

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

Monday, October 22, 2018

7:30 p.m.

AGENDA

Call To Order:

Pledge of Allegiance:

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

Approval of Minutes: Committee Meeting October 8, 2018
Regular Meeting October 8, 2018
Executive Session October 8, 2018

Approval of Disbursements: Warrants – 100418, 100518, 101618, 101918, 102218 = \$288,728.50

Financials: September

Police Report: September

Correspondence: Letter from IDNR Director Rosenthal regarding release of PARC Grant funds

Old Business:

New Business:

1. Approve Purchase of Replacement Cardio Equipment
2. Approve Two Year Comcast Contract for Internet Service at Steeple Chase
3. IAPD Annual Meeting Credentials

Board Business:

Staff Reports:

Service Anniversaries October: Kimberly Wells 2006 (12); Janet Kalcsics 1997 (21)

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 Executive 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 name 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 President determines that allowing a speaker to address the Board again will contribute new testimony or evidence germane to an issue on the agenda for that meeting.
- C. Unless a representative spokesperson is appointed in the manner described in rule D, 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 comments; and (iii) whether the subject being represented by a group spokesperson shall be deemed to have waived their opportunity to speak independently unless the President 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
October 8, 2018

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 pm by Vice President ORTEGA.

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

Executive Director RESNICK reviewed the negotiations for installing solar panels on the Mundelein Community Center. She said our attorney had an issue with the length of the lease being longer than three years. He suggested a three year lease with three year renewal options.

One tax appeal was received by the District. Board members were asked to let the Executive Director know if they would like to attend the IAPD Legal Symposium.

Executive Director RESNICK reminded the Board that the Regent Center bathroom remodel project was discussed at the last Board meeting an electronic vote indicated Board approval. Vice President ORTEGA asked why the scope of work document indicated there was no performance bond required. Executive Director RESNICK said she would research and report back to the Board.

The Board was updated on a request from the Mundelein Fire Department to be included in a Memorandum of Understanding to allow use of the Mundelein Community Center for the distribution of medication in the event of an emergency.

Executive Director RESNICK requested an Executive Session for the purpose of discussing the purchase or lease of real estate.

Commissioner FRASIER moved to adjourn to Executive Session at 7:14pm, second by Commissioner McGRATH. A roll call vote was taken with Commissioners FRASIER, McGRATH, KNUDSON and ORTEGA voting yes.

Secretary

**MUNDELEIN PARK AND RECREATION DISTRICT BOARD OF
PARK COMMISSIONERS, MUNDELEIN, LAKE COUNTY, ILLINOIS
HELD MONDAY, OCTOBER 8, 2018 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 Vice President ORTEGA and he asked the assemblage to rise and recite the Pledge of Allegiance.

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

Commissioner McGRATH moved to approve the minutes of the Committee Meeting, Regular Meeting and Executive Session of September 10, 2018 and the Special Meeting of September 11, 2018, second by Commissioner KNUDSON. Vice President ORTEGA repeated the motion and asked if there were any corrections or additions and none were made. A voice vote was taken with voting yes.

Commissioner FRAISER moved to approve Warrants 091218, 091818, 092118, 092418, 100218, 100518 and 100818 in the amount of \$828,869.98 second by Commissioner KNUDSON. Vice President ORTEGA repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners FRASIER, KNUDSON, McGRATH and ORTEGA voting yes.

Commissioner McGRATH moved to place the August financials on file, second by Commissioner KNUDSON. Vice President ORTEGA repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners McGRATH, KNUDSON, FRASIER and ORTEGA voting yes.

Commissioner FRASIER moved to place the August Police report on file, second by Commissioner McGRATH. Vice President ORTEGA repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners FRASIER, McGRATH, KNUDSON and ORTEGA voting yes.

Correspondence

Vice President ORTEGA said letters congratulating the Park District on receiving awards at the IAPD Gala were received from State Senator Terry Link and State Representative Carol Sente. A letter thanking the Femont Township Highway Department was sent from the Park District. A thank you card was received from the Lake County Genealogic Society for the use of Park District facilities for their meetings.

New Business

Vice President ORTEGA reviewed the proposed contract from Brown & Root remodeling the bathrooms at the Regent Center. The Board discussed this work at the last meeting and an electronic vote was conducted. Commissioner FRASIER moved to approve a contract with Brown & Root in an amount not to exceed \$84,939.29 for the remodeling of the bathrooms at the Regent Center, second by Commissioner KNUDSON. Vice President ORTEGA repeated the motion and asked if there were any questions, none were raised. A roll call vote was taken with Commissioners FRASIER, KNUDSON, McGRATH and ORTEGA voting yes.

Vice President ORTEGA explained the Village's request to include the Park District with a Memorandum of Understanding with the Village and Lake County for the use of the Community Center to distribute medications in the event of an emergency. Commissioner McGRATH moved to approve a Memorandum of Understanding with the Village of Mundelein and Lake County for the use of the Mundelein Community Center for the distribution of medications in the event of an emergency, second by Commissioner KNUDSON. Vice President ORTEGA repeated the motion and asked if there were any questions, none were raised. A roll call vote was taken with Commissioners McGRATH, KNUDSON, FRASIER and ORTEGA voting yes.

Board Business

Commissioner McGRATH asked if there was an inventory of properties owned by the Park District. The map in the brochure does not identify parcels owned but not programmed. The Executive Director will have an inventory created. Commissioner FRASIER said this may be a way to identify land that is not used by the District that could be sold.

Vice President ORTEGA announced service anniversaries: Laurie Gembara, 33 years; Kathy Staufenbiel, 22 years; Candice Levine, 21 years; Rachael Staufenbiel, 6 years; Debra Engdahl, 17 years; Elizabeth Bedolla, 3 years; Natalie Hetzel-Barlow, 10 years; Dawn Fedrigon, 6 years; and Matt LaPorte, 1 year.

There being no further business, Commissioner McGRATH moved to adjourn at 7:40 p.m. second by Commissioner KNUDSON. The motion was unanimously approved.

Secretary



Illinois Department of Natural Resources

One Natural Resources Way Springfield, Illinois 62702-1271
www.dnr.illinois.gov

Bruce Rauner, Governor
Wayne A. Rosenthal, Director

September 25, 2018

Ms. Margaret Resnick
Executive Director
Mundelein Park District
1401 Midlothian Road
Mundelein, IL 60060

Re: Project #PARC 14-068
Chalet Recreation Center Addition

Dear Ms. Resnick:

The Department has received your final billing request for the above referenced project and I am pleased to advise that final grant reimbursement in the amount of \$1,379,804.51 has been approved. Accordingly, a voucher for that amount has been processed and a warrant from the State Comptroller's office should be forwarded to you within the next 30 days. Including any partial payment, you may have received, this reflects a total amount paid toward your grant of \$2,363,800.00.

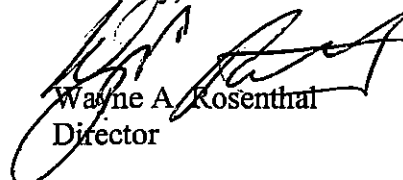
On behalf of the Department of Natural Resources, I would like to congratulate the Mundelein Park District on the successful completion of this project. Your commitment in helping to improve quality public recreation opportunities in Illinois is greatly appreciated.

In accordance with terms of the PARC grants-in-aid program, please keep in mind the following items:

- o Actual project expenditure records should be maintained for a three (3) year period and are subject to audit by representatives of the Illinois Department of Natural Resources and/or the Auditor General's office.
- o The land acquired and/or developed under the above referenced project must be maintained for public park and recreation purposes as so specified in the signed Project Agreement. No major deviations from the approved site development plan on file with the Department may be made without prior written approval from this agency.
- o Acknowledgment of PARC assistance must be permanently posted at the project site. It is my understanding Department grant staff provided your agency with the necessary language for the sign.

Once again, congratulations on the completion of this project.

Sincerely,



Wayne A. Rosenthal
Director

WR/kb

**MEETING REMINDER
MONDAY, OCTOBER 22, 2018**

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

Action Items

1. Approve Purchase of Replacement Cardio Equipment
2. Approve Two Year Comcast Contract for Internet Service at Steeple Chase Golf Club
3. IAPD Annual Meeting Credentials

Updates

1. Village Variance Request
2. Fort Hill Museum
3. Park District Property List

Action Items

Staff has selected replacement equipment for the cardio equipment that was damaged due to the flood. Because we are a member of the National Joint Purchase Agreement, we are able to purchase through their competitive bid process.

Staff recommends purchasing two (2) Precor AMT elliptical trainers, two (2) Precor EFX elliptical trainers, two (2) Precor treadmills, one (1) Stairmaster Gauntlet stepmill and one (1) Precor upright cycle bike from Direct Fitness Solutions for a total of \$56,230.

Internet service at the Clubhouse at Steeple Chase Golf Club is not as fast as desired. Staff discovered we can change from “Business 50” to “Business 75” to increase the speed. The cost for this service is actually \$30 less per month. The monthly fee is \$114.85. This is being brought to the Board for approval because the contract is two years long and exceeds staff’s one year approval authority.

Staff recommends approving a two year contract with Comcast for Business 75 internet service.

IAPD asks that the Park District appoint a Delegate and at least one Alternate who will attend the annual meeting and vote on behalf of the District.

Staff recommends appointing a Delegate and at least one Alternate for the Annual IAPD Meeting to be held Saturday, January 26, 2019 at 3:30 p.m.

Updates

Sponsorship Coordinator Tracie Ouimet and I attended the Village Planning and Zoning Commission Meeting October 17 and requested a variance to allow for a medical provider to occupy space at the Mundelein Community Center. The Commission voted to recommend the variance.

The agreement with the Historical Society of the Fort Hill Country expires this month. Since Dottie Watson passed away, I have spoken with two of their Board members, but they have not been able to meet with me. There is a guardian assigned to Dottie’s estate and there may be some artifacts in her home. I plan on meeting with their Board within the next two weeks to determine how we move forward. I also had an email exchange with a representative from the Libertyville Mundelein Historical Society. If the Fort Hill organization is no longer able to operate the museum, we may be able to work with the other group.

As requested, a list of all properties owned by the Park District was created and is enclosed. Staff is reviewing to determine best use of each parcel.

**MPRD Properties
October 2018**

PIN	Address	Park	Acres
10-13-106-059	1805 Harrison Street	Asbury	15.02
10-13-306-026	0 N. Midlothian Rd	Asbury	1.23
10-13-201-028	19448 W. Cambridge	Community Wetland	0.026
10-13-201-030	19463 W. Cambridge	Community Wetland	0.29
10-13-200-031	1770 N. Lake St.	Community Wetland	2.01
10-13-201-033	0 Harvard Ave	Community Wetland	16.83
10-13-200-018	0 N. Lake St.	Community Wetland	1.64
10-13-200-019	0 N. Lake St.	Community Wetland	2
10-13-200-016	29688 N. US Hwy 45	Community Wetland	2.02
10-13-200-017	29656 N. US Hwy 45	Community Wetland	2.01
10-13-200-020	0 N. Lake St.	Community Wetland	1.99
10-13-200-034	29514 N. US Hwy 45	Community Wetland	1.99
10-13-400-003	0 N. Lake St.	Community Wetland	3.12
10-13-400-004	0 N. Lake St.	Community Wetland	3.11
10-13-200-045	0 Cambridge Rd.	Community Wetland	8.98
10-13-400-011	410 Ambria Dr.	Community Wetland	35.29
10-13-300-044	0 Midlothian Rd	Community	0.77
10-13-300-042	1401 N. Midlothian Rd	Community	9.16
10-13-300-014	1401 N. Midlothian Rd	Community	10.08
10-13-400-008	1401 N. Midlothian Rd	Community	10.04
10-13-400-009	1401 N. Midlothian Rd	Community	10.01
10-13-300-046	1401 N. Midlothian Rd	Community	38.63
10-14-401-025	1800 Somerset Ln	Longmeadow	48.59
10-14-408-016	0 Kettering Rd.	Longmeadow	0.33
10-23-202-049	0 Ketting Rd.	Longmeadow	2.99
10-23-202-061	0 Franklin St.	Longmeadow	0.95
10-24-110-012	0 Evergreen Ct.	Mechanics Grove	2.63
10-14-307-003	0 Chadwich Way	Woodlands ???	2.16
10-14-302-015	0 Fieldcrest Dr	Woodlands ???	3.71
10-23-105-021	0 Kasting Ln	Woodlands???	1.44
10-23-105-029	0 Kasting Ln	Woodlands???	0.11
10-23-105-001	0 Kasting Ln	Woodlands	14.48
10-23-105-009	0 Kasting Ln	Woodlands???	1.63
10-23-102-024	0 Kasting Ln	Woodlands???	1.04
10-23-108-001	20518 W. Maple Ave	Barnhill/176 (east)	1.39
10-23-107-001	20580 W. Maple Ave	Barnhill/176 (west)	0.42
10-23-402-030	0 Buckingham	Leathers (west path)	3.29
10-23-400-003	0 W. Maple Ave	Leathers	1.88
10-23-400-004	0 W. Maple Ave	Leathers	4.6
10-23-400-006	0 W. Maple Ave	Leathers	5.01
10-23-400-007	0 W. Maple Ave	Leathers	1.06
10-23-400-016	0 W. Maple Ave	Leathers	5.81
10-24-300-003	0 W. Maple Ave	Leathers	4.11
10-23-411-014	0 Buckingham	Leathers	0.25
10-23-411-015	0 Buckingham	Leathers	0.26
10-25-112-060	0 W Crystal St	none	0.1


10-25-208-001	0 N. Pershing Ave	Memorial	6.59
10-25-227-001	633 W Courtland	Near Cardinal Terrace	0.18
10-25-227-010	0 S. Pershing Ave	Cardinal Terrace	2.67
10-25-301-043	857 Tall Grass Ln	Tall Grass Wetland	20.2
10-25-309-006	0 Townline Rd	Orchard View	0.23
10-26-405-005	499 Waverly Dr	Orchard View	6.09
10-26-405-006	535 Waverly Dr	Orchard View	0.23
10-26-405-007	539 Waverly Dr	Orchard View	0.27
10-26-405-008	543 Waverly Dr	Orchard View	0.27
10-26-405-009	0 Townline Rd	Orchard View	2.62
10-25-312-012	0 Wilderness Dr	Wilderness	11.7
10-25-436-001	396 S. Pershing	Wilderness	0.19
10-25-436-002	400 S. Pershing	Wilderness	0.17
10-25-427-080	0 Hillside Dr	Wilderness South	1.9
10-36-201-011	19462 W West Shore Dr	Wilderness South Easement	0.15
10-25-405-032	0 W Orchard St	Orchard Basin	2.17
10-26-200-019	0 N Southport Rd	Scott Brown	4.92
10-26-200-026	0 N Southport Rd	Scott Brown	0.05
10-26-202-008	0 N Southport Rd	Scott Brown	0.04
10-26-202-058	0 Summerhill Dr	Scott Brown	0.04
10-27-201-004	27240 LaVista Dr	Steeple Chase	118.2
10-27-303-006	27613 N South Turf Hill Dr	Steeple Chase	0.98
10-27-303-007	27348 LaVista Dr	Steeple Chase	1.02
10-27-303-011	27260 Primrose Ln	Steeple Chase	44.94
10-28-201-011	27501 Primrose Ln	Steeple Chase	38.15
10-35-209-013	0 Wortham Dr	Wortham	8.83
10-36-100-017	26630 N. IL Route 83	Diamond Lake Sports Complex	42.92
10-36-202-023	19195 W Fairview Dr	North Shore	2.81
10-36-200-001	26950 N Midlothian Rd	Diamond Lake	14.98
10-36-202-060	19309 W Forest Ln	Diamond Lake	32.97
10-36-202-061	19275 W Forest Ln	Diamond Lake	0.02
10-36-202-062	19193 W Fairview	Diamond Lake	10.08
10-36-202-063	19109 W Forest Ln	Diamond Lake	50.29
10-31-100-031	1016 Rays Ln	Diamond Lake Beach	4.62
10-31-100-036	1016 Diamond Lake Rd	Diamond Lake Beach	1.97
10-31-100-042	1016 Diamond Lake Rd	Diamond Lake Beach	0.53
10-31-100-043	1016 Diamond Lake Rd	Diamond Lake Beach	0.22
11-31-301-002	1016 Diamond Lake Rd	Diamond Lake Beach	0.45
11-31-122-001	0 Pleasure Dr	Diamond Lake Beach	0.13
11-31-122-002	0 Pleasure Dr	Diamond Lake Beach	0.11
11-31-122-003	0 Pleasure Dr	Diamond Lake Beach	0.11
11-31-122-004	205 Pleasure Dr	Diamond Lake Beach	0.11
11-31-122-005	209 Pleasure Dr	Diamond Lake Beach	0.11
11-31-122-006	0 Pleasure Dr	Diamond Lake Beach	0.11
11-31-122-023	124 Shady Ln	Diamond Lake Beach	0.23
11-31-108-017	1016 Diamond Lake Rd	Boat House	1.45
11-31-108-015	1016 Diamond Lake Rd	Boat Launch	1.97

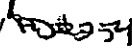
10-36-401-002	26499N IL Route 83	Wiech	0.47
10-36-408-023	26261 N Willow Ave	none	0.11
11-31-311-015	26245 N. Lake Ave	none	0.11
11-19-304-008	102 Goodwin Pl	Holcomb	0.27
11-19-304-009	110 Goodwin Pl	Holcomb	0.14
11-29-101-001	Hampton Ln	Noll	4.83
11-29-107-001	0 Hampton Ln	Noll	6.47
11-30-100-041	100 N. Seymour Ave	Kracklauer	2.53
11-30-119-001	601 E Noel Dr	Lions Field	1.77
11-30-217-014	0 Thomas Ct	Lions Field	1.02
11-30-217-001	0 Noel Dr	Lions Field	0.84
11-30-208-001	0 Brice Ave	Long Tree	0.12
11-30-214-030	912 Noel Dr	Hanrahan	8.62
11-30-214-074	French Dr	Hanrahan	0.96
11-30-214-150	0 Concord Cir	Hanrahan	3.29
11-30-313-001	0 E Hawthorne Blvd	Vaughn-Griglack	1.57
11-31-100-029	0 Rays Ln	Gordon Ray	0.5
11-31-100-030	0 Rays Ln	Gordon Ray	3.31
10-31-100-046	0 Russell Pl	Gordon Ray	0.27
11-31-118-018	Crane Ave	Gordon Ray	0.07
11-31-118-020	Crane Ave	Gordon Ray	0.07
11-31-118-021	Crane Ave	Gordon Ray	0.07
11-31-118-022	Crane Ave	Gordon Ray	0.06
11-31-200-006	0 Clearbrook Park Dr	Clearbrook	5.08
11-31-400-005	18349 W Shady Ln	Shady Lane	4.26
11-31-400-006	18291 W Shady Ln	Shady Lane	4.25
11-31-400-009	26311 N US Highway 45	Shady Lane	4.22
11-31-40-010	26315 N US Highway 45	Shady Lane	4.26
11-31-300-016	350 Hickory St	Hickory	5.86
11-31-300-028	18788 W Hickory St	Hickory	0.09
14-01-203-016	25855 N Eagle Dr	Indian Trails	2.31
		TOTAL	791.276



MEMORANDUM

To: Chief Eric Guenther

Cc: Deputy Chief Monahan 

From: Sergeant Paul Dempsey 

Date: Friday, October 12, 2018

Re: Park District Report --September 2018

There were three (3) calls for service in the area parks during the reporting period, which is slightly lower than normal with park district activity during this time of year. The calls were minor in nature which included a property damage accident, lewd conduct and a theft report.

There were a total of 37 park checks initiated by the patrol officers during this month. There were no patterns or crime trends discovered during this month.

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

- On 09/02/18, Officer Guenther responded to the Parkview Fitness Center for a property damage accident. Subject was backing out of his parking space and accidentally struck an unoccupied parked vehicle.
- On 09/10/18, Officer Ahern responded to the Diamond Lake Recreational Center for a suspicious subject report. Officer Ahern made contact with an adult male subject sitting in his vehicle with pornographic material and alcohol. Subject was later arrested for lewd conduct and unlawful conduct related to alcohol. He was also trespassed from the property.
- On 09/24/18, Office Stadler responded to Hickory Park for a theft report. The complainant was playing soccer when an unknown male subject wearing a black hoodie, light blue pants and black shoes took his iPhone from a small bag. Extra patrol requested.

Officers will continue to perform walk-throughs at Park View for community building efforts, 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 September 2018 Park District reports for your review.

Please contact me if you have any questions.

Courage. Pride. Commitment.

To: Board of Park Commissioners

From: Bill Brolley, Golf Operations Manager

Subject: Steeple Chase Operations – October 2018

	2017	Budget	2016
Golf Revenue (September)	\$170,563	\$161,869	\$154,533
Merchandise (September)	\$ 13,421	\$ 11,900	\$ 10,346
Food & Beverage (September)	\$ 34,452	\$ 26,866	\$ 24,524
Miscellaneous (September)	\$ 262		\$ 17
Gift Cards (September)	\$ 3,617		\$ 1,083
Total September Revenue	\$222,315	\$ 200,635	\$190,503
Golf Revenue (10/1- 10/16)	\$ 62,511		\$ 46,206
Merchandise (10/1-10/16)	\$ 7,383		\$ 4,182
Food & Beverage (10/1-10/16)	\$ 9,810		\$ 9,933
Miscellaneous (10/1-10/16)	\$ 76		\$ 38
Gift Cards (10/1-10/16)	\$ 1,093		\$ 2,047
Total Revenue October 1-16	\$ 80,873		\$ 62,406
Golf Revenue (ytd)	\$1,025,716		\$1,000,908
Merchandise (ytd)	\$ 73,955		\$ 77,812
Food & Beverage (ytd)	\$ 173,546		\$ 179,655
Miscellaneous (ytd)	\$ 16,127		\$ 13,345
Gift Cards (ytd)	\$ 23,665		\$ 17,976
Total Revenue (YTD 10/16)	\$1,313,009		\$1,289,696
Paid rounds (September)	3,616		3,324
Paid rounds (10/1-10/16)	1,425		1,140
Paid rounds year to date (10/16)	21,688		20,968

September started out really bad with rain every day during Labor Day Weekend. After the first four days of September we were down almost 300 rounds compared to 2017 and down a little over \$19,000 in total revenue. We had to close the back nine on Labor Day until 11:00 a.m. because carts could not get through certain areas on the cart path. We were cart path only for several days after that which caused us to fall a little further behind in rounds. Also, September of 2017 was one our best September's in the last ten years. October has not been any better as far as the weather conditions. It has been very cold and wet for most of the month. So far in October we are down about 300 rounds and about \$18,000 in total revenue compared to 2017. Year to date we are down 720 rounds and about \$23,000 in total revenue. For total bottom line, net revenue and expenditures, at the end of September we are ahead of budgeted totals by \$42,510.

We held our fall scramble on October 13th with had 16 teams signed up. All 16 teams played after about an hour and half frost delay. We had a 24 person outing right behind the scramble and the first open tee time was not until 2:00 p.m. on one of the very few decent days we have had recently.

The aeration to the greens that was done on September 16th and 17th healed up quickly and the greens are in good shape.

September Comparison for the past 5 years

	2014	2015	2016	2017	2018
Total Revenue	\$185,385	\$204,197	\$191,596	\$222,315	\$190,503
Rounds	3,480	3,338	3,231	3,616	3,324

MEMO TO: Board of Park Commissioners

FROM: Ron Doruff, Golf Course Superintendent

SUBJECT: Golf Course Grounds Report – October, 2018

This fall has not been a good time for working on our projects. With over three inches of rain in the first week of October and the cold/frosty mornings, it has just about put a stop to projects. Hopefully, the second half of the month will be better so we can get some work done.

The first project we were going to work on was to fill in the first half of the sand trap on #13. We would sod/seed that area. One of our on-going projects is repairing the drainage in the sand traps. After repairing the drains in the traps we replace the sand with new. The next three traps we will be trying to complete this fall will be the sand traps by #6 green. We have a total of 11 traps remaining to be repaired.

The fall aeration was finished by the end of September. All of the areas have healed up better than most years. This is mostly due to the warm and rainy periods.

It's always a challenge to keep up with the falling leaves. This year has been no exception. The leaves have been coming down at a nice pace. We have been busy trying to keep the course clean. The grass has slowed in growth because of the cold nights which always helps free us up for clearing the leaves.

The crew size is starting to dwindle and we are quickly approaching our winter crew size. Of course it would be nice to have a bigger crew so projects could be completed. We do what we can with the number of crewmembers we have.

Most of the areas that need to be sodded have been completed. Some of these areas were where tree stumps were ground out. We still have four Blue Spruces that need to be planted behind #3 tee.

We will be turning off the irrigation system and blowing out the water the first week of November. Then we will wait for the season to be over and the course to be closed before we apply our winter snow mold treatments. Then we will be putting down the last fertilizing treatment of the season on the greens, tees, and fairways to help the course in the spring.

To: Board of Commissioners

From: Derek Solberg, Superintendent of Buildings and Grounds

Re: Parks Department Report – October 2018

The athletic court construction work is progressing at Community and Scott Brown Parks. Paving is complete, drainage has been installed around the asphalt and fencing has been installed at both Community and Scott Brown. The next step is the color surfacing and striping. The weather will decide whether the contractor is able to complete the work this Fall or needs to wait until Spring. Upon completion of the color and striping all that remains is grading and seeding the areas outside of the courts.

Building maintenance staff continue to work to improve all District buildings. At the Regent Center staff are assisting with this year's phase of improvements. This work includes installing new flooring and painting portions of the building both of which are being completed in-house. The project to re-roof the gymnasium portion of the Community Center is underway and going smoothly so far. Also at the Community Center the exterior windows at Big and Little and the columns at the main entrance have had some rotted wood replaced and repainted.

The Grounds staff has spent much of their time on the regular park service rotation alongside some maintenance and upkeep projects related to landscaping. A tree was planted at Longmeadow Park as part of the dedication tree program. A roller slide was removed at Lincoln School playground and replaced with a conventional slide. This was required due to wear on the roller slide. Repairs were costly and replacing it with a new slide was the best option. Athletic fields were recently fertilized. The shelter at Indian Trails Park has been sanded and stained with the project near completion. Next will be the observation deck at Diamond Lake Sports Complex. At Orchard View Park a washout that was threatening the path has been repaired by adding rip-rap stone.

At Holcomb Park the contractor is set to arrive any day to begin work on the site. They reported a delay in the anticipated start date due to weather. First they will grade and prep the site for the playground followed by installation of the playground itself.

Aquatics maintenance is focused on winterization of the equipment at Barefoot Bay and the Spray Park. Preparing equipment that moves a lot of water to survive the coldest months without suffering damage is a big task. Additionally at Barefoot Bay the Lazy River is being prepped for painting to keep it looking and maintained in top condition.

All staff are preparing the snow/ice removal fleet, parks and buildings for winter.

Memorandum

To: Park District Board of Commissioners
From: Matt LaPorte, Superintendent of Recreation
RE: October 2018

Programs

The next brochure covering winter and spring activities has been sent to the printer. The brochure should arrive in homes during the week of November 7 with registration opening on November 14.

The start to the fall season has been packed with several picture-worthy special events. The Chase 5K was redesigned this year and was a successful event. The event raised \$800 in revenue for the Mundelein Parks Foundation. Held at twilight at Steeple Chase Golf Course, a total of 97 participants ran or walked on the cart paths along the course. This was an increase from just 32 last year.

Approximately 150 walkers participated in the GO Lake County Walking Event on a beautiful Saturday morning at Independence Grove on September 29. Twelve walkers represented the GO Mundelein program. Our own GO Mundelein walking event was held on October 13 in conjunction with the Doggy Trick or Treat event. Approximately 15 walkers participated in this walk through Asbury Park. The District's newest event, Doggy Trick or Treat was a huge success. Approximately 350-400 people attended the event with 170 dogs in attendance as well. The dogs and their companions ran through an agility course, enjoyed "Pup-ichinos", bobbed for weenies and enjoyed other dog friendly games. Contests for best costume, cutest dog and various other categories were held. Fourteen vendors were also on hand to promote their local pet-friendly businesses. This event helped introduce many new people to the Park District while also connecting us to several new businesses. Upcoming events include the October 27 Boo Bash and the November 4 Pumpkin Drop.

Another year of the District's award winning Mundelein Dance Company program began in September, with 230 dancers enrolled. This is up 30 participants from last season. Fifteen dancers also participated in an Acrobatic Workshop where they learned advanced skills in tumbling, balance, flexibility and strength. Staff has successfully used workshops of this kind to enhance the dance program and help it stand out from other local studios.

The fall softball season has gone well, with very little interruption from the weather. The Thursday league finished up September 27 and the Tuesday night league is scheduled to end October 23. Registration for the upcoming Men's basketball league is ongoing. League play begins November 8. Registration is slow, but is typical of past years. Last year, we registered seven teams, with most teams registering days before the deadline. Youth basketball league registration for 1st/2nd and 3rd/4th grades has been unusually slow. We have pushed back the deadline for registration a week in order to try to reach the minimum needed and have at least two teams in each league. Should the league not run, there is another league for the 3rd/4th and 5th/6th grades starting in January and 1st/2nd grades starting in March. Girl's Feeder basketball is also having a tough time with registration for the upcoming tryout, despite the program being heavily marketed. Tryouts are scheduled for October 21 from 2-4 pm. Lastly, the affiliate programs are entering the final few weeks of their leagues. AYSO soccer still has a few weeks remaining and will be ending around the end of October, weather permitting. The Lake County Stallions' season will continue for several more weeks as well. The cheerleaders move into competition season with their season wrapping up with the state competition during the first week of December.

Enrollment at Big & Little is up by five children from last year, of which we grew by three children in the full-time category. Enrollment is now at 61 children with 18 registered as full-time, 25 in full day and 18 at half days. Big & Little and Learning Center Preschool staff attended an in-service on Nursemaid's Elbow provided by Dr. Verena Schreiber from North Shore Orthopedics. Child Care staff will also be completing First Aid training on October 17 with the Mundelein Fire Department. Additionally, staff are completing their required Mandated Reporter training this month in order to meet DCFS licensing regulations. Big & Little also successfully passed the recent Radon test. This required test is completed every three years to ensure levels remain below the EPA action level. Our date of re-licensing through DCFS has been scheduled for November 15. Learning Center Preschool is also up in enrollment by four students this fall from last year. In September, the decision was made to eliminate the Puterbugs program. Director Laurie Gembara has used that money to put more value back into the program while balancing the budget. Two examples of the positive changes include the decision not to charge parents for their Weekly Reader program, as it was in the past, and parents were not charged for the upcoming Country Bumpkin field trip. Last, enrollment in the Rec Connect Before & After School program is up by 20 participants from last year. There are 91 students at Dunbar Recreation Center site and 92 at Washington School. Additionally, a Day Off program was held for local students who were off on Columbus Day and received 49 participants, seven of which were non-Rec Connect students.

Rentals

With the ongoing construction at the Regent Center, rentals at the Dunbar Recreation Center are up. A total of 10 rentals were held at Dunbar during the month of September for revenue of \$1,566. Interest in the facility continues to grow as people see the facility during the events, parties and programs that are held at the facility. The Dunbar Recreation Center was the host site of the Illinois Parks & Recreation Associations' Facility Management section meeting on October 3. Approximately 50 facility managers from around the metro area attended the meeting. Three rentals were held at the Regent Center in September which brought in \$2,058 in revenue. The bathroom renovation at the Regent Center is on schedule to conclude at the end of October, just in time for the busy holiday season. We will be hosting a few events this winter which will help showcase the facility and perhaps drive more rentals to the Regent Center. Shelter rental season is starting to wind down. A total of 66 shelter rentals took place May through September for a total revenue of \$3,500. Similarly, boat launch permits are winding down. There was a total of 198 permits issued, 161 from residents for a total revenue of \$17,828.

Facilities

Construction at the Regent Center started September 24. The work includes the remodel of the bathrooms and front foyer. Separately, Parks Maintenance staff are taking the opportunity to replace the carpet in the back hallway which connects the entrance foyer to the classrooms. The carpet will be replaced with vinyl tile which will match the flooring in the large ballroom. The walls have also been repainted and the ceiling tiles are being replaced. All work is estimated to be completed by November 2. The Regent Center membership grew by seven members during the month of September. Membership is now at 397 members for the year. This is up by seven members from this time last year. Twenty-eight participants traveled to scenic Cedarburg, Wisconsin on October 10 to visit Civil War Era historical sites and enjoy a day of shopping and dining. The final trip for the year, a Dicken's Holiday Village, will take place on November 30 and features a visit to Antioch for a re-enactment of classic Dicken's era figures and a trip to Chicago's Botanic Gardens for their Wonderland Express display.

The Mundelein Community Center and Regent Center will once again be polling sites for the November elections. Machines should arrive either November 2 or 5.

This was a great summer for the outdoor aquatic facilities. Attendance and revenue was up at all three of the facilities. The weather helped play a role in that, with the average temperature up almost 3

degrees from last year and there were six less days of rain this year. Oddly enough this was the rainiest summer, with 20 inches of precipitation, but the rain came in concentrated dates and did not have a significant impact on operations like we have had in past years. In total we averaged 117 more people per day compared to last year at our facilities. Barefoot Bay was up nearly 17% this year and led to the 3rd highest participation in history. Season pass holder attendance remained about the same while daily and rental attendance was also up this year. In terms of attendance breakdown, 21% of visits came from pass holders, 59% from daily passes and 20% came from rentals. The attached chart further illustrates these statistics in comparison to past years.

Also attached is a grid of the Parkview Membership performance during the month of September. Membership numbers slid backwards as the month of September ended. These statistics are a little misleading due to a variety of factors. Membership numbers typically decrease in August and September in fitness facilities. Additionally, the members on our summer three month promotional membership and those on the month to month passes for September came up for expiration. These decreases were expected. Encouragingly, sales in the new membership structure grew by over 100 members and is attributed to new pass sales along with some of the summer and monthly pass holders enrolling in the new structure. Additionally, staff introduced complimentary equipment orientations and consultation in September for new or existing members. Sixteen consults/orientations were provided. This small benefit helps the member feel more comfortable at the facility and allows them to get to know another staff member, two things that lead to increased odds of retaining that member over time. In other news, staff did outreach to Del Webb community and will be offering four demo classes at their fitness facility. The hope is to showcase what we have to offer at Park View Fitness to the Del Webb residents, who may not know otherwise. Several of the group exercise instructors attended the SCW Fitness Convention in October to further their continuing education and maintain their national certification in fitness.

Mundelein Parks Foundation

The Foundation balance through the end of September was \$12,308.91, for an increase of \$312.34 since last month. Deposits of \$73 from the donation box at the community center and \$239.25 from the Arts Show were collected. No additional scholarships have been requested since the last report.

Recreation Advisory Committee

Carol Krinski has accepted an invitation to join the Recreation Advisory Committee. Julie Port has moved out of Mundelein and has resigned from the committee. There are currently six members on the Recreation Advisory Committee. The next meeting is October 23 at 6:45 pm, tentatively set to be held at the Regent Center.

Attachments

Aquatics Summer Attendance

Parkview Fitness Membership Summary

2018 Summer Attendance Data

Barefoot Bay

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Admission with Passes	32,055	24,894	27,085	30,702	26,594	30,824	19,562	14,977	10,486	9,224	13,992	13,955
Daily	23,042	25,833	22,222	32,355	28,548	30,749	23,244	28,730	30,732	34,099	30,950	38,489
Rental Attendance	1,455	4,423	4,549	8,632	7,525	11,009	9,868	8,727	12,524	11,428	11,050	12,948
Ave. Max Temp	81.42	79.99	76.36	83.68	82.26	85.30	80.48	80.59	79.02	82.77	80.53	83.48
Total Precipitation	14.21	10.71	15.60	13.09	13.67	9.60	12.09	16.90	17.90	13.63	15.27	21.38
Total Days of Precipitation	27	25	41	26	25	21	42	43	57	39	45	39
Total Attendance	56,552	55,150	53,856	72,461	62,784	72,582	52,674	52,434	53,742	54,751	55,992	65,428
Ave. Daily Attendance	725	641	589	847	724	867	614	558	640	676	691	808
Days Open	78	87	87	85	74	85	76	82	84	81	81	81

Diamond Lake Beach

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Admission with Passes	1,520	1,556	1,382	2,418	2,721	3,234	1,313	586	557	313	223	228
Daily	1,291	1,676	1,431	2,479	2,651	2,719	2,404	1,780	2,651	3,328	2,841	3,170
Rental Attendance	-	-	685	447	1,448	673	588	1,748	1,114	862	999	2,712
Ave. Max Temp	82.18	81.31	77.24	83.99	83.83	86.36	80.03	80.29	78.46	82.74	81.45	82.74
Total Precipitation	7.58	8.7	8.83	10.13	10.28	7.10	10.49	11.83	10.63	9.34	14.03	11.18
Total Days of Precipitation	22	24	28	28	19	14	28	30	35	25	31	22
Total Attendance	2,811	3,232	3,498	5,344	7,270	7,836	4,290	4,082	4,322	4,503	4,063	6,110
Ave. Daily Attendance	40	64	50	74	104	112	61	58	76	78	77	105
Days Open	58	63	53	53	56	62	49	52	57	58	53	58

**Park View Fitness
Memberships**

MEMBERSHIPS	As of Sept 14	30-Sep	31-Oct	30-Nov	31-Dec
OPEN/ACTIVE PROMOTIONAL MEMBERSHIPS					
PV 10 Visits	15	21			
OPEN/ACTIVE MEMBERSHIPS					
PV Individual	133	189			
PV 2 or More	131	198			
Track	243	244			
CLOSED/ACTIVE MEMBERSHIPS					
Ultimate Summer	71	7			
Premium Monthly	356	279			
Premium Annual	457	438			
Group Ex Annual	13	11			
Group Ex Monthly	28	14			
Pool Monthly	65	32			
Indoor Pool Annual	129	123			
MEMBERSHIP TOTALS	1641	1556	0	0	0

2019 Special Events *Calendar*

February

2 Enchanted Princess Ball

March

16 St. Patrick's Day Party

April

18 Flashlight Egg Scramble

19 Spring Egg Hunt

22 Earth Day Party

May

11 Mother's Day Event

June

20 Movie in the Park & Big Wheel Race

22 Beach Bash & Cardboard Regatta

July

4 Freedom Classic 5K

13 Barefoot Bay Margartiville

27 Barefoot Bay Craft Beer Night

August

6 National Night Out: Movie in the Ball Park

September

7/8 Mundelein Arts Festival

16 Chase the Moon 5K

21 Old School Indoor Drive In

October

12 Doggy Trick or Treat

25 Zombie Apocalypse

26 Boo Bash

November

2 Pumpkin Drop

8 Family Game Night

28 Turkey Burn

December

6 Tree Lighting

7 Polar Express: Tentative Date

14 Breakfast N' Story with Santa

**Mundelein Parks & Recreation District
Memorandum**

To: Board of Commissioners
From: Laura Erickson, Superintendent of Business Services and Technology
RE: Board Report - October 2018
Date: October 17, 2018

Finance

The business services department successfully completed the implementation of our new financial software BS&A. All of our staff did a great job learning the new system and they continue to find ways to ensure we are using the software effectively and efficiently. The 2019 budget process is underway and is planned to be presented to the Board at the November 26th meeting. We received the final payment of the IDNR PARC Grant which totaled \$1,379,804.51.

Human Resources

Anthony Nitti completed the payrolls for the periods of 9/16/18 – 9/29/18 for 182 employees and 9/30/18 – 10/13/18 for 174 employees. We are recruiting for the following positions: Swim Lesson Coordinator, Indoor Pool Swim Instructor, Athletic Program Supervisor, Dance Instructor, Fitness Instructor, Customer Service Attendant, Grounds Maintenance and a few other various positions. HR also helped coordinate and hosted the monthly employee birthday party and the wellness golf outing at Steeple Chase.

IT

Our new intranet is in the final stage of completion and is scheduled for implementation on November 1st. An IT planning meeting will be held this week with our consultant Version2 to review our 2019 work plan and discuss long range planning.

Risk Management

The training topic for October is Statements of Admission. The next monthly Safety Committee meeting is scheduled for October 24th. The 2018 PDRMA Loss Control Review is complete. All submissions to PDRMA for recovering points were completed on October 1st. The final report has not yet been received.

Check rides were conducted for 18 staff members who drive Park District vehicles and these were last completed two years ago. Best practices include conducting check rides every two years, in addition to pulling driver abstracts from the state every year.

Fall protection hazard assessments were reviewed and updated by all departments. This is the annual assessment of all work tasks or activities done at elevated heights (over 4 feet general industry/6 feet construction) and the selection of fall protection methods to safeguard employees. Fall protection equipment (harnesses) was also inspected. In addition, the Risk Manager completed Mental Health First Aid Training.

Property Loss Report

Oct 3	Unknown cost	Ruts in park and marks on pavement of parking lot of DLSC – reported to police.
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Employee Injury/Illness Summary - None to report at this time.

Risk Management (continued)

Accident/Incident Summary

Sept 19	Rec Connect	Boy, 7, slide ring hit him in the head, bruise.	First-aid
Sept 24	Rec Connect	Boy, 6, bump on head, fell off of bench during snack time.	None
Oct 1	Indoor Pool	Adult Male leaned over in the locker room and stood up hitting his head on the end of the wire shelf in the men's locker room.	EMS/not transported. First-aid and recommended to go to Urgent Care.
Oct 3	Rec Connect	Girl, 7, hit accidentally with water bottle swung by another child.	First-aid
Oct 4	Rec Connect	Boy, 6, running and bumped into another child. Fell and bumped his head.	First-aid
Oct 4	Rec Connect	Boy, 8, accidentally elbowed above the left eye while playing football. Laceration	First-aid