- Regent Center Memberships
- Park View Memberships

SCHOLARSHIP REPORT

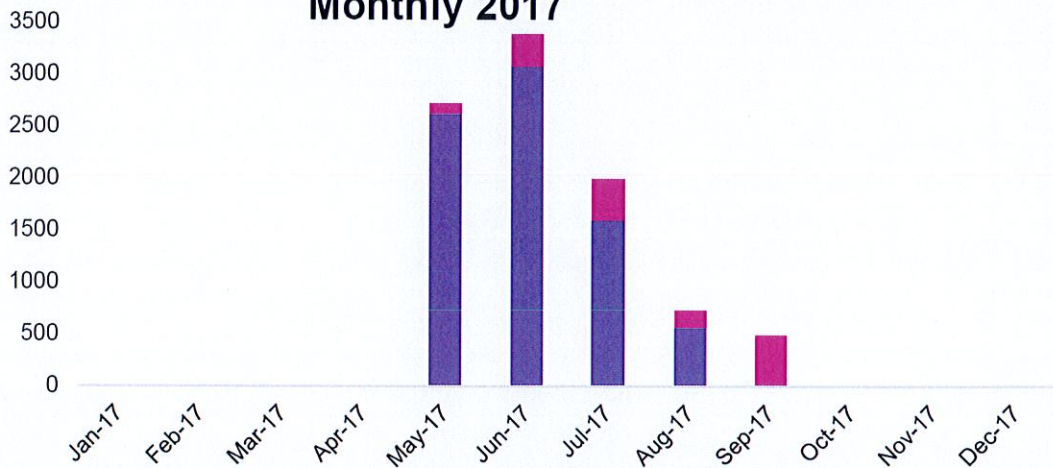
of Families Benefitting from Scholarships Monthly 2017



	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17
MPF Payment					1	3	7	1	5			
Absorbed by Program					7	13	8	4	1			

■ Absorbed by Program ■ MPF Payment

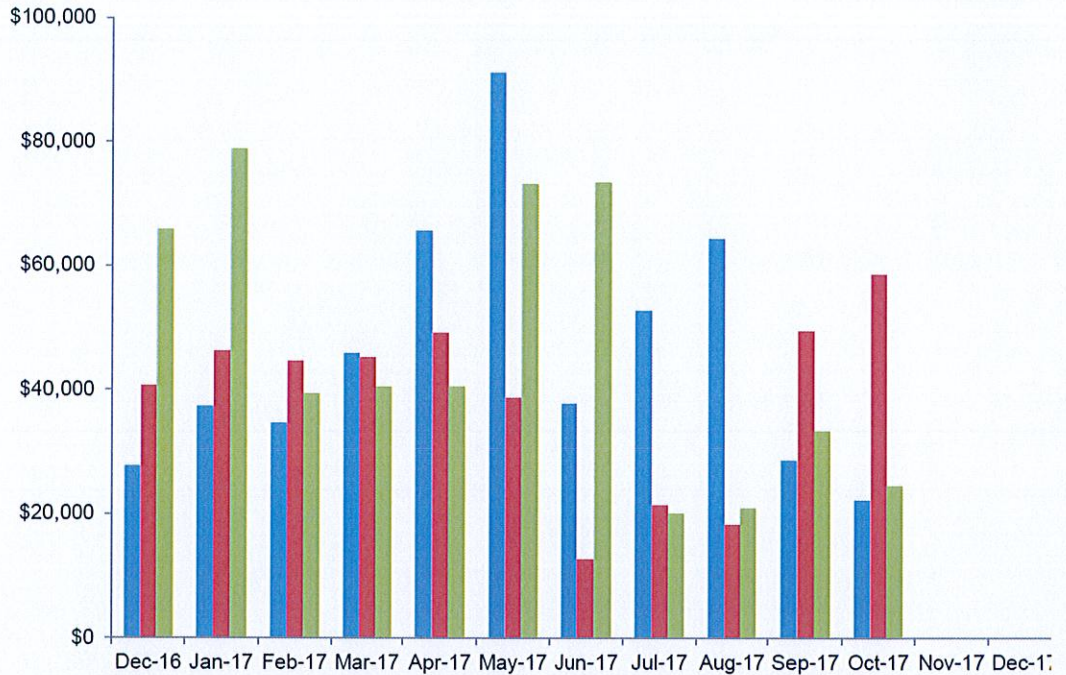
Scholarships Distributed for Program Registrations Monthly 2017



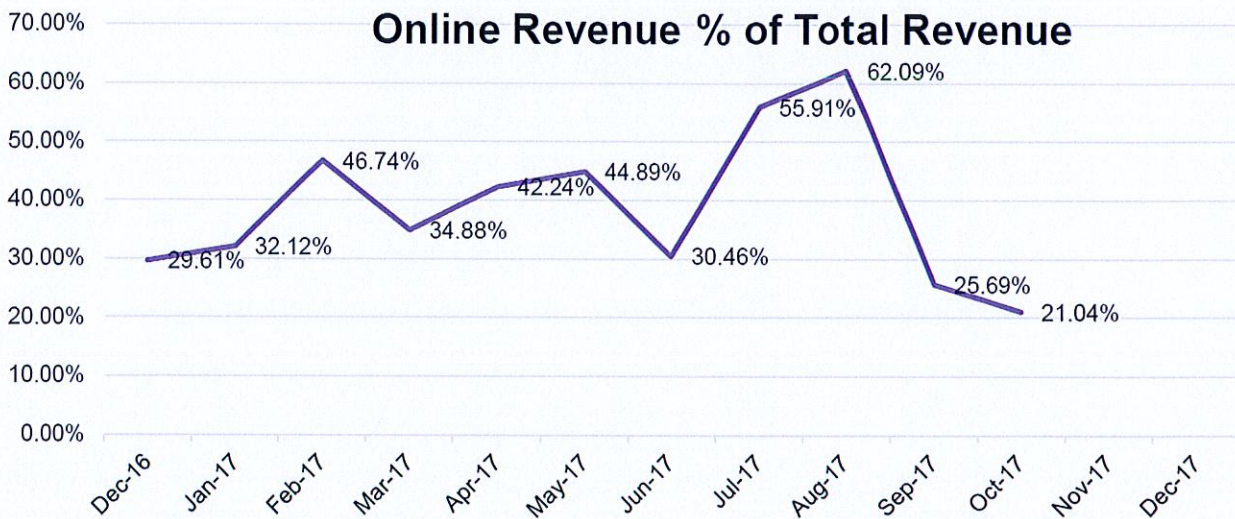
	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17
MPF Payment					\$100	\$315	\$404	\$169	\$479			
Absorbed by Program					\$2,624	\$3,077	\$1,594	\$565	\$15			

■ Absorbed by Program ■ MPF Payment

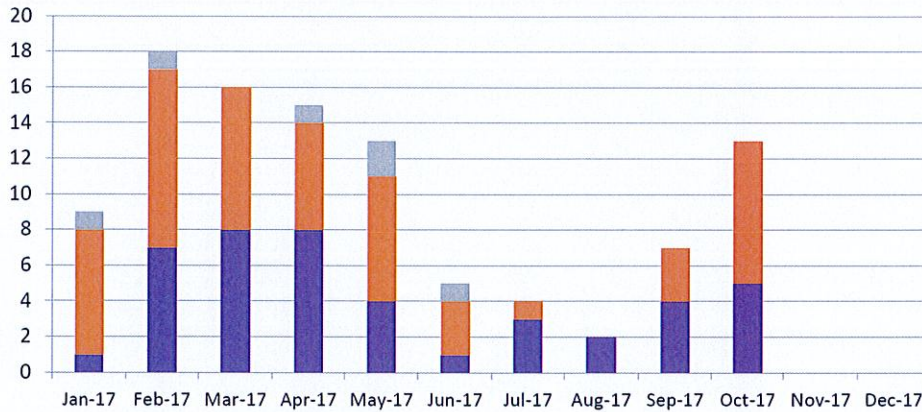
REGISTRATION REPORTS



	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17
■ Online	\$27,715	\$37,345	\$34,623	\$45,880	\$65,672	\$91,236	\$37,774	\$52,784	\$64,361	\$28,666	\$22,184		
■ Auto Pay (LC, PV, Rec ,BL, and Dance)	\$40,687	\$46,260	\$44,666	\$45,215	\$49,254	\$38,728	\$12,709	\$21,490	\$18,331	\$49,513	\$58,677		
■ Registration Office	\$65,877	\$78,934	\$39,454	\$40,458	\$40,548	\$73,275	\$73,542	\$20,130	\$20,960	\$33,394	\$24,552		

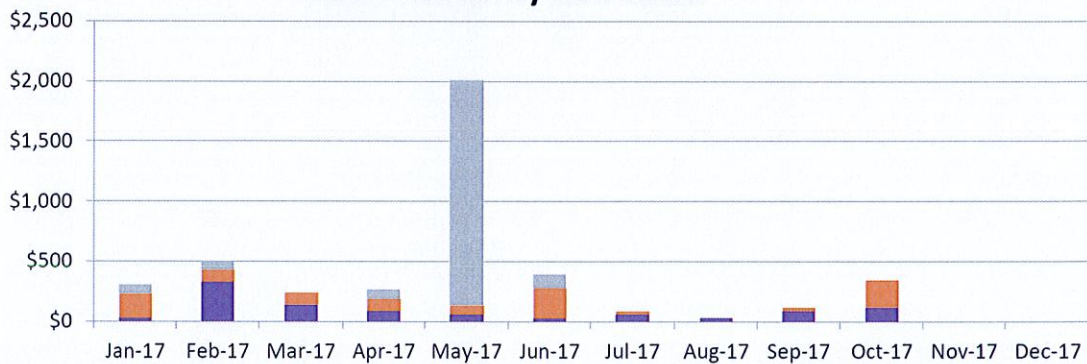


MCC Room / Pool / Gym 2017 Monthly Rentals



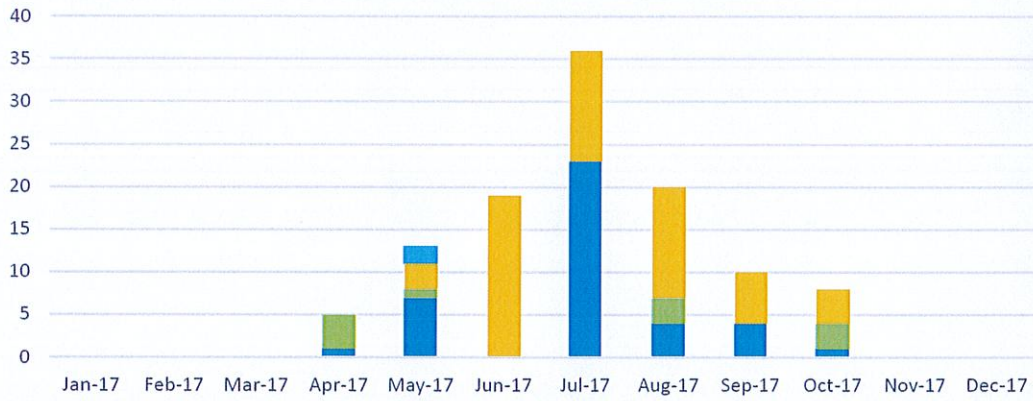
	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17
MCC Gym	1	1	0	1	2	1	0	0	0	0		
MCC Pool Rentals	7	10	8	6	7	3	1	0	3	8		
MCC Room Rentals	1	7	8	8	4	1	3	2	4	5		

MCC Room / Pool / Gym 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
MCC Gym	\$75	\$75	\$0	\$75	\$1,875	\$113	\$0	\$0	\$0	\$0		
MCC Pool Rentals	\$200	\$100	\$100	\$100	\$75	\$250	\$25	\$0	\$25	\$225		
MCC Room Rentals	\$30	\$330	\$140	\$90	\$60	\$30	\$60	\$30	\$90	\$120		

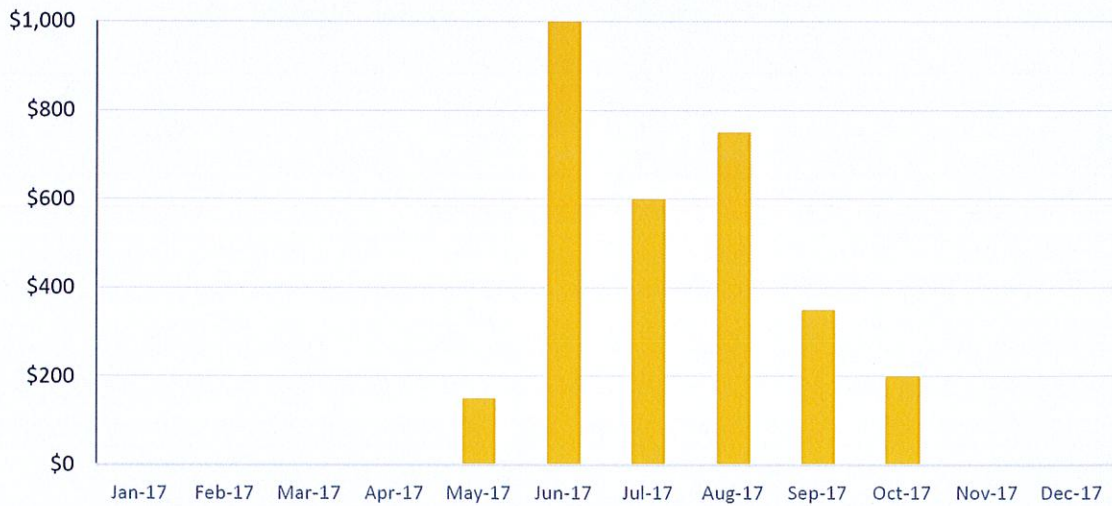
Shelter Rentals 2017 Monthly Registrations



	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17
Athletic Field Permit:	0	0	0	0	2							
Shelters Rentals:	0	0	0	0	3	19	13	13	6	4	0	0
Parking Lot Permits:	0	0	0	4	1	0	0	3	0	3	0	0
Park Permits:	0	0	0	1	7	0	23	4	4	1	0	0

■ Park Permits:
 ■ Parking Lot Permits:
 ■ Shelters Rentals:
 ■ Athletic Field Permit:

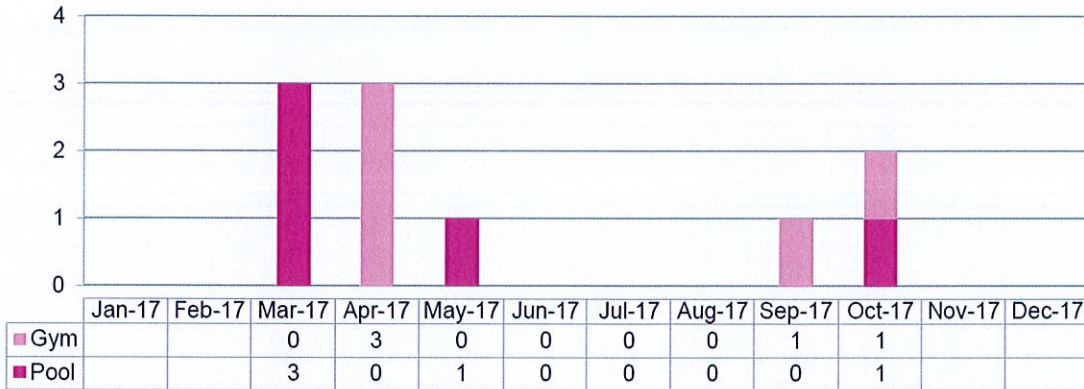
Shelter Rentals 2017 Monthly Revenue



	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17
Shelters Rentals:	\$0	\$0	\$0	\$0	\$150	\$1,000	\$600	\$750	\$350	\$200	\$0	\$0

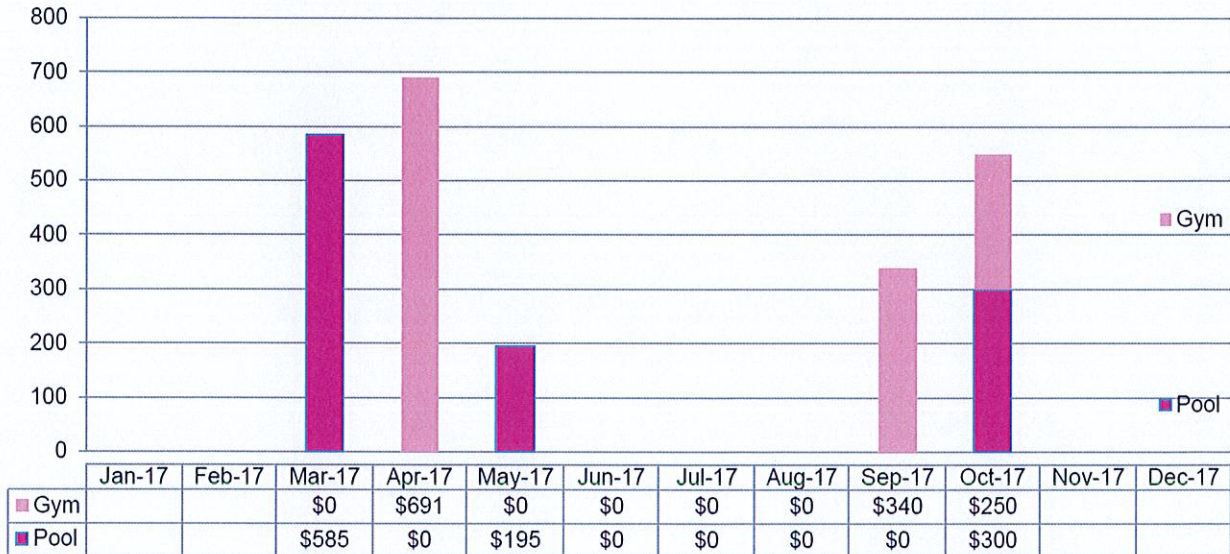
■ Shelters Rentals:

2017 Monthly MCC Party Rentals



Note: Parties were added to the Registration Office starting 3/13/17.

2017 Monthly MCC Party Revenue



Note: Parties were added to the Registration Office starting 3/13/17.

BIG & LITTLE AND REC CONNECTION

Big & Little Enrollment

	<u>Total</u>	<u>Full Time</u>	<u>Full Days</u>	<u>½ Days</u>
October 2017	56	15	25	16
November 2017	59	16	24	19
November 2016	64	28	20	16
November 2015	68	24	26	18
November 2014	76	28	29	19
November 2013	75	31	23	21

Just a reminder: Full time is defined as 5 full days per week.

Full days refers to 2-4 full days per week.

½ days refers to 2-5 preschool mornings (8:30 – 12:30)

Rec Connection Enrollment

	<u>Total</u>	<u>MCC</u>	<u>Washington</u>
October 2017	163	76	87
November 2017	163	76	87
November 2016	173	72	101
November 2015	167	74	93
November 2014	178	83	95
November 2013	174	89	85

Rec Connect Day Off Programs:

- **November 21 (18 registered)**

THE REGENT CENTER

MEMBERSHIPS

OCTOBER	Total	Resident	NR	New	DW	Boomer
2013	497	349	148	109	84	130
2014	445	306	138	81	75	136
2015	450	299	151	98	76	153
2016	416	277	139	73	64	142
2017	396	262	134	76	61	157

NOVEMBER	Total	Resident	NR	New	DW	Boomer
2013	501	351	150	110	84	130
2014	455	315	140	88	81	141
2015	458	307	151	106	79	158
2016	425	285	140	82	64	143
2017	403	265	138	83	62	161

PARK VIEW MEMBERSHIPS

Premium Memberships 2017	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov
Annual Memberships											
Premium Annual	348	397	410	485	513	527	549	544	561	567	581
Ultimate (Closed - no longer offering)	240	258	182	88	64	31	11	0	0	0	0
Indoor Pool Annual	228	254	266	305	308	301	312	304	299	298	317
Group Exercise Annual	87	91	95	100	104	106	81	101	108	113	112
Child Care Annual	1	1	1	1	1	1	1	1	1	1	1
Track	246	258	256	254	247	248	250	245	250	246	258
Total	1150	1259	1210	1233	1237	1214	1204	1195	1219	1225	1269
Monthly Memberships											
Premium Monthly	403	472	482	450	481	490	534	452	442	454	514
Indoor Pool Monthly	185	236	241	213	241	219	268	228	246	258	267
Group Exercise Monthly	99	116	123	119	133	116	140	119	127	132	151
Child Care Monthly	6	6	7	7	5	4	8	6	5	10	6
Track Monthly * Winter Special	3	3	0	0	0	0	0	0	0	0	0
Total	696	833	853	789	860	829	950	805	820	854	938
Personal Training Memberships	23	48	47	33	50	38	46	33	42	50	53

Mundelein Parks & Recreation District

Memorandum

To: Board of Commissioners

From: Linda Miller, Superintendent of Business Services and Technology

RE: November 2017 Monthly Report

DATE: November 21, 2017

Finance

The preparation of the 2018 Budget continues. I worked with our auditors, Lauterbach & Amen, to complete the PARC Grant audit. The other necessary documentation for the 50% reimbursement of the grant is being prepared.

Human Resources

Anthony Nitti and I completed the payrolls for the periods of 10/15/17 – 10/28/17 for 180 employees and 10/29/17 – 11/11/17 for 166 employees. We continue to recruit for the job positions of swim instructors and lifeguards for the Indoor Pool, and a Housekeeper. We hired staff for the positions of Fitness Floor Attendant, Seasonal Laborer, and a Party/Special Event Planner. Open Enrollment meetings were held for the 2018 benefit enrollment.

IT

IT focused on server maintenance and email archiving. Since our current software for email archiving is end of life at the end of the year, plans are underway to transition to new archiving software. We also are working on the wiring, computer, and WIFI infrastructure needed for the new building.

Risk Management

Property Loss Report

Sep 22	TBD	Bench at Memorial Park on north side of playground found with scorch marks	Police report
Oct 22	\$2825.00	Driver lost control on Hawley and crashed through fence at Steeple Chase between N. La Vista Drive and Chevy Chase	Police Report
Nov 7	TBD	Parkman backing up the truck and trailer and hit side of the building #3 in Parks Yard. Broke tail light and damaged side of the building.	
Nov 10	TBD	Parkman backing Tilt Deck Trailer with D10 mini dump at Scott Brown. Jack-knifed the trailer; then hit the gate. Replace the axle, tire and fender on the trailer.	

Employee Injury/Illness

Oct 14	Party Host	Leaned over to pick up a ball, strained lower back	None
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Accident/Incident Summary

Oct 12	Girl, 3	LRC – child hit her knee on bench in hallway	None required
Oct 30	Adult Male	Sandburg Gym – rolled ankle playing basketball	First-aid
Nov 1	Girl, 5	RecCon- Washington, hit on the cheek by a ball in the gym	First-aid
Nov 3	Adult Female	Sidewalk outside of the Indoor Pool – tripped, hit nose, knee, wrist (right side)	First-aid
Nov 6	Boy, 11	RecCon – MCC playing ball in the gym, ball bounced and struck child in the back of the head	First-aid
Nov 7	Boy, 8	RecCon – MCC bent over to get something from floor and hit forehead above left eye on the corner of the bench – small cut	First-aid

Monthly Summary

The monthly Safety Committee meeting was held on November 8th. The training in November was on hearing protection. The Risk Manager gave Volunteer Safety Orientation training to the volunteers working at Boo Bash on October 28th and the Chase 5K on November 11th.