

MUNDELEIN PARK & RECREATION DISTRICT
REGULAR BOARD MEETING
Monday, November 28, 2016
7:30 p.m.

AGENDA

Call To Order:

Pledge of Allegiance:

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

Approval of Minutes: Committee Meeting November 14, 2016
Regular Meeting November 14, 2016

Approval of Disbursements: Warrants 111516, 111616, 111715,
111816, 112816 = \$ 668,653.53

Financials: October

Correspondence: Letter from "Cary, 18-year old Resident & MPD Enthusiast"

Old Business:

New Business:

Board Business:

Staff Reports:

Service Anniversaries: Rita Kipp 1983 (33)

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

Visitors:

Adjournment:

**MUNDELEIN PARK AND RECREATION DISTRICT BOARD OF
PARK COMMISSIONERS, MUNDELEIN, LAKE COUNTY, ILLINOIS
HELD MONDAY, NOVEMBER 14, 2016 AT 6:30 P.M. AT THE
MUNDELEIN COMMUNITY CENTER ADMINISTRATION OFFICES,
1401 NORTH MIDLOTHIAN ROAD, MUNDELEIN, ILLINOIS**

The Public Budget Hearing of the Board of Park Commissioners of the Mundelein Park and Recreation District, Mundelein, Lake County, Illinois, was called to order at 6:30 p.m. by President KNUDSON.

He then directed the Secretary to call the roll. Commissioners DOLAN, FRASIER, KNUDSON, McGRATH and ORTEGA were present. Staff present included Executive Director RESNICK, Superintendent of Recreation KIPP, Golf Operations Manager BROLLEY, Golf Course Superintendent DORUFF, Superintendent of Buildings & Grounds SOLBERG and Superintendent of Business Services & Technology MILLER.

Executive Director RESNICK covered some of the highlights of the draft budget and explained how the revenue and expenses for the Chalet project will be recorded in three fiscal years. Bond proceeds recognized in 2016, approximately 75% of the project expense and 50% of the grant revenue in 2017, and the final 25% of the project expense and 50% of the grant revenue in 2018.

Commissioner DOLAN asked if the District would need a resolution recognizing the large Corporate Fund and Capital Fund balances. Executive Director RESNICK said she didn't think the Corporate Fund balance would be excessive but was not sure if a resolution was necessary for the Capital Fund. She will research and report back to the Board.

President KNUDSON asked about the funds budgeted for software. He commented that this was a project the District just went through. Staff explained the 2016 project was for recreation registration software and the 2017 project is financial software.

Executive Director RESNICK said we will be adding one more item to the Workplan. If OSLAD grants are available, staff will apply for a development grant for the Shady Lane property.

Commissioner ORTEGA asked about the process of painting the water slides. He was told it is a gel finish that is expected to last 5-7 years. He asked if after that time is there another coating added or does this first one have to be removed and then a coating added. Staff will find the answer to this question and report back to the Board.

Commissioner DOLAN asked staff what risk assumptions were made. Golf Operations BROLLEY said his biggest worry is a major breakdown in the Clubhouse. The building is aging and much of the equipment is original. He said revenues are based on a 5-7 year average.

Superintendent of Recreation KIPP said she has the same worry. We have proactively replaced a great deal of equipment at the Community Center, but the cost of repairs is increasing every year. Her biggest concern is the indoor pool as these repairs can easily be in the tens of thousands of dollars.

Superintendent of Buildings & Grounds SOLBERG said he is not certain if fuel prices will increase dramatically. He also cannot be certain about the costs of equipment and vehicle repairs. The budget is a reflection of the average repair needs.

Golf Course Superintendent DORUFF said he worries about the viability of the irrigation system controls and main line.

Superintendent of Business Services & Technology said her biggest concern is the location of our servers and the need to better test our disaster recovery plan.

Commissioner ORTEGA asked if the Parks Foundation was in the budget. He was told it is not.

Commissioner DOLAN said he would like to see the District increase sponsorship and grant revenues.

Commissioner ORTEGA moved to close the Public Budget Hearing at 7:00 pm, second by Commissioner McGRATH. The motion was unanimously approved.

Secretary

Mundelein Park & Recreation District
Committee of the Whole
November 14, 2016

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 reviewed the Travel Reimbursement Policy. She stated that the District already has a similar policy, but a new State law requires specific wording and the policy must be passed via an Ordinance or Resolution. Once passed, the Policy will be included in the Administrative Manual and Personnel Policy Manual.

The proposed 2017 Budget was discussed in the Budget Hearing prior to the Committee of the Whole Meeting and once approved in draft form will be available for public viewing. The Board will not take formal action on the Budget until the January 9, 2017 meeting.

With the departure of Barb Daudelin and the reduction of hours for Amy Eiserman, the District needs an additional FOIA Officer. Human Resource Manager Anthony Nitti has taken the FOIA Training through the Attorney General's Office and Executive Director Resnick continues to take this training annually. It was recommended these two be appointed FOIA Officers for the District.

With the changes in the Fair Labor Standards Act taking effect December 1, 2016, two full time positions need to be reclassified from Exempt to Non-Exempt. Additionally, one job description was outdated and changes suggested.

The Board was reminded the youth sports affiliates would be at the Board meeting sharing updates on their organizations.

The 2016 Levy Estimate was reviewed. Executive Director RESNICK said the Social Security levy will be lowered by \$100,000 as we have a fund balance that should not grow any larger. These funds will be moved to the Corporate levy.

An updated organization chart was reviewed by the Board. Commissioners DOLAN and ORTEGA pointed out that lines between two Recreation Supervisors and the Parkman were confusing.

Executive Director RESNICK congratulated Superintendent of Business Services & Technology MILLER on the District once again receiving the Certificate of Excellence in Financial Reporting from the GFOA.

The Committee meeting adjourned at 7:22 p.m.

Secretary

**MUNDELEIN PARK AND RECREATION DISTRICT BOARD OF
PARK COMMISSIONERS, MUNDELEIN, LAKE COUNTY, ILLINOIS
HELD MONDAY, NOVEMBER 14, 2016 AT 7:30 P.M. AT THE
MUNDELEIN COMMUNITY CENTER ADMINISTRATION OFFICES,
1401 NORTH MIDLOTHIAN ROAD, MUNDELEIN, ILLINOIS**

The regular scheduled meeting of the Board of Park Commissioners of the Mundelein Park and Recreation District, Mundelein, Lake County, Illinois, was called to order at 7:30 p.m. by President KNUDSON and he asked the assemblage to rise and recite the Pledge of Allegiance.

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

Commissioner ORTEGA moved to approve the minutes of the Executive Session Meeting, Committee Meeting and Regular Meeting minutes from October 24, 2016, 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 102616, 110416, 110816 and 111416 in the amount of \$408,206.54, second by Commissioner DOLAN. 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, DOLAN, ORTEGA, McGRATH and KNUDSON voting yes.

President KNUDSON said a letter was received regarding the condition of the path at Indian Trails Park. Commissioner DOLAN said he lives near this park and agreed it needs some repairs. Staff had received two price quotes and are hoping to get the repair done this year, but due to weather, it may have to wait until the spring.

Commissioner DOLAN moved to approve Ordinance 16-11-01 Re: Travel Reimbursement Policy, 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 DOLAN, ORTEGA, FRASIER, McGRATH and KNUDSON voting yes.

Commissioner FRASIER moved to approve the 2017 Draft Budget and make it available for public viewing, 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.

Commissioner McGRATH moved to appoint Executive Director Margaret Resnick and Human Resource Manager Anthony Nitti as the District's FOIA Officers, second by Commissioner FRASIER. President Knudson repeated the motion and asked if there were any questions and none were raised. A voice vote was taken with all voting yes.

Commissioner DOLAN moved to approve updated job descriptions for Recreation Supervisor III-Early Childhood/Dance, Recreation Supervisor II-Adult, and Pro Shop Manager, second by Commissioner ORTEGA. 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.

Under Board Business, Commissioner FRASIER said he had a copy of IAPD's research and would share with the Executive Director if anyone was interested. Commissioner DOLAN said he had results from IAPD's education session evaluations.

President KNUDSON welcomed the youth sport affiliates.

Jeff Sydanmaa of Mundelein Baseball Softball Association (MBSA) shared a report on their participation, budget and capital projects. Overall, MBSA had a great year with their travel teams doing very well in the playoffs and two softball teams placing in the top 10 at nationals.

Commissioner DOLAN asked about the increase in travel teams. Mr. Sydanmaa said tryouts were this past August, so they have a solid participations number already for the spring. President KNUDSON commented on the increase in revenue. Mr. Sydanmaa said this was due to a \$19,000 donation and increased participation. Commissioner McGRATH said the softball participation was great to see as it seemed to be a large increase. He suggested MBSA reach out to Park District staff regarding the field drainage issues. President KNUDSON said overall, MBSA has a very good reputation in the area. Commissioner DOLAN asked if there was anything more the Park District could do to help MBSA. Mr. Sydanmaa said the Park District has been very supportive and Assistant Superintendent of Recreation Scott Schleiden was very helpful.

Mark Gillespie of Mundelein American Youth Soccer Organization (AYSO) explained they are in the middle of their fiscal year, but that enrollment was about the same as the past three years. He said they are beginning to draw a little more from outside Mundelein, but was not sure as to why. He said AYSO still plays some games at the Libertyville Township Soccer Complex and pays \$13,000 for this. They also spent \$10,000 this past year on player development, bringing in two Chicago Fire players to work with participants. In 2017 they plan on adding another field to the Diamond Lake Sports Complex. This past year they were a pilot program for "Toddler Playground" which is for 3 and 4 year olds.

They were one of only seven regions in the Country. The program was successful and will be offered again next year. President KNUDSON asked if soccer participation was trending up or down. Mr. Gillespie said it is going up, but there are so many different organizations offering leagues. Commissioner McGRATH asked if they planned to transition away from use of the Libertyville Township fields. Mr. Gillespie said they have reduced their amount of play but that some Board members felt they should continue to use those fields as AYSO was one of the founding organizations there. Mr. Gillespie thanked Assistant Superintendent of Recreation Scott Schleiden and Superintendent of Buildings & Grounds Derek Solberg for their support.

There being no further business, Commissioner ORTEGA moved to adjourn at 8:00 p.m., second by Commissioner McGRATH. The motion was unanimously approved.

Secretary

Dear Margaret

Well reading the new
MPRD catalog my
eye was drawn to
an item on page 11.

The park named
"John Welch" surprised
me so I looked for
its number (29) on
the map.

Oddly - there is no 29.
I'm curious if your
board members found
this to be a joke
(an inside joke)

If so, it is distressing
that they would use

a tax payers catalog
for their own amusement.

If there is indeed a
John Welch park -
please excuse me.

If there is a John Welch
park - how does one
go about having a
park named after them,

Thank you

Cary

18 year resident + MPRD
enthusiast

	Acres	Ball Fields	Basketball Courts	Fishing	Playground	Parking	Picnic Area	Shelters/Rentals	Tennis Courts	Comments
1 Asbury Park, Harrison Avenue	12	•		•	•	•	•			Lake, 3,000-ft. walk/jog path
2 Boat Launch, Diamond Lake Road	4									Boat launch (permit required)
3 Scott Brown Park, Southport Road	6	•	•		•	•			•	
4 Cambridge Country Park, Crystal St. & Regent Dr.	11			•	•	•		•		Regent Center, stocked lake, jog path (.43 mi.)
5 Cardinal Terrace Park, Courtland St. & Pershing Ave.	2.5			•						Wetland conservation & detention area, walking trail
6 Clearbrook Park, Route 45 & Clearbrook Park Dr.	23*	•			•					*Recently acquired 17 acres, just off of Shady Lane. Master plan development is underway.
7 Diamond Lake Recreation Center, Diamond Lake Road	100				•	•	•	•		Beach & picnic area
8 Diamond Lake Sports Complex, IL Route 60/83	43					•	•	•		9-hole disc golf, shuffleboard, bocce court, walking trail, soccer field, shelter rentals
9 Fairhaven Park, N. Prospect Avenue	4		•		•					
10 Hanrahan Park, Noel Drive	10	•	•	•	•	•	•	•	•	Fitness trails (3,500 ft.)
11 Hickory Park, Hickory Street	7	•	•		•	•				
12 Indian Trails Park, Eagle & Arrowhead Drives	2		•		•			•	•	
13 Kracklauer Park, Seymour Avenue	2.6			•	•	•	•		•	Dance studio, gazebo
14 Lakewood Heights Park, E. Orchard Street	1.5	•	•		•					
15 Leo Leathers Park, Buckingham Road & Manor Lane	21	•	•	•	•	•	•		•	Disc golf course
16 Bob Lewandowski Park, S. Prairie Street	3			•	•	•	•	•		Lake front fishing
17 Lincoln Park, Ridgefield Avenue & Laramie Street	4	•	•		•	•				Leased area
18 Lions Field (Fort Hill Museum), Noel & Countryside Dr.	2			•		•				Museum, skatepark, horseshoes
19 Lone Tree Park	.1									Landscaped area
20 Longmeadow Park, Somerset Lane	48.9	•			•	•	•	•		Gazebo, soccer fields
21 Memorial Park, Emerald & Pershing Avenues	6	•	•		•	•	•		•	
22 Keith Mione Community Park, Midlothian Road	153	Community Center, Big and Little Development Center, indoor pool, Park View Health & Fitness, Spray Park, Barefoot Bay Family Aquatic Center, Chalet, sled hill, stocked lake, tennis courts, athletic fields (lighted softball, soccer, football).								
23 Maurice Noll Park, Hampton Lane	12	•	•	•	•	•	•		•	Stocked lake, trail access
24 Orchard Basin, Orchard Street	2				•					Passive wetland restoration
25 Orchard View, IL Route 60	5									Wetland restoration, walking path (2,270 ft.)
26 Gordon Ray Park, Ray's Lane	4.5	•	•		•					
27 Carl Sandburg Community Gym, Hawley Street										Shared gym facility
28 Steeple Chase Golf Club, La Vista Drive	203	18-hole, Ken Killian-designed course with bentgrass fairways, a clubhouse, pro shop, and banquet facility.								
29 John Wiech Park, IL Route 60/83	25									Snowmobile trail link
30 Wilderness Park & Wilderness Park South, Hillside Drive	12/2			•	•					Wetland area
31 Woodlands Park, Kasting Lane	19				•					Nature viewing area
32 Wortham Park, Wortham Drive	8.8	•		•	•	•	•		•	

MEETING REMINDER
MONDAY, NOVEMBER 28, 2016

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

Action Items

Old Business

New Business

Updates

1. 2017 Holidays & Board Meetings
2. Executive Session
3. Police Report

*Meeting Reminder
November 28, 2016
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Updates

Enclosed are the holidays that will be observed by the Park District in 2017 and the Board meeting dates.

I am requesting an Executive Session for the discussion of a personnel issue.

The October Police report is enclosed.

Mundelein Park & Recreation District 2017 Holidays

Monday, January 2, 2017 New Year's Day Observed

Monday, January 16, 2017 Martin Luther King Day

Friday, April 14, 2017 Spring Friday

Monday, May 29, 2017 Memorial Day

Tuesday, July 4, 2017 Independence Day

Monday, September 4, 2017 Labor Day

Thursday, November 23, 2017 Thanksgiving Day

Friday, November 24, 2017 Day After Thanksgiving

Friday, December 22, 2017 Christmas Eve Observed

Monday, December 25, 2017 Christmas Day

2017 Board of Commissioner Meeting Dates

Mundelein Park & Recreation District
1401 North Midlothian Road, Mundelein, IL 60060
7:30 pm Board Meeting

January 9

January 23

February 13

February 27

March 13

March 27

April 10

April 24

May 8

May 22

June 12

June 26

July 10

July 24

August 14

August 28

September 11

September 25

October 9

October 23

November 13

November 27

December 11

MEMORANDUM

To: Chief Eric Guenther

Cc: Deputy Chief Monahan
Deputy Chief Hansen

From: Sergeant Brian Kisselburg

Date: Thursday, November 10, 2016

Re: Park District Report – October 2016

There were eighteen (18) calls for service in the area parks during the reporting period, which is consistent with park district activity during this time of year. The majority of the calls were minor in nature and included suspicious persons/circumstances/vehicles, animal complaints, driving complaints, found property, check the well-being calls, assists to rescue and juvenile complaints.

There were a total of 161 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 continued nice weather and the use of the parks.

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

- On 10/02/16, Officer Balogh was conducting a park check at Fort Hill Heritage when he came across an occupied vehicle in the parking lot. Officer Balogh made contact with the occupants of the vehicle who were playing Pokémon. The occupants were advised of the closing time for the parks and left without incident.
- On 10/05/16, Officer Balogh was dispatched to Hickory Park for numerous subjects in the park after it was closed. Officer Balogh made contact with some of the subjects who advised that there was a gathering at the park because someone posted a video on Snapchat of a clown at the park. All of the subjects were advised of the park hours and sent on their way.
- On 10/10/16, Officer Reyes was dispatched to Hickory Park for a subject sleeping in his vehicle in front of the park at 1034 HRS. Officers made contact with the occupant who advised that he was sleeping there because he and his girlfriend were involved in an argument and he wanted to let things settle down before returning. Officers were given permission to search the subject's vehicle and no illegal items were located. The subject was released from the scene.
- On 10/12/16, Officer Smith took a civil matter report, where the incident took place in the Parkview Fitness Center parking lot. The complainant advised that she had to have her vehicle towed from the Parkview lot and while the vehicle was being towed it fell off the tow truck causing damage to her vehicle. All subjects involved were interviewed by Officer Smith who concluded that it was not a criminal matter. The complainant was advised to go through the civil court process.

Courage. Pride. Commitment.

- On 10/15/16, CSO Peterson was dispatched to Hanrahan Park for a found bike. CSO Peterson responded and located the bike. CSO Peterson attempted locate an owner for the bike with negative results. The bike was transported to the PD and placed into evidence.

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 October 2016 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 2016

	2015	Budget	2016
Golf Revenue (October)	\$ 94,370	\$96,939	\$102,542
Merchandise (October)	\$ 8,612	\$ 6,585	\$ 9,436
Food & Beverage (October)	\$ 14,653	\$12,653	\$ 16,131
Miscellaneous (October)	\$ <177>		\$ 2
Gift Card (October)	\$ 1,510		\$ 2,462
Total Revenue (October)	\$118,968	\$116,177	\$130,573
Golf Revenue (11/1-11/20)	\$ 36,023		\$ 42,538
Merchandise (11/1-11/20)	\$ 1,838		\$ 3,212
Food & Beverage (11/1-11/20)	\$ 4,921		\$ 7,301
Miscellaneous (11/1-11/20)	\$ 0		\$ 247
Gift Cards (11/1-11/20)	\$ 576		\$ 270
Total Revenue (11/1-11/20)	\$ 43,358		\$ 53,568
Golf Revenue (ytd)	\$1,138,445		\$1,101,987
Merchandise (ytd)	\$ 77,374		\$ 87,342
Food & Beverage (ytd)	\$ 181,087		\$ 179,971
Miscellaneous (ytd)	\$ 12,078		\$ 17,586
Gift Card (ytd)	\$ 21,464		\$ 26,930
Total Revenue (ytd 11/20)	\$1,430,448		\$1,413,816
October 31 Budget vs. Actual	Budget		Actual
Fund Surplus (Deficit)	\$ 249,126		\$ 220,118
Paid rounds (October)	2,189		2,371
Paid rounds (11/1-11/16)	898		1,083
Paid rounds year to date (11/16)	24,145		23,905

We were up 182 rounds for October compared to 2015 and up about \$12,000 in revenue. It was \$22,000 above our average of \$108,000 in revenue for October. So far in November we have had great weather until Saturday the 19th. We had good weather in November of 2015 also but we are up in rounds by 185 and in revenue for November by \$10,000 compared to November 2015. For the year to date we are down \$16,600 in revenue compared to 2015, at one point in September we were down around \$60,000. The good weather in October and November helped pull us closer to last year. We had our best October in revenue since 2010 when we had \$131,506, so we were just \$1,000 short of that total.

E-Z Go as already come out and taken 20 carts for winter storage and will be coming to take the rest of them over the next couple of weeks.

October Comparison for the past 5 years

	2012	2013	2014	2015	2016
Total Revenue	\$81,972	\$87,372	\$104,123	\$118,683	\$130,573
Round	1,571	1,702	1,952	2,189	2,371

MEMO TO: Board of Park Commissioners

FROM: Ron Doruff, Golf Course Superintendent

SUBJECT: Golf Course Grounds Report – November, 2016

The maintenance crew has been reduced to six. Rick Henzel, our mechanic, has been steam cleaning all of the equipment. That job is completed prior to starting the winter over haul and break down of the machines. The remaining crew has started working on the sand trap project. So far we have removed the sand from the two traps on #9 and also the two on #18. The crew has reworked the drainage in those traps and filled them with fresh sand. This work will continue with the traps on #7, which is the next in line to be completed. The trap work will continue as weather permits until December 9th when we will lose three crew members. This will take our crew down to the winter number of three.

As we are waiting for the golf course to close for the season, we have started our closing process of removing ropes, signs, ball washers, water coolers - everything but the tee markers, cups, flags, and sand trap rakes. Once the course is closed, we will be monitoring the weather to find the best time to blow off the remaining leaves and clean surfaces before applying the snow mold treatments. That is 3,600 gallons of liquid. This treatment needs to be completed in a timely manner so it has a chance to dry making it most effective. If additional water is added (rain/snow) before it dries initially, the application is diluted and less effective. The application needs to be made when there is no frost, above freezing temperatures and little to no wind. Once the golf course is "put to bed" we will go back to the trap renovation project.

We were able complete many of our fall projects. The irrigation system was turned off and blown out. It was probably one of the nicest weather conditions we have had in some time to shut down the system. We were able to take our time - thanks to the weather cooperating - and don't foresee many issues when it is turned back on next season. All applications of gypsum and potash were applied to greens, tees and fairways. We will not be treating #18 lake as originally scheduled due to the lack of needing the application. We will keep an eye on the lake to see if the need arises for an application in June or July and treat accordingly.

The geese in the area must have heard that the dog's last day on the course was Sunday, November 20 because on Monday, November 21 the geese were back. I don't believe it would be worth it to have the dogs come back at this time of the year since there are fewer golfers and the season is almost over.

The remaining winter crew is currently scheduling their time off during the holiday season. Two of the regular crew members are leaving on December 9 and will return the last week in January.

To: Board of Commissioners

From: Derek Solberg, Superintendent of Buildings and Grounds

Re: Parks Department Report – November 2016

The athletic court reconstruction project at Memorial Park is complete. The park now has two tennis courts and one basketball court that have been fully reconstructed. One of the tennis courts is also striped for pickleball. New tennis nets and basketball goals have been installed.

A paving contractor was hired to complete two work items. The first was at Indian Trails Park where an uneven section of asphalt path was rebuilt. The second, at Cambridge Country Park, was initiated by a resident's question regarding if a short section of asphalt could be added to connect the Village's sidewalk and the Park District's path where they run close to one another. This was reviewed and deemed a logical addition to the existing path that will benefit the neighborhood. Comparatively, this park is used by an above average number of walkers and runners so it is thought the addition will be well used.

The Community Park Shoreline Stabilization and Pond Enhancement project is underway. Representatives from the District, Lake County Stormwater Management Commission and Hey and Associates met with the contractor for a pre-construction meeting on November 1st to review the project. Dry weather the week of November 14th saw the work off to a good start. To date, the pond enhancement portion of the project has been completed and the Shoreline Stabilization work began on November 21st.

Seal coating was completed per the 2016 Workplan. Sites this year were Community Park's Ambria Crossing and Parks Yard, Clearbrook Park, Memorial Park and Noll Park Com Ed right-of-way path.

Staff assisted the Recreation Department in preparation and tear down of Boo Bash, Pumpkin Launch and Health Fair. Piers, umbrellas, fencing and the like have been taken down and stored for the winter at Diamond Lake Beach and Boat Launch.

At Kracklauer Dance Studio the exterior trim of the building has been sanded and painted. Other building repairs are ongoing to keep these facilities running smoothly and looking good. Staff began repainting the Indoor Pool lobby area at the Community Center on November 14th.

Sarah and Michael Allred worked with the District to plant a dedication tree at North Shore – Bob Lewandowski Park. Other grounds work has focused on cleaning up leaves at all District sites. The warmer temperatures of late have slowed the drop of the leaves and this work is occurring a little later than normal this year. Preparing the parks for winter is ongoing as well. This includes storing picnic tables, removing tennis nets and windscreens, marking the edges of parking lots for snow removal, installation of the temporary sled hill fence and assembly of the ice rink dasher boards. Winterization of water fountains, wells and the Garden Plot water faucet is complete. Staff has been continuing to prepare permitted sites for the prescription burn season. This primarily consists of mowing in fire breaks.

To: Park District Board of Commissioners
From: Rita D. Kipp, Superintendent of Recreation
Re: November Board Report 2016

PROGRAMS

Learning Center enrollment is at 51 students, 19 more than last year. Staff meeting was held on November 4th, graduation will be held at Washington School west gym. Due to the Chalet construction possible options for preschool camp were also discussed. Nothing has been decided on that location. Lori Ludwick, one of our long time preschool instructors will be retiring the end of May. We have been lucky to have her on our team all these years. Dance program held a "Bring a Friend Day" in an effort to attract more students.

LEAGUES

The men's basketball league began on November 10th and has eight teams, two more than last year.

SPECIAL EVENTS

Boo Bash was a huge success this year. The weather was ideal and we believe we had the largest crowd ever attend the event. This was a team effort from start to finish as it is a tremendous amount of work but well worth it with these kinds of results.

Terror at the Bay drew 126 people in six nights this year. This is fewer people than last year. This year we also experienced increase expenses for labor in both set up and operations. This event will not be offered any longer. We are considering offering a different kind of event or increasing the size of Boo Bash or the Pumpkin Drop.

The Pumpkin Drop was held on November 6th and was a great success. Again the weather was gorgeous and over 100 people attended and nearly 50 children registered to participate in the various pumpkin activities.

The Chase 5K was held on November 12th and again it was a beautiful day. We had 32 people participate in the event and raised over \$700 for the Foundation. We had a great group of staff from the rec department helping that day and a special shout out to the golf course staff (Jon Karl, Bill Brolley, and Scott Ragland) for their assistance that day.

November 12th was also the date of our ***Health Fair*** held at Park View. We had approximately 60-70 people attend. 40 people donated blood and vendors were happy with the change to a Saturday for the event.

Sweat with Santa, our annual event at Park View which features a fun group exercise class and food drive is scheduled for December 3rd.

Snack n Story with Santa is scheduled for December 4th. Registration is going well with about 10 spots still available.

Last but certainly not least, is the ***Polar Express*** scheduled for December 10th. We have 52 families (105 people total) registered for this holiday favorite.

FACILITIES

Regent Center numbers are attached. A representative from Mayflower Tours presented a program for some of our upcoming trips. Two people in attendance signed up for trips and three guests won gift certificates. Trips sponsored by Mayflower are organized and supervised by Mayflower all we do is advertising and register people. We receive a percentage for every person that registers through us. We are hoping this grows to be a nice way for people in our community to participate in these types of trips and provide some revenue to the Regent Center.

Big and Little and Rec Connection numbers are attached.

Park View numbers are attached. Focus this month has been on expanding the Kidz Center hours and on our group exercise. More staff has been hired as well. Supervisory staff has spent more time working with the Leads and assisting them with the new software. The new software is a process and the additional support is key to our staff feeling comfortable with it and being able to serve our customers efficiently. The indoor pool staff was audited by Starfish on November 12th. They received a 3-Star rating. While this rating indicates we meet standards, the aquatic staff will be working on trainings and instruction so the guards will improve this rating the next time.

Summer aquatic memberships went on sale November 15th. People buying their passes now receive a coupon book and there is a gift bag for the first 50 kids with a mug, sunglasses and a lobster shaped chocolate. Memberships have also been configured so that they may be sold online this year. Emails were sent out to the 2016 staff about returning next summer. Manager interviews will begin over Christmas break. Mike Gerton is currently assisting with the indoor pool lifeguard trainings and taught a CPR/AED class.

TRAINING AND EDUCATION

Several staff members will be attending the Risk Management Institute on Friday, November 18th in Tinley Park.

AFFILIATE ORGANIZATIONS

Nothing to report.

RECREATION ADVISORY COMMITTEE

Nothing to report.

MISCELLANEOUS

Scott Schleiden, Laurie Gembara, Cheri Rehor and I have been meeting with West Oak Middle School's principal Chris Willeford for the past few months. We are putting together programs for summer that will be held at their school after summer school. We are working on a number of ideas which include sports camps, art programs, etc. In addition to these summer activities, we have opened up our winter break field trips to their students as well as District #75. Starting in January we will be discussing the possibility of doing the before and after school program at Diamond Lake School and a before school program at West Oak.

We think this partnership is going to be a huge step in getting those students involved with the Park District and providing them with opportunities and experiences they wouldn't normally get to participate in due to transportation and funding issues.

Just a note, although it doesn't currently appear in their recreation reports Scott Schleiden, April Lohr and Mike Gerton spend a large portion of their time assisting with technology. The implementation of the software is still a continuous process and they have essentially become the "go to" people for any issues that come up within the District regarding IT (with the exception of the golf course where Jon Karl is the IT man).

THE REGENT CENTER MEMBERSHIPS

November	Total	Resident	Non-Res.	New	DelWebb	Boomer
2012	495	352	143	135	65	103
2013	501	351	150	110	84	130
2014	455	315	140	88	81	130
2015	458	307	151	106	79	158
2016	425	285	140	82	64	143

Big & Little Enrollment

	<u>Total</u>	<u>Full Time</u>	<u>Full Days</u>	<u>½ Days</u>
November 2016	64	28	20	16
November 2015	68	24	26	18
November 2014	76	28	29	19
November 2013	75	31	23	21
November 2012	79	33	23	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>
November 2016	173	72	101
November 2015	167	74	93
November 2014	178	83	95
November 2013	174	89	85
November 2012	159	75	84

2016 Premium Memberships	September	October	November
Annual	41	71	107
Monthly	164	213	244
Ultimate	381	460	323
Annual Each Add'l	108	141	104
Monthly Each Add'l	41	49	65
Annual Group Ex add on	29	47	35
Monthly Group Ex add on	20	28	37
Annual Indoor pool add on	25	41	49
Monthly Indoor pool add on	56	82	95
Total	865	1132	1059

Group Exercise Unlimited	September	October	November
Group Exercise Annual	17	19	20
Group Exercise Monthly	56	58	51
Total	73	77	71

Indoor Pool Membership	September	October	November
Annual	109	144	95
Monthly	37	53	55
Annual Each Add'l	19	29	22
Monthly Each Add'l	7	8	10
Total	172	234	182

Park View 5 Year Comparison - as of October

	Year	
	2012	
Revenue	\$49,140	
Expense	\$41,452	
Difference		\$7,688
	2013	
Revenue	\$51,471	
Expense	\$44,972	
Difference		\$6,499
	2014	
Revenue	\$45,618	
Expense	\$44,849	
Difference		\$769
	2015	
Revenue	\$41,333	
Expense	\$41,022	
Difference		\$311
	2016	
Revenue	\$36,578	
Expense	\$41,659	
Difference		-\$5,081
Indoor Pool	2014	
Revenue	\$17,390	
Expense	\$18,583	
Difference		-\$1,193
	2015	
Revenue	\$14,515	
Expense	\$14,780	
Difference		-\$265
	2016	
Revenue	\$13,066	
Expense	\$14,498	
Difference		-\$1,432

Mundelein Parks & Recreation District

Memorandum

To: Board of Commissioners

From: Linda Miller, Superintendent of Business Services and Technology

RE: November Monthly Report

DATE: November 18, 2016

Finance

The draft of the 2017 budget was presented to the Board at the Public Budget Hearing on November 14th. The agency received the GFOA Certificate of Achievement for Excellence in Financial Reporting for the 2015 Comprehensive Annual Financial Report (CAFR) which is the highest form of recognition in governmental accounting and financial reporting.

Human Resources

Human Resource Manager Anthony Nitti completed the payrolls for the periods of 10/16/16 – 10/29/16 for 175 employees and 10/30/16-11/12/16 for 167 employees. Tony is recruiting swim instructors and lifeguards for the Indoor Pool, and child care attendants for the Kidz Centre. He held an employee meeting for Open Enrollment for 2017 Benefits. He also coordinated our November Wellness event which was Bingo and refreshments.

IT

The wiring for the dedicated internet carrier line is being tested for implementation. The camera in the Kidz Centre is operational to allow parents to view their children in the playroom on their smartphones while exercising in the Fitness areas.

Risk Management

Accident/Incident Summary

Girl, 5	Rec Connect – at field trip, bumped by another child, bending right little finger back	Oct 21, 2016	First-aid
Girl, 7	Rec Connect – playing tag, fell and slid head first into the wall	Oct 24, 2016	First-aid, EMS called, not transported – parent refused
Boy, 3	PeeWee Sports Program – running after the ball and ran into the gym wall	Oct 25, 2016	First-aid, ice pack

Employee Injury/Illness Report

Parkman	Using the Kubota tractor to brush mow ran over a hornets nest – stung in forehead and right ankle	Oct 17, 2016	First-aid
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Property Loss

No property losses to report.

Monthly Summary

The Safety Committee meeting was held October 26th. Monthly training was done on hearing and respiratory protection for affected Buildings & Grounds and Golf Course Maintenance staff. Audiometry examinations are scheduled for the end of November for the Buildings & Grounds staff in accordance with our Hearing Conservation program.