

MUNDELEIN PARK & RECREATION DISTRICT
REGULAR BOARD MEETING
Monday, October 10, 2016
7:30 p.m.

AGENDA

Call To Order:

Pledge of Allegiance:

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

Approval of Minutes: Committee Meeting September 26, 2016
Regular Meeting September 26, 2016

Approval of Disbursements: Warrants = 100416, 100716, 101016 \$ 226,204.79

Correspondence:

Old Business:

New Business:

1. Approval of Updated Bereavement Leave, Insurance Plans and IMRF Pension Plan Policies for Personnel Policy Manual

Board Business:

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 & Recreation District
Committee of the Whole
September 26, 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, Superintendent of Recreation KIPP, Golf Operations Manager BROLLEY, Golf Course Superintendent DORUFF, Superintendent of Parks SOLBERG and Business Manager MILLER. Executive Director RESNICK was absent.

Superintendent of Recreation KIPP said the Board had discussed the health insurance at the last Committee Meeting. The district will be continuing with PDRMA for the health insurance coverage. Commissioner ORTEGA asked if there was an option to opt out of the contract if rates are raised significantly. Superintendent of Business Services & Technology MILLER explained that PDRMA needs agencies to commit for three years as the rates are based on total numbers being covered. There is no contract to sign but the board needs to approve the renewal. The item is not on tonight's agenda however the board is aware of the renewal and will officially approve and ratify at the October 10, 2016 meeting.

The shelter donation from Kirk of the Lakes Church and the Mundelein L.U.N.C.H. program was discussed. The donating group spoke with Superintendent of Buildings & Grounds SOLBERG about switching the location of the shelter from Hickory Park to Ray's Lane Park. Superintendent of Buildings & Grounds SOLBERG explained that the group felt that the location was better due to ease of use (in terms of them unloading their cars) and so many of the families that use the service seem to be closer to Ray's than to Hickory Park. Price quotes for the shelter were also discussed to confirm that the donating group was aware of the financial need for the shelter. Their donation is in line with the quotes.

At this time the board reviewed staff reports.

Golf

President KNUDSON mentioned that August had been a tough month for the golf course. Golf Operations Manager BROLLEY explained that the weather and having two less weekend days had hurt them however he was hoping the October and November would help them recover the rounds lost. Commissioner DOLAN asked about other courses and if they are also seeing some lost rounds. Golf Operations Manager BROLLEY said that the salesmen he has spoken with are saying that most courses are down more significantly than Steeple Chase. President KNUDSON replied that he had heard that as well. Commissioner FRASIER asked if the course had received any complaints about the fairway on six after the aeration as it was very wet. There were a few. Commissioner McGRATH commented to Golf Superintendent DORUFF that the weather this summer has been great. Commissioner FRASIER said that the geese have really cleared off the course. Commissioner DOLAN asked about the irrigation system and Golf Superintendent DORUFF explained that the system works great for most of the season but it seems September is an issue. It seems after it hasn't been used for a while and then turned back on the leaks occur.

Parks

President KNUDSON commented on the success of the Expression Swing. Superintendent of Buildings & Grounds SOLBERG said they would be installing two more next year. Commissioner ORTEGA asked about staffing in the parks department. Superintendent of Buildings & Grounds SOLBERG said he has ten seasonal staff during the peak and now he is down to three. He also said that the biggest struggle with staffing come during the shoulder months of April/May and September/October, when the grass is growing quickly and the seasonal staff is at a premium.

Recreation

President KNUDSON asked if we were changing the name of Boo Bash to Terror at the Bay. Superintendent of Recreation KIPP explained that Terror at the Bay is a separate event, a haunted house held at Barefoot Bay. Commissioner ORTEGA asked about holding a Pokémon-Go event as an opportunity to highlight our parks and facilities. Superintendent of Recreation KIPP said that is something we would consider for the spring. Commissioner FRASIER asked if a 5-year comparison for the Regent Center membership, Big & Little, and Rec Connection could also be included in the recreation report. Superintendent of Recreation KIPP said she would have that done for the next board report. Commissioner DOLAN commented on the increased participation in Learning Center this year.

Business Services

President KNUDSON asked about the receipt of the funds from the issuance of the bonds. Superintendent of Business Services & Technology MILLER stated we had received it. Commissioner ORTEGA inquired about the wellbeing of someone listed in the accident reports that had fallen while at Park View. Superintendent of Recreation KIPP said that the person had recovered and has returned to use the fitness facility.

The Committee meeting adjourned at 7:27 p.m.

Secretary

**MUNDELEIN PARK AND RECREATION DISTRICT BOARD OF
PARK COMMISSIONERS, MUNDELEIN, LAKE COUNTY, ILLINOIS
HELD MONDAY, SEPTEMBER 26, 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 acting secretary to call the roll. Commissioners DOLAN, FRASIER, KNUDSON, McGRATH and ORTEGA were present. Staff present included, Superintendent of Recreation KIPP, Golf Operations Manager BROLLEY, Golf Course Superintendent DORUFF, Superintendent of Parks SOLBERG and Business Manager MILLER. Executive Director RESNICK was absent.

Commissioner McGRATH moved to approve the minutes of the Committee Meeting and Regular Meeting minutes from September 12, 2016, second by Commissioner ORTEGA. President KNUDSON repeated the motion and asked if there were any corrections or additions and none were made. A voice vote was taken with all voting yes.

Commissioner FRASIER moved to approve Warrants 091516, 092116, 092316, and 092616 in the amount of \$359,605.69, second by Commissioner ORTEGA. A roll call vote was taken with Commissioners FRASIER, ORTEGA, DOLAN, KNUDSON and McGRATH voting yes.

There being no further business, Commissioner McGRATH moved to adjourn at 7:32 p.m. second by Commissioner DOLAN. The motion was unanimously approved.

Secretary

**MEETING REMINDER
MONDAY, OCTOBER 10, 2016**

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

Action Items

Old Business

New Business

1. Approval of updated Bereavement Leave, Insurance Plans and IMRF Pension Plan Policies for Personnel Policy Manual

Updates

1. WMB Grant Application
2. Tax Appeal
3. Executive Session

New Business

Recent changes in labor laws and IMRF regulations have required changes in few of our personnel policies. This includes FMLA changes that affect our Bereavement Leave policy, IMRF Tier 2 regulations that affect our IMRF Pension Plan Policy and an update to the current reimbursement option for not taking our insurance plan. Our entire Personnel Policy Manual will be reviewed in 2017.

Staff recommends approving updates to the following policies in the District's Personnel Policy Manual: 3.6 Bereavement Leave; 4.2 Insurance Plans; and 4.3 IMRF Pension Plan.

Updates

Staff have been working with Tori Trauscht of the Indian Creek Watershed on a Watershed Management Board (WMB) grant application for pond stabilization at Wilderness South Pond. If successful, the grant will include \$30,000 in cash for the WMB grant, \$5,000 worth of engineering from the Village along with \$2,500, Fremont Township Highway Department in kind staff and equipment for \$15,000, volunteer time from HOA members of \$9,500 and \$12,800 of in kind man hours from the Park District along with \$5,000. We have been monitoring this pond for several years with the Village and I am very hopeful the grant application will be successful.

Seventeen tax appeals were received by the County. These are all commercial properties and will be handled by the Lake County Board of Review.

I'm hoping to have an update on potential real estate and am requesting an Executive Session.

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Section 3: Time Off Benefits

3.6 Bereavement Leave

All full-time and regular part-time employees are allowed up to three (3) working days with pay per calendar year to attend the funeral of a family member or up to five (5) days if travel of more than 300 miles one way is necessary, with the approval of the **Executive** Director. Pay is based on the number of hours that the employee was regularly scheduled to work on those days. These days are to be taken consecutively within a reasonable time of the day of the death or day of the funeral, and may not be split or postponed. For purposes of this policy, "family member" is defined as the employee's spouse or civil union partner, child, stepchild, parent, grandparent, sibling, grandchild, parent-in-law, son-in-law, daughter-in-law, brother-in-law, and sister-in-law, or any relative who is living in the same household with the employee or who is dependent upon the employee's care.

Upon returning to work, the employee must record his absence as a Bereavement Leave on his attendance record. Proof of death and relationship to the deceased may be required.

The employee must notify his Immediate Supervisor of the need for such leave of absence within a reasonable period.

In the case of death in the immediate family, the Department Head may approve leave of absence with pay for a period not to exceed three (3) days. This leave may be extended to five (5) days with the approval of the **Executive** Director.

In evaluating requests for such leave, the Department Head may consider whether or not the occasion actually requires that the employee be absent from work, along with the employee's attendance record and general work record.

All employees eligible for leave under the federal Family and Medical Leave Act of 1993 (the "FMLA") shall be eligible for bereavement leave in accordance with the Illinois Child Bereavement Leave Act (the "Act") which provides up to a maximum of 2 weeks (10 work days) of unpaid bereavement leave to: (1) attend the funeral or alternative to a funeral of a child; (2) make arrangements necessitated by the death of the child; or (3) grieve the death of a child.

The Act defines “child” as an employee's son or daughter who is a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis.

Eligible employees may elect to substitute accrued and unused paid leave for unpaid leave for bereavement leave under the Act.

Section 4: Employee Benefits

4.2 Insurance Plans

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Medical and Dental	1	Early Retirement under the IMRF Pension Plan	
Life and AD&D Insurance.....	2		

Introduction

Eligible employees may enroll in certain group insurance plans based on their employment classification by timely completion of the required enrollment forms. The employee's portion of any required premium payment may be made through payroll deduction.

Group plans are subject to the rules and regulations of the insurance providers and the Mundelein Park District. Except where prohibited by law, the Park District reserves the right to change, modify, cancel or discontinue any group insurance plans or change the amount of the required employee premium at any time with or without notice. Employees' insurance under the plan(s) will terminate immediately if the group policies are cancelled or if the employee fails to make any required premium payment.

Newly hired employees do have to complete their Introductory Period before being eligible to participate in the plan.

Full-time Employee Insurance Plans

The following group insurance plans are limited to full-time employees and their dependents (as defined by the insurance providers).

Medical and Dental

Group medical, hospitalization, vision and dental insurance are available to all eligible full-time employees. Employees are expected to pay a portion of the cost. A summary plan description is available from the **Human Resource Manager**.

Life and AD&D Insurance

The Mundelein Park District provides all eligible full-time employees with basic life and accidental death and dismemberment (AD&D) insurance based on the employee's annual base salary. This insurance is currently provided at no cost to the employee. A summary plan description is available from the Human Resource Office.

Supplemental Life Insurance

The Mundelein Park District offers supplemental life and AD&D policies to eligible full-time employees and their dependents. The entire premium must be paid by the employee. Payment may be made through payroll deduction. Details on these plans are available from the Human Resource Office.

COBRA

The Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) (note: for insured plans, add the following: *and under Illinois law*) provides employees and their covered dependents the option to extend group health insurance coverage in the event the insurance terminates due to separation of employment, reduction of hours, death, divorce or legal separation, disability, or Medicare entitlement. Please contact the Human Resource Office for detailed information on COBRA and Illinois Law.

Early Retirement under the IMRF Pension Plan

Full-time employees electing to retire early under the IMRF Pension Plan may purchase continuous health insurance coverage under the Mundelein Park District's existing plan until age 65.

Waiving Coverage

Any eligible employee who chooses not to participate in the group insurance plan offered by the Mundelein Park District will be paid \$4000 annually. They must submit their intention in writing to the Human Resource Manager and provide proof of insurance coverage elsewhere.
Approved 11/24/2008.

Section 4: Employee Benefits

4.3 IMRF Pension Plan

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Introduction

Employees who work 1,000 hours or more annually are required to participate in the Illinois Municipal Retirement fund. IMRF provides retirement, disability and death benefits to eligible participants. These benefits are in addition to those provided by Social Security. The following presents a very brief description of IMRF. Complete details are available in the Human Resource Office.

Contribution

Participating employees contribute a certain percentage of their gross pay as determined by IMRF through payroll deduction. Contributions are tax deferred, that is, not subject to either federal or Illinois income tax, but will be subject to federal income tax when refunded or withdrawn as a pension or death benefit. The Mundelein Park District also contributes to IMRF as a percentage of total contributions. The Park District's contribution is to fund survivor's pensions, disability benefits, death benefits and the retirement costs of its employees.

In accordance with the relevant state statutes, all participating employees may utilize unpaid sick leave for the purpose of accumulating up to one year of additional pension service credit upon retirement. The additional credit would be earned at the rate of one month extra service for every 20 days of unpaid sick leave.

Return of Contributions

Refund

You may receive a separation refund of your IMRF contributions when you cease working in an IMRF-qualified position if:

Tier 1 – Prior to January 1, 2011

1. You are under age 55, irrespective of length of service;
2. You have less than eight (8) years of service, irrespective of age;
3. You are age 55 or over but your pension would be less than \$30 per month.

A separation refund consists of your IMRF contributions only. No interest is paid with a separation refund, nor are the Park District's contributions refunded to you.

Tier 2 – After January 1, 2011

1. You are under age 62, irrespective of length of service;
3. You have less than ten (10) years of service, irrespective of age;
3. You are age 62 or over but your pension would be less than \$30 per month.

A separation refund consists of your IMRF contributions only. No interest is paid with a separation refund, nor are the Park District's contributions refunded to you.

Pension

Tier 1 – Prior to January 1, 2011

If you are at least 55 years of age and have eight or more years of service credit, you may be entitled to a reduced retirement benefit. To receive full retirement benefits, you must be 60 years of age or older and have at least eight years of service credit.

Tier 2 – After January 1, 2011

If you are at least 62 years of age and have 10 years of service credit, you may be entitled to a reduced retirement benefit. To receive full retirement benefits, you must be 67 years of age or older and have at least 10 years of service credit.

Disability Benefits

IMRF provides monthly disability payments if an eligible member is unable to perform the duties of his position reasonably assigned by the Park District. You must have at least 12 consecutive months of IMRF service credit, at least nine months of service credit within the previous 12 immediately prior to the disability, and you may not be receiving any earnings from any employer.

Death Benefits

Under certain conditions, IMRF provides for lump sum payment or surviving spouse pension upon your death.