

MUNDELEIN PARK & RECREATION DISTRICT
REGULAR BOARD MEETING
Monday, October 23, 2017
7:30 p.m.

AGENDA

Call To Order:

Pledge of Allegiance:

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

Approval of Minutes: Committee Meeting October 9, 2017
Regular Meeting October 9, 2017

Approval of Disbursements: Warrants 101217, 101717, 102017, 102317 \$856,621.20

Financials: September

Police Report: September

Correspondence:

Old Business:

New Business:

1. Resolution 17-10-01 Recognizing Rita Kipp
2. Appoint Delegate to IAPD Meeting

Board Business:

Staff Reports:

Service Anniversaries September: Elizabeth Bedolla 2015 (2); Deb Engdahl 2001 (16);
Dawn Fedrigon 2012 (5); Laurie Gembara 1985 (32);
Natalie Hetzel-Barlow 2008 (9); Candice Levine 1997 (19);
Kathy Staufenbiel 1996 (20); Rachael Staufenbiel 2012 (5)

Service Anniversaries October: Janet Kalcsics 1997 (20); Kimberly Wells 2006 (11)

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

Action on Items Discussed in Closed Session, if Necessary:

Visitors:

Adjournment:

Rules for Public Comment:

- A. At the start of the period for public comment the board President or acting chairperson will advise the public:
 - 1. The amount of time permitted for public comment;
 - 2. That all speakers state their names and addresses before addressing the Board;
 - 3. To avoid repetitive comments, testimony and general questions; and
 - 4. To appoint only one person to speak on behalf of a group.
- B. Each person will be permitted to speak one time only, unless the Chair determines the allowing a speaker to address the Board again will contribute new testimony or evident germane to an issue on the agenda for that meeting.
- C. Unless a representative spokesperson is appointed in the manner described in rule E, all comments from the public will be limited to no more than three (3) minutes per person.
- D. Groups may register a representative spokesperson by filing an appearance form no later than one (1) hour in advance of a meeting. The appearance form must designate (i) the number of people the designee represents for the purpose of making public comment; (ii) the subject matter of the public comment; and (iii) whether the subject matter is germane to an item on that meeting's agenda. Any person identified as being represented by a group spokesperson shall be deemed to have waived their opportunity to speak independently unless the Chair determines that allowing such a speaker to address the Board will contribute new testimony or evidence germane to an issue on the agenda for that meeting.
 - 1. A representative spokesperson who timely files a complete appearance form to speak on a matter germane to the agenda shall be permitted to speak for three (3) minutes for each person being represented, up to a maximum of fifteen (15) minutes.
 - 2. A representative spokesperson who timely files a complete appearance form to speak on a matter not germane to the agenda shall be permitted to speak for three (3) minutes for each person being represented, up to a maximum of nine (9) minutes.
- E. The Board shall not respond to questions posed during public comment. All questions shall be recorded by the Board secretary and a response shall be presented either during the next regular Board meeting or in writing before such meeting.
- F. All comments must be civil in nature. Any person who engages in threatening, slanderous or disorderly behavior when addressing the Board shall be deemed out-of-order by the presiding officer and his or her time to address the Board at said meeting shall end.

Approved 4/14/2014 Board Meeting

Mundelein Park & Recreation District
Committee of the Whole
October 9, 2017

The Committee of the Whole meeting of the Board of Park Commissioners of the Mundelein Park and Recreation District was called to order at 7:00 p.m. by President DOLAN.

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

Executive Director RESNICK shared two concept drawings for the new park in the Holcomb subdivision. One of the drawings showed three parking spaces and Commissioner FRASIER asked why one had it and one did not. Executive Director RESNICK said the landscape architect was just showing that three spaces could be constructed if the District wants them. The Board felt parking was not needed since the intended users of this park were those in the neighborhood.

Commissioner ORTEGA asked about the labeling of the elements. Executive Director RESNICK explained they just identified that one piece of equipment would be for 1-5 year olds and the other for 5-12 year olds. No specific equipment had been chosen yet. The next step is to have specifications developed to have the house and garaged razed and then invite residents to comment on the two designs.

The Board reviewed the concept drawing for the Shady Lane property. The landscape architect is recommending securing an easement from the property owner to the east for access rather than improve Shady Lane. Commissioner FRASIER commented on the distance from the proposed parking to Clearbrook Park. He feels this does not improve access to Clearbrook Park and it will not increase use of that park. The Board felt that using Shady Lane to access the property was a better option.

Feedback from residents near Scott Brown Park had been solicited through a letter mailed to 130 homes, posted on Facebook and the District's website. There were 40 people who either emailed, posted on Facebook or called the District. Of those, 60% requested the tennis courts be rebuilt. Staff will include two new tennis courts in the 2018 budget.

The Lake County Board of Review notified the District of nine property owners who have appealed their property assessment by more than \$100,000.

The Committee meeting adjourned at 7:25 p.m.

Secretary

**MUNDELEIN PARK AND RECREATION DISTRICT BOARD OF
PARK COMMISSIONERS, MUNDELEIN, LAKE COUNTY, ILLINOIS
HELD MONDAY, OCTOBER 9, 2017 AT 7:30 P.M. AT THE
MUNDELEIN COMMUNITY CENTER ADMINISTRATIVE OFFICES,
1401 NORTH MIDLOTHIAN ROAD, MUNDELEIN, ILLINOIS**

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

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

Commissioner McGRATH moved to approve the minutes of the Committee Meeting and Regular Meeting minutes from September 11, 2017, second by Commissioner ORTEGA. President DOLAN repeated the motion and asked if there were any corrections or additions and none were made. A roll call vote was taken with Commissioners McGRATH, ORTEGA, FRASIER, KNUDSON and DOLAN voting yes.

Commissioner FRASIER moved to approve Warrants 091517, 091917, 092017, 092217, 092917, 100317, 100417, 100617 and 100917 and in the amount of \$1,138,537.64, second by Commissioner ORTEGA. President DOLAN repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners FRASIER, ORTEGA, KNUDSON, McGRATH and DOLAN voting yes.

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

Commissioner FRASIER moved to place the August Police Report on file, second by Commissioner KNUDSON. President DOLAN repeated the motion and asked if there were any corrections or additions and none were made. A roll call vote was taken with Commissioners FRASIER, KNUDSON, McGRATH, ORTEGA and DOLAN voting yes.

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

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

Secretary

**MEETING REMINDER
MONDAY, OCTOBER 23, 2017**

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

Action Items

Old Business

New Business

1. Resolution 17-10-01 Recognizing Rita Kipp
2. Appoint Delegate to IAPD Annual Meeting

Updates

1. Holcomb Property
2. Marketing Report
3. Tax Appeal

New Business

The Board will recognize Rita Kipp's 34 years of service with a Resolution to be presented to her at the Board Meeting.

Staff recommends approving Resolution 17-10-01 recognizing Rita Kipp for her service to the District.

The Board must appoint a delegate and at least one alternate to attend the IAPD Annual Meeting and vote on the District's behalf. The meeting will be held during the IAPD/IPRA Conference, January 20, 2018 at 3:30 p.m.

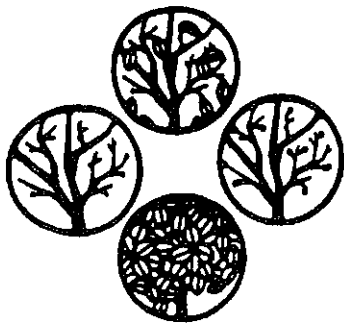
Staff recommends appointing a delegate and at least one alternate to represent the District at the IAPD Annual Meeting.

Updates

The Parks Department will begin the task of clearing out the 102 Goodwin property. We will be working with SWALCO to recycle household chemicals, electronics and textiles. HR Green has developed specifications for the demolition of the house and garage and the goal is to have this work done before the end of the year.

Attached is the 3rd Quarter Marketing Report. As you will see, the drop in Social Media and Online impressions from August to September is dramatic. We have just begun tracking these views, so I can only guess it is due to the end of the season for the aquatic facilities. Next year we will have benchmarks for comparison.

We received a notice from the Lake County Board of Review of one property owner appealing their taxes based on their belief the Assessor over assessed their property by more than \$100,000. The County handles these cases.



MUNDELEIN PARK & RECREATION DISTRICT

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

RESOLUTION 17-10-01

**MUNDELEIN
COMMUNITY CENTER**
1401 North Midlothian Road
(847) 566-0650

**BAREFOOT BAY
FAMILY AQUATIC CENTER**
1461 North Midlothian Road
(847) 566-8661

**BIG & LITTLE CHILD
DEVELOPMENT CENTER**
1401 North Midlothian Road
(847) 388-5440

**DIAMOND LAKE
RECREATION CENTER**
1016 Diamond Lake Road
(847) 566-5650

THE REGENT CENTER
1200 Regent Drive
(847) 566-4790

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

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

WHEREAS, Ms. Rita Kipp has for over 34 years been a loyal and dedicated employee of the Park District receiving its Employee of the Month and Employee of the Year awards ; and

WHEREAS, Ms. Rita Kipp has unselfishly given her time, talent and devotion to the Park District customers and staff; and

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

WHEREAS, Ms. Rita Kipp was instrumental in the development of the Mundelein Parks Foundation, granting financial assistance to hundreds of families so that they may enjoy Park District programs; and

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

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

Resolved this 23rd day of October 2017

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



MARKETING CHANNEL HIGHLIGHTS

	July 2017	Aug 2017	Sept 2017
Facebook – MPRD			
Total Likes	2952	3013	3037
Total followers	2887	2953	3023
Total Monthly Reach	1,387,426	1,061,949	723,065
Monthly Engagement	130,526	95,623	71,431
Definitions Total Likes: Lifetime: The total number of people who have liked your Page. (Unique Users) Total Followers: A follower sees our posts in their News Feed. Monthly Reach: 28 Days: The number of people who have seen any content associated with your Page. (Unique Users) Monthly Engagement: 28 Days: The number of people who engaged with your Page. Engagement includes any click or story created. (Unique Users)			
Twitter			
	July 2017	Aug 2017	Sept 2017
Impressions	9,022	15,400	9,000
Followers	664	687	694
Top Tweet	4th of July parade float	Cardboard Regatta	Lakewood Hts. Basketball courts
Instagram			
	July 2017	Aug 2017	Sept 2017
Followers	298 followers	309 followers	312
Website			
	July 2017	Aug 2017	Sept 2017
Number of Sessions	19,419	14,200	6,900
Number of Users	13,350	9863	4,700
% Visits-Returning Visitor	42.6	45.6	48.8
% Visits-Unique Visitor	57.4	54.4	41.2
Page Views	39,026	28,750	14,816
Most Visited Page	Barefoot Bay	Barefoot Bay	Home Page
2nd Most Visited Page	Home Page	Home Page	Park View
3rd Most Visited Page	Indoor Pool	Indoor Pool	Indoor pool
% mobile v. desktop v. tablet	66.2% mobile, 28.1% desktop, 5.7% tablet	58.4% mobile, 35.7 % desktop, 5.8% tablet	41% mobile, 52% desktop, 7% tablet

Digital Online Brochure		
	Views	Subscribers
Summer2017	7263	341
Fall 2017	2836 (views still in progress)	412

Constant Contact e-newsletters						
		Industry Average: 16.4%	Industry Average: 6.9%		How viewed	
Topic	Date	Open Rate	Click Rate	Unsubscribe	Desktop	Mobile
Monthly Newsletter, July	July 1	25%	7%	4	51%	59%
Movie in the Park	July 19	26%	3%	3	39%	61%
Steeple Chase Club Championship	July 19	32%	3%	19*	42%	58%
Monthly Newsletter, Aug	Aug 1	27%	13%	9	46%	54%
Monthly Newsletter, Sept	Sept 1	24%	8%	5	39%	61%
Friends of Steeple Chase	Sept 5	30.1%	2.9%	28*	41%	59%
Mundelein Arts Festival	Sept 7	25%	6%	4	50%	50%
Fall Family Events	Sept 14	43%	3%	0	45%	55%
Fall Golf Scramble	Sept 29	24%	4%	21	43%	57%

*From a list that Jon gave me--expected unsubscribes.

MEMORANDUM

To: Chief Eric Guenther

Cc: Deputy Chief Monahan
Deputy Chief Hansen

From: Sergeant Paul Dempsey

Date: Thursday, October 12, 2017

Re: Park District Report – September 2017

There were ten (10) calls for service in the area parks during the month of September, which is slightly lower with park district activity during this time of year (18 calls for service in September 2016). The majority of the calls were minor in nature and included suspicious circumstances/vehicles/people, burglary alarms, juvenile complaint, vehicle accident, and criminal damage to property.

There were a total of 43 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 several of the calls for service during September 2017:

- On 09/1/17, Officer Callas responded to Barefoot Bay Water Park for a burglary alarm report. Officer Callas spoke with an employee who advised the alarm was set off in error. No evidence of criminal activity.
- On 09/01/17, Officer Logarta responded to Hanrahan Park for a private property accident. Subject accidentally backed into a parked vehicle.
- On 09/03/17, Officer Hernandez located a vehicle at Community Park after hours. Officer Hernandez spoke with the occupants who advised they were just talking. They were advised of the park hours and they left the area.
- On 09/10/17, Officer Yarc responded to the Diamond Lake Sports Complex for a criminal damage to property complaint. An employee reported a vehicle drove on the grass and caused damaged to the lawn. No suspect information. No arrest have been made. Extra patrol requested.
- On 09/13/17, Officer Yarc responded to the Diamond Lake Sports Complex for a criminal damage to property complaint. An employee reported an unknown subject burned an information sign. The information sign was completely burned with only the side poles still standing. No suspect information. No arrest have been made. Extra patrol requested.
- On 09/19/17, Officer Hall responded to Kracklauer Park for a criminal damage to property complaint. An employee reported an unknown subject damaged the electrical box located within the gazebo. No suspect information. No arrest have been made.

Courage. Pride. Commitment.

- On 09/20/17, Officer Messina was made aware of a bullying incident that occurred at Memorial Park. Officer Messina spoke with all parties involved, including their parents. Two juveniles were trespassed from the park due to their inappropriate bullying behavior.
- On 09/22/17, Officer Schmidt responded to Memorial Park for a criminal damage to property complaint. An employee reported he located a burn mark and on park bench. No suspect information. No arrest have been made.

Officers will continue to perform walk-throughs at Park View to deter unwanted subjects from attending, especially during open gym hours. In addition, they will continue to perform park checks at the various parks and continue to pay special attention to the Diamond Lake Sports Complex and Barefoot Bay.

I have attached a copy of the September 2017 Park District reports for your review. Please contact me if you have any questions.

To: Board of Park Commissioners

From: Bill Brolley, Golf Operations Manager

Subject: Steeple Chase Operations – October 2017

	2017	Budget	2016
Golf Revenue (Sept. Totals)	\$170,563	\$162,582	\$151,163
Merchandise (Sept. Totals)	\$ 13,421	\$ 11,701	\$ 10,038
Food & Bev. (Sept. Totals)	\$ 34,452	\$ 31,540	\$ 27,273
Miscellaneous (Sept. Totals)	\$ 262		\$ <1,754>
Gift Cards (Sept. Totals)	\$ 3,617		\$ 4,876
Total Rev. for the month of September	\$222,315	\$ 205,823	\$191,596
Golf Revenue (10/1-10/18)	\$ 69,821		\$ 69,230
Merchandise (10/1-10/18)	\$ 8,001		\$ 6,577
Food & Bev. (10/1-10/18)	\$ 10,593		\$ 11,475
Miscellaneous (10/1-10/18)	\$ 77		\$ 1
Gift Cards (10/1-10/18)	\$ 1,093		\$ 2,358
Total Rev. Oct. 1-18	\$ 89,585		\$ 89,641
Golf Revenue (y.t.d.)	\$1,033,026		\$1,026,136
Merchandise (y.t.d.)	\$ 74,573		\$ 81,270
Food & Bev. (y.t.d.)	\$ 174,338		\$ 168,014
Miscellaneous (y.t.d.)	\$ 16,127		\$ 17,341
Gift Cards (y.t.d.)	\$ 23,665		\$ 26,555
Total Rev. (Y.T.D. 10/18)	\$1,321,729		\$1,319,316
Paid rounds (Sept)	3,616		3,231
Paid rounds (10/1-10/18)	1,637		1,603
Paid rounds year to date (10/18)	21,900		22,027

We had a very good month of September, we were up 385 rounds and a little over \$30,000 in total revenue compared to 2016. The weather was great pretty much all month. This was our best September since 2009 in both rounds and revenue. October has been almost exactly like October 2016, revenues and rounds are just about the same. We had a really good October in 2016 with total revenue of \$130,000. Average revenue for October is around \$100,000. Looking at the year to date numbers the revenues and rounds are very similar. In June we were down at one point about \$75,000 in revenue compared to 2016, with weather being very good in August and September we have caught up. Overall fund surplus at the end of September Budgeted \$194,638 – Actual \$235,514, so we are up a little over \$40,000 compared to budget at the end of September.

We held our fall scramble on October 14th and had 20 teams sign up for the scramble, a full field. This was the first year we had to start a waiting list to get into the scramble. Unfortunately Saturday the 14th was forecasted to rain most of the day, and they were correct for once. We decided to go ahead with the event even with rain having already started since the first few groups wanted to play. We had eight groups call and cancel but we had two other groups that were on the waiting list call to see if they could get in. There were 14 teams that ended up teeing off, the same number of teams that we had in 2016 with good weather. Six groups ended up getting rainchecks but eight teams stuck it out and finished. Due to deciding to have the scramble we had revenues of \$8,000 for that day, without the scramble it would have been about \$2,700-\$3,000 day.

We are having the lettering “Steeple Chase Golf Club” put on our new entrance wall this month.

September Comparison for the past 5 years

	2013	2014	2015	2016	2017
Total Revenue	\$217,474	\$185,385	\$204,197	\$191,596	\$222,315
Rounds	3,492	3,480	3,338	3,231	3,616

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

We seem to be doing well, going from a drought-dry-hard ground condition to a green-lush-almost flooded condition. The sand traps have been our biggest headache with many hours of trying to get them back into playable condition. We must be doing a good job because it seems that we are getting a good amount of play.

Even though we have had to worry about course conditions, we have had a chance to start our fall projects. We have installed a drain line on #16 approach fairway. That area always seems to be wet for no apparent reason other than an old clay tile that has been leaking. We have also installed a drain line along #1 fairway and across the fairway in the low area about 90 yards from the green. We still have a problem near the wetland area on #3. We think this may be an irrigation leak in our main line but we are observing it to make sure it's not a drainage problem. Our sand trap project is moving forward with work on #2 trap by the green. It has been cleaned out, the drainage has been repaired, and new sand has started to be re-installed before the rains started. As soon as we are able to truck in more sand to the trap, we will be completing that trap. We also have started on the trap by #8 green. We were removing sand when the rains came. We need a little help from Mother Nature to dry it out so we can continue our work on it. The other traps that we want to work on are the four traps on #3.

With all of this work we are anticipating to complete, our crew size is almost down to our winter crew. With the college kids gone, seniors leaving for warmer weather, Social Security wage limitations, going back to Mexico early, etc. it doesn't take much to reduce the crew size.

The grass is growing like crazy with the recent rains. The leaves are changing and falling. I hope you can come out for a round or two while the weather is nice and the Ash, Maple, and Linden trees are in their fall colors.

It's unbelievable how few geese we have this year. They are surrounding us and nearby. We also see them flying overhead but there really hasn't been much activity on our course. Wild Goose Chase and I are in contact just about daily deciding when they need to bring the dogs and if they need to laser at night.

Other things that need to be done this fall are greens, tees, and fairways need to be fertilized. We also will be putting on a fairway application of gypsum. This will help water and nutrient penetration into the soil. The irrigation system will be turned off the first week of November and snow mold treatment will be applied immediately after the course closes. Hopefully this will be completed before the snow flies.

To: Board of Commissioners

From: Derek Solberg, Superintendent of Buildings and Grounds

Re: Parks Department Report – October 2017

Alongside the new building construction, the playground will be prepared for the opening of the building. Staff will install block steps to match the playground border as an entrance from the east side of the building into the playground. To deter building users from entering the playground in close proximity to the swings some low fencing to direct them will be added as part of the new steps. The swing frames will be repainted and new hardware installed. The play modules will be power washed. Weeds will be removed prior to a topdressing of fresh playground mulch.

Continued dry weather allowed the crews to work on grounds projects aside from the routine park service rotation. The opportunity to address a few more projects on the list of things to do is more than welcome. Invasive trees growing into shrub beds have been removed throughout the District. Park infields at Lincoln and Memorial Parks have been renovated. This includes weeding, edging and adding new infield material. The warning tracks at the Community softball fields were renovated in the same fashion and replenished with crushed limestone. Other grounds work ongoing is stump grinding and reseeded those sites through the District. Lastly sites are being prepared for the upcoming prescribed burn season.

Much effort has been given to outdoor painting to take advantage of the stretch of dry weather. The trim on the indoor pool section of the Community Center has been repainted. Wood trim on the Community Park Shelter has been repaired and repainted. The storage garage at Community Park softball is being repainted. Finally, at Kracklauer Park, the gazebo is in the process of being repainted.

At Scott Brown Park the tennis courts have been removed and the area filled with top soil. This has been seeded and is being grown-in. In addition to removing the asphalt path between the playground and the former tennis court site the remaining asphalt path into the park has been milled and re-surfaced.

With the outdoor aquatics season complete, staff continues to prepare for the 2018 season. Equipment at the Beach will be serviced over the winter months to be ready to go next year. Painting and cleanup of all sorts is well underway at Barefoot Bay and the Spray Park. Additionally, Aquatic Maintenance Supervisor Mike Krauleidis works hard to assist with preparing for Boo Bash.

Six parks staff members attended the PDRMA training "Safe Worksite for Brush Chipper Operations" recently.

Memorandum

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

Programs

Many of the dancers in the District's successful dance program participated in the Dupree Regional Dance Competition on October 5 & 6 with many winning judges honors. Five dancers also received Dupree Scholarships. Dance has become successful and is now being expanded to the Regent Center to accommodate more participants. Recently, a dance floor covering was installed in Regent Center Room A to protect the floor.

Also at Regent Center, there is an upcoming Regent Center trip on December 12 for seniors. The trip will take participants to the Chriskindlmarket at Daley Plaza, Macy's window displays and enjoy a meal at Lawry's. The trip is currently half full and staff are reaching out to other senior agencies to push enrollment for the final trip of the year. Two Flu Shot clinics were scheduled this month for members of the Center, one was held October 6 and the other is Friday, October 27 from 9-11 am.

Learning Center Preschool is off to a good start with 43 children enrolled. Two new programs, Preschool Practice and Parent & Tot Sing, are running with decent enrollment.

Recreation staff participated in a brainstorming exercise on October 9 in order to generate program ideas for the new facility and begin to identify related logistical issues.

Last, a fun highlight of a popular program is from the Polar Express. Tickets for this program went on sale on September 27, 2017 at 5:30 AM. 125 tickets were sold out by 7:15 AM. Only three patrons came in and registered in person, demonstrating the success of the new software's online registration effectiveness.

Leagues

Fall Youth Basketball registration is slow. Additional children are needed for the 1st and 2nd grade program for it to run. Marketing has assisted with social media posts/tweets and mass emails. Adult softball wrapped up the week of the October 16. Co-Rec Volleyball will start in January. Registration deadline is October 26 for the Adult Fall Basketball League. Last year we had six teams, currently only one is registered. Last year's teams are being contacted to remind them of the deadline.

Registration

The Customer Service Task Force has been created to strengthen the customer service culture at the Park District and standardize all customer service interactions by staff with patrons. A catchy tagline was adopted and will be promoted to front line staff - "Customer Service is not a department, it's an attitude!"

The registration team is busy with fall registrations and assisting with the preparation of the Winter-Spring Brochure. Unfortunately, this time of year sees a lot of cancellations due to the start of school and change in schedules for families.

The registration team assisted with 49 class cancellations. They are working on improved methods to communicate with registered participants to notify them of program changes and cancellations as email and voicemails are no longer proving to be effective. Text message capabilities with our software are being explored. The recreation staff is working on improving cross marketing efforts across facilities to promote programs.

Rentals

Regent Center rentals are now being administered by the Registration Office. This has resulted in an improved communication for staff, and a better customer service experience for the renter. The recently renovated Regent Center has become a popular place for rentals. Recreation staff is preparing a marketing push to highlight the recent renovations at the Center and advertise the available dates for rentals for the remainder of 2017 to new and past renters. This will be done through social media.

Special Events

Boo Bash is coming up on Saturday, October 28 from 4-7 pm. Over 1,200 patrons are expected to visit the Community Center for treats and holiday fun. Vendors and sponsors will be handing out treats and promoting their business. Staff will be handing out free passes to Park View and coupons for swim lessons. In addition, Big & Little will have a booth and many park district programs and events will be advertised throughout the event.

Other upcoming events include: Thanksgiving Table (November 2), Pumpkin Drop (November 5), the Chase 5K (November 11) and the Health Fair (November 11).

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

Regent: Membership numbers are attached. Numbers are still declining, although weekly program participation numbers have been good. To help increase membership and awareness Adult Program Supervisor Mary Yoho, is encouraging class members to invite a friend or neighbor to a free class to try it out. A greater effort will also be made to cross market to Park View members to make them aware of some of the programs and services offered at the Regent Center. Staff is also beginning to network with other IPRA Senior Center supervisors for ideas and working on a survey to send out to current members.

Park View: Park View memberships increased slightly over the past month for both Annual and Monthly membership options. Overall memberships including add on's for group ex, additional members and pool are up 4%. Group exercise participation totaled 1,629 participants in September. Coming up for Black Friday, Park View will have a promotion -Purchase \$100 in Park View gift cards and receive an additional \$25. Additionally, during the month of December to celebrate the 20th anniversary of Park View, we will be having a "Pick Your Perk" sale. Purchase a Premium Annual Membership and receive one of the following: a 60 minute personal training session, a \$50 Park View gift card, or a 30 minute gift card for a massage at Release Massage.

Big & Little/Rec Connect: Big & Little Director, Laurie Gembara is happy to report there will be three new children starting in December. Big & Little will be attending a field trip to County Bumpkin on Thursday, October 19.

Barefoot Bay & Diamond Lake Beach

Statistics from this summer's Barefoot Bay season are attached. The Bay saw a slight increase from 2016 for participation in pass holder admission but a decrease was seen in daily admission from the general public. Weather was a factor, as this year was the wettest summer since 2014 when considering temperature, and overall inches and days of precipitation. Overall, even with the poor weather, attendance this summer increased by 2% in comparison to the 2016 summer. Unfortunately, Diamond Lake Beach attendance was down about 9% this year, this was partly due to the July storm that closed the beach for a week.

Training and Education

All Big & Little staff, Rec Connect Director Cheri Rehor, and Laurie Gembara attended CPR/AED Training at the Mundelein Fire Department on October 10.

Affiliate Organizations

Fall baseball season has ended. AYSO has a few weeks left. Light rentals continue on Mondays and Fridays for the next several weeks. The Lake County Stallions will be wrapping up their regular season in the next couple of weeks. The cheerleaders start their competition season soon, ending the first week of December.

Recreation Advisory Committee

Recent meeting held on October 5. Highlights included introductions to new Superintendent, discussion on the new building and possible programming ideas, as well as expanded use ideas for the Regent Center.

Mundelein Parks Foundation

Scholarship graph attached. Foundation balance \$7,709.12.

Miscellaneous

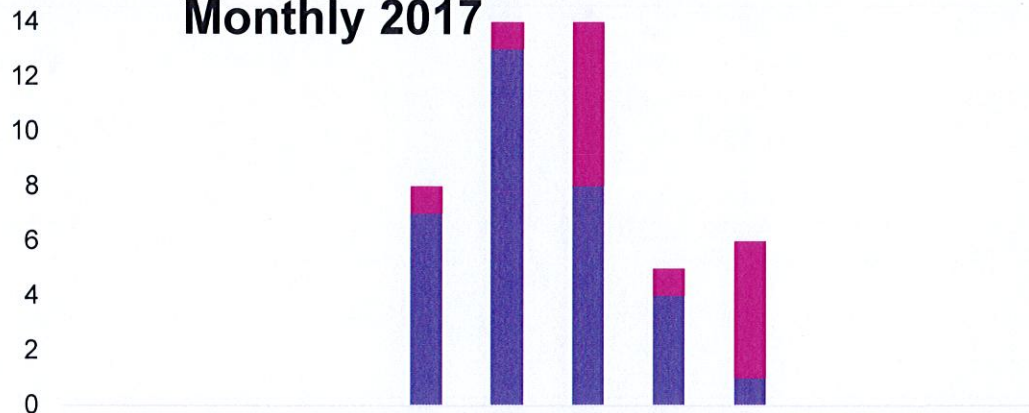
Superintendent of Recreation Matt LaPorte attended an October 12 Stand Up Task Force committee meeting which included a presentation on the Tobacco 21 initiative. Also, Superintendent attended a GO Lake County presentation by the Lake County Health Department. This initiative was started by Gurnee Park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

Attached Reports

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

SCHOLARSHIP REPORT

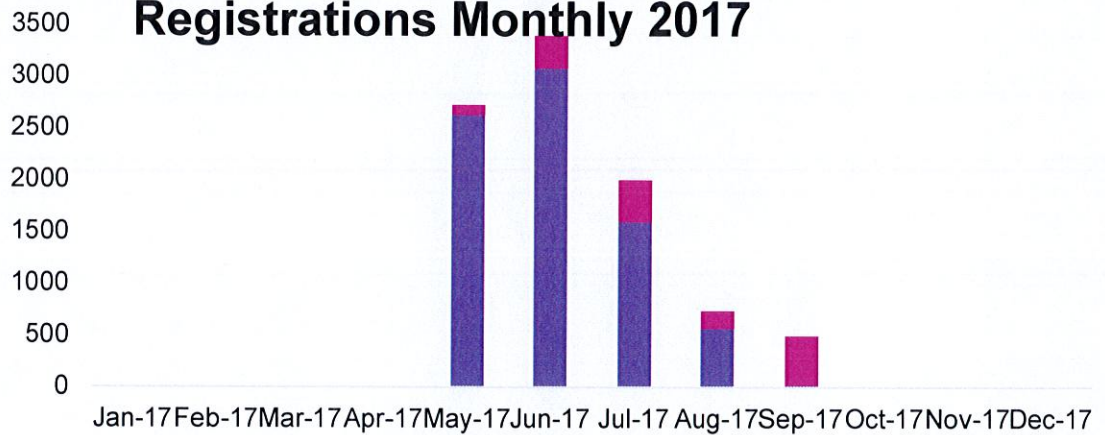
**# of Families Benefitting from Scholarships
Monthly 2017**



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

■ Absorbed by Program ■ MPF Payment

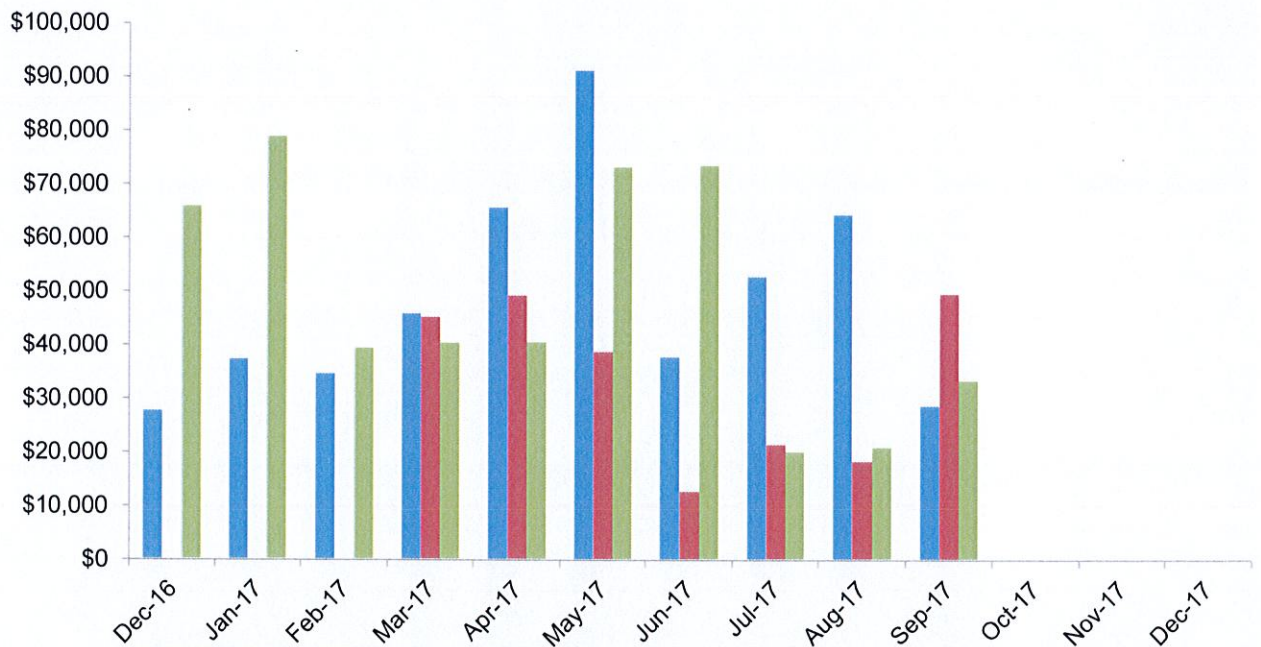
Scholarships Distributed for Program Registrations Monthly 2017



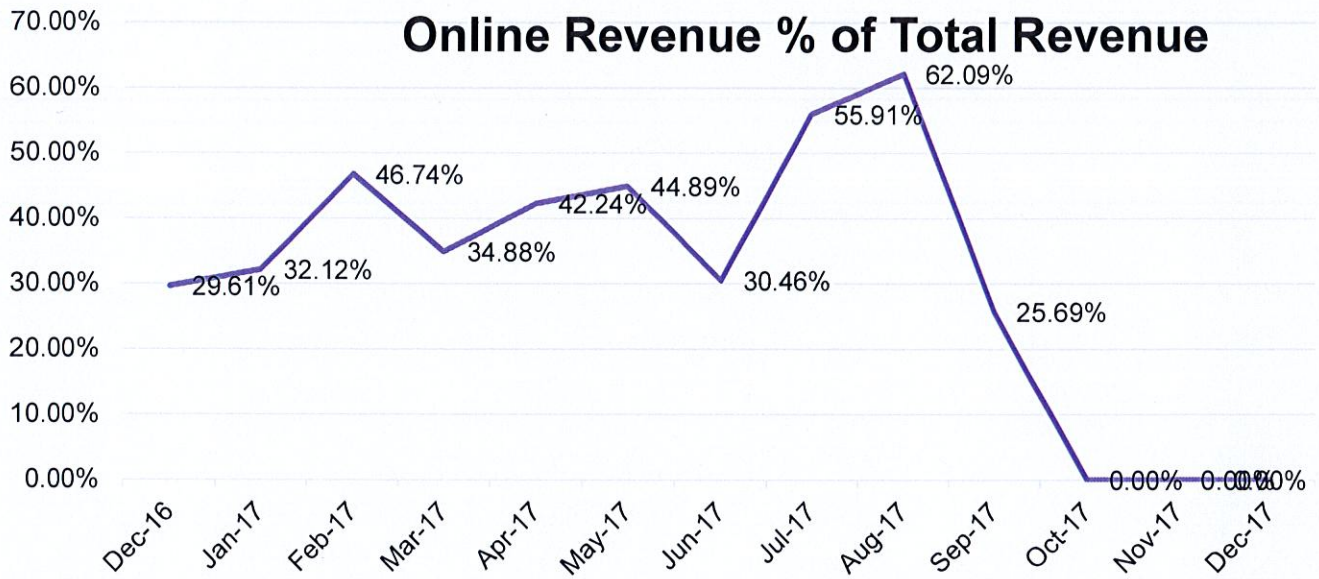
	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17
■ MPF Payment					\$100	\$315	\$404	\$169	\$479			
■ Absorbed by Program					\$2,624	\$3,077	\$1,594	\$565	\$15			

■ Absorbed by Program ■ MPF Payment

REGISTRATION REPORTS

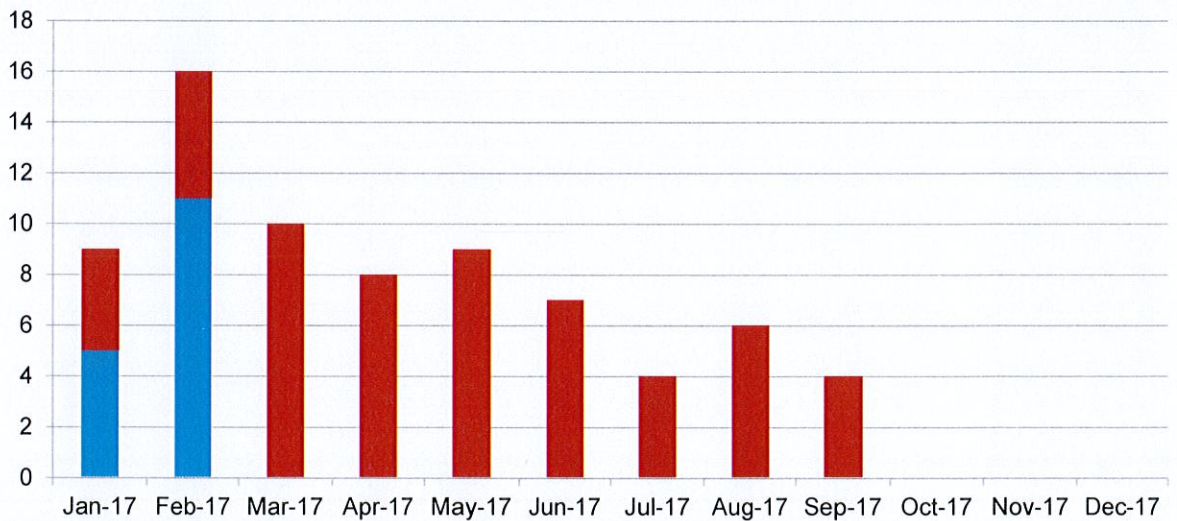


	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17
■ Online	\$27,715	\$37,345	\$34,623	\$45,880	\$65,672	\$91,236	\$37,774	\$52,784	\$64,361	\$28,666			
■ Auto Pay (LC, PV, Rec, BL, and Dance)				\$45,215	\$49,254	\$38,728	\$12,709	\$21,490	\$18,331	\$49,513		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



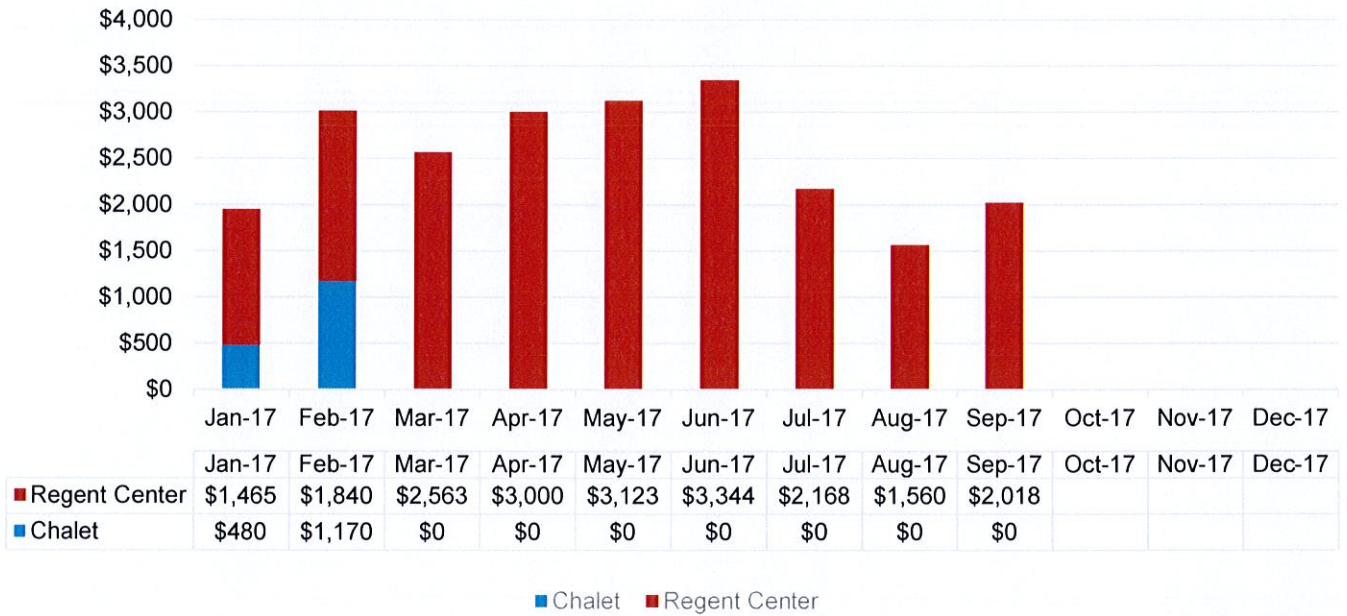
RENTAL REPORTS

Regent/Chalet 2017 Monthly Rentals

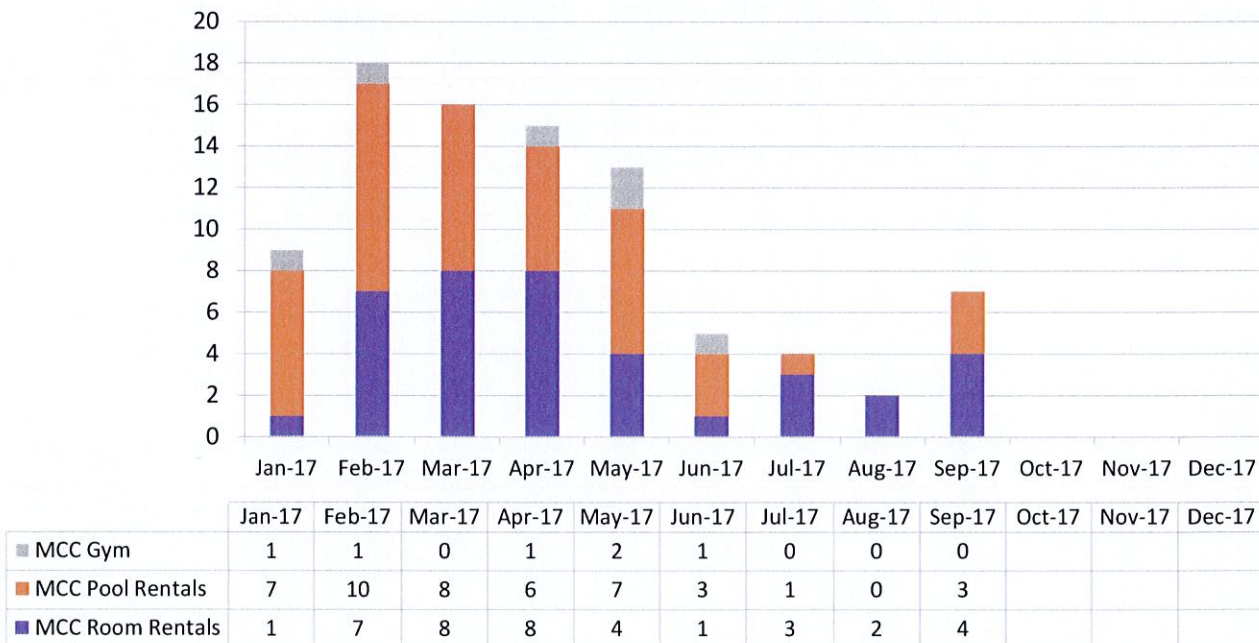


	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17
■ Regent Center	4	5	10	8	9	7	4	6	4			
■ Chalet	5	11	0	0	0	0	0	0	0			

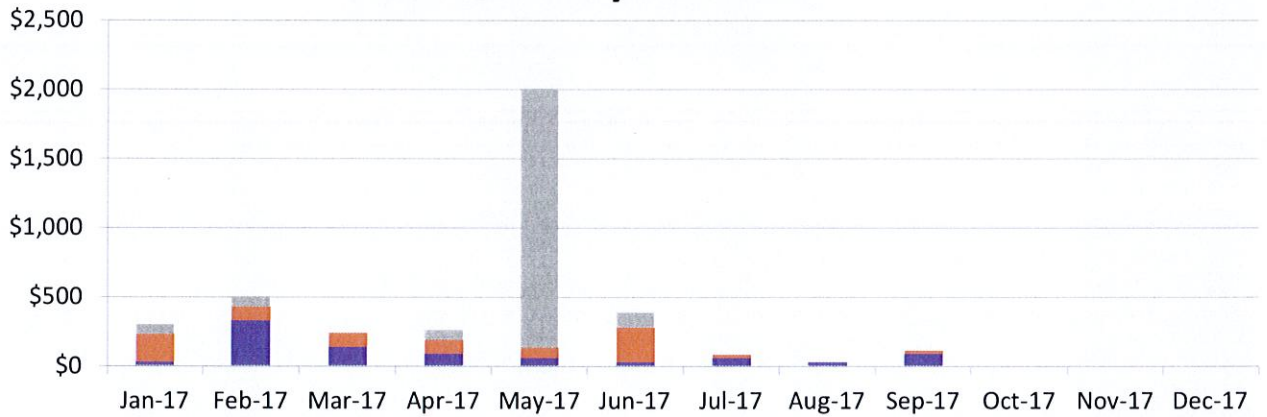
Regent/Chalet 2017 Monthly Revenue



MCC Room / Pool / Gym 2017 Monthly Rentals

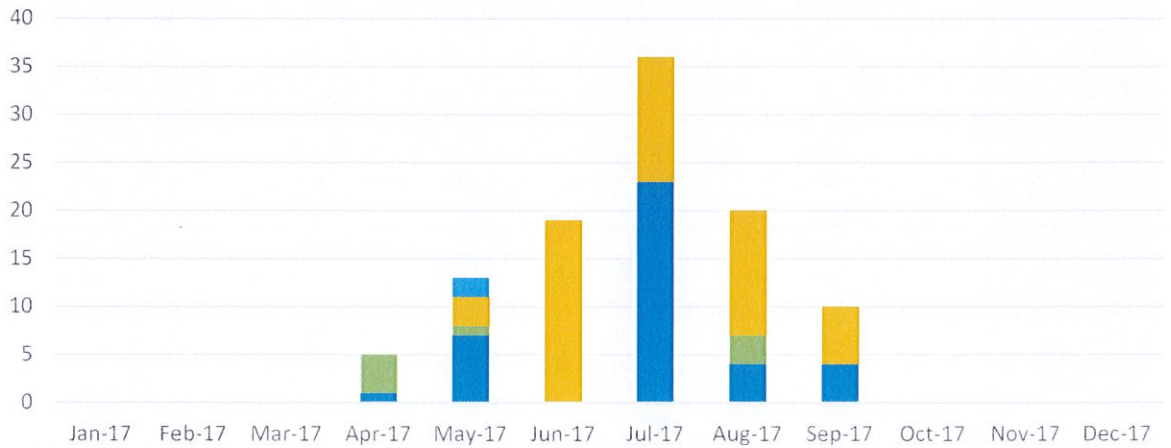


MCC Room / Pool / Gym 2017 Monthly Revenue



	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17
MCC Gym	\$75	\$75	\$0	\$75	\$1,875	\$113	\$0	\$0	\$0			
MCC Pool Rentals	\$200	\$100	\$100	\$100	\$75	\$250	\$25	\$0	\$25			
MCC Room Rentals	\$30	\$330	\$140	\$90	\$60	\$30	\$60	\$30	\$90			

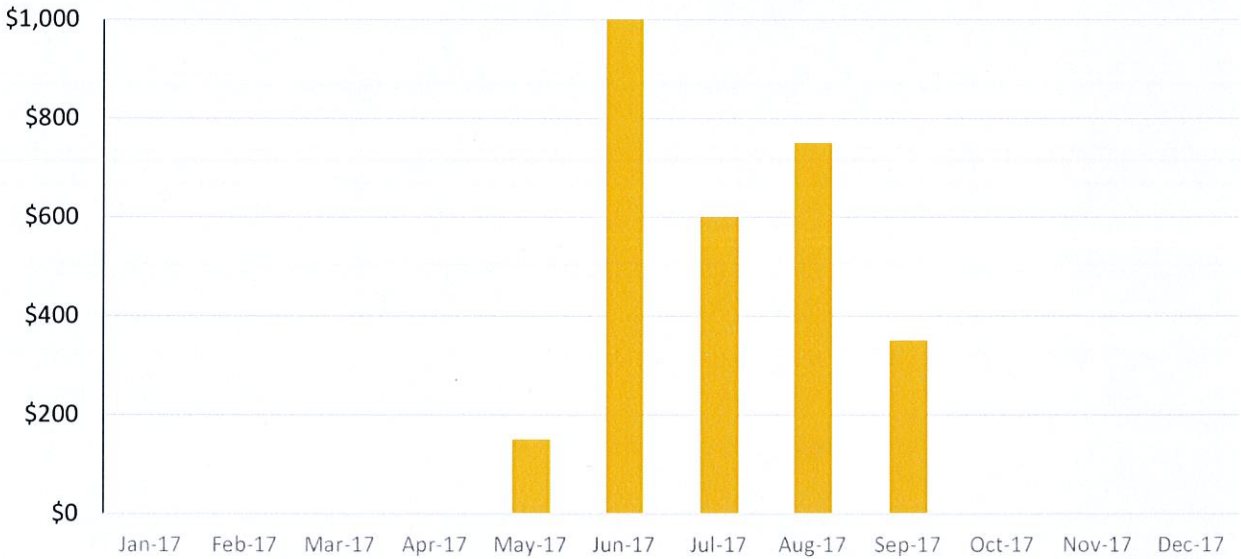
Shelter Rentals 2017 Monthly Registrations



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

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

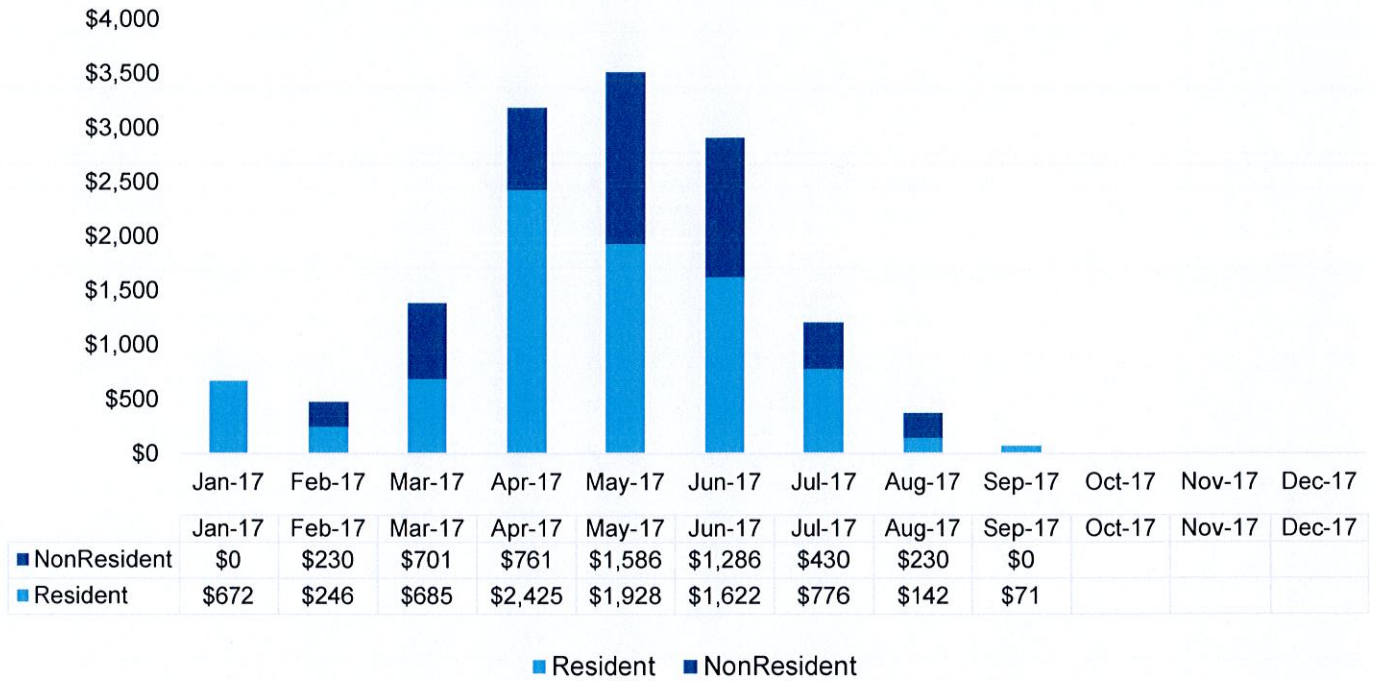
Shelter Rentals 2017 Monthly Revenue



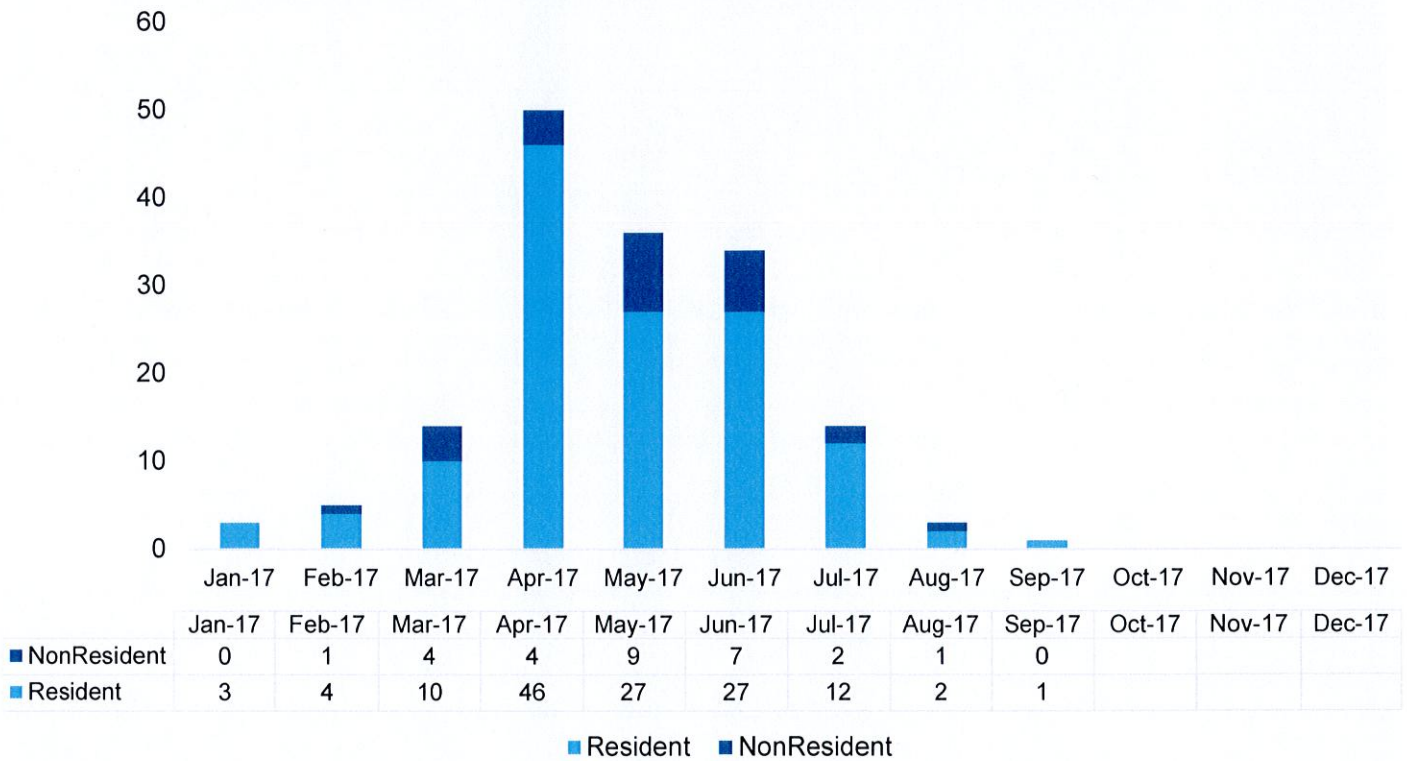
	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17
Shelters Rentals:	\$0	\$0	\$0	\$0	\$150	\$1,000	\$600	\$750	\$350			

■ Shelters Rentals:

Boat Launch 2017 Monthly Revenue

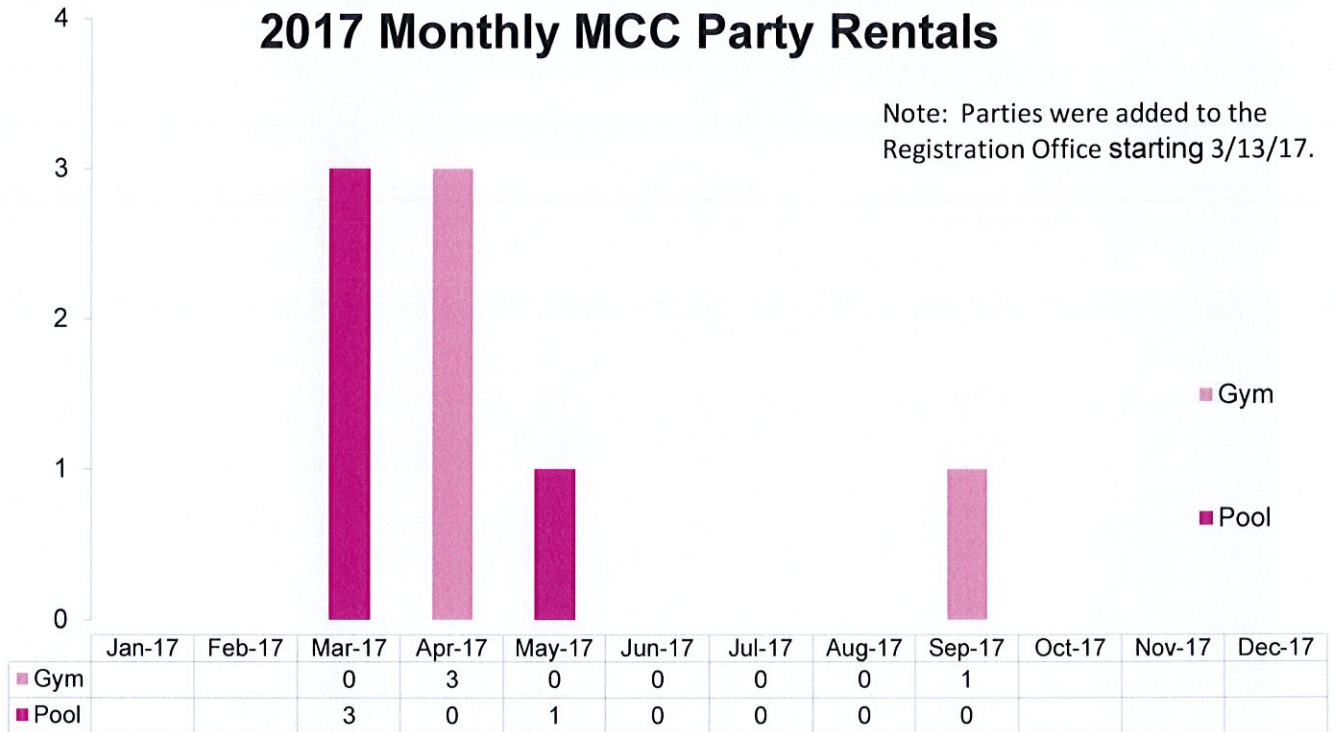


Boat Launch 2017 Monthly Registrations



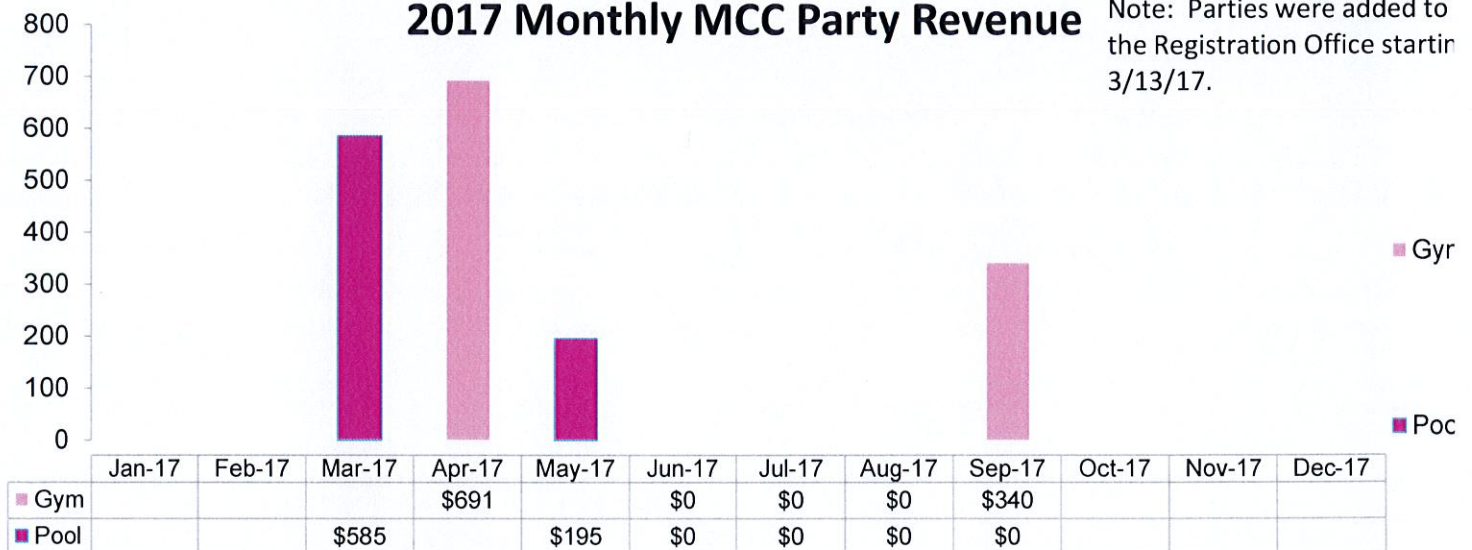
2017 Monthly MCC Party Rentals

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



2017 Monthly MCC Party Revenue

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



BIG & LITTLE AND REC CONNECTION

Big & Little Enrollment

	<u>Total</u>	<u>Full Time</u>	<u>Full Days</u>	<u>½ Days</u>
October 2017	56	15	25	16
October 2016	61	27	20	14
October 2015	67	23	26	18
October 2014	76	27	30	19
October 2013	75	30	21	24

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

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

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

Rec Connection Enrollment

	<u>Total</u>	<u>MCC</u>	<u>Washington</u>
October 2017	163	76	87
October 2016	170	70	101
October 2015	165	74	91
October 2014	177	83	94
October 2013	174	89	85

Rec Connect Day Off Programs:

- October 6th (53 registered)
- October 9th (35 registered)
- October 20 (41 registered)

BAREFOOT BAY REPORTS

2017 Summer Attendance Data

Barefoot Bay

Season

2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017

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
Daily	23,042	25,833	22,222	32,355	28,548	30,749	23,244	28,730	30,732	34,099	30,950
Rental Attendance	1,455	4,423	4,549	8,632	7,525	11,009	9,868	8,727	12,524	11,428	11,050
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
Total Precipitation	14.21	10.71	15.60	13.09	13.67	9.60	12.09	16.90	17.90	13.63	15.27
Total Days of Precipitation	27	25	41	26	25	21	42	43	57	39	45
Total Attendance	56,552	55,150	53,856	72,461	62,784	72,582	52,674	52,434	53,742	54,751	55,992
Ave. Daily Attendance	725	641	589	847	724	867	614	558	640	676	691
Days Open	78	87	87	85	74	85	76	82	84	81	81

Diamond Lake Beach

Season

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

THE REGENT CENTER

MEMBERSHIPS

OCTOBER	Total	Resident	NR	New	DW	Boomer
2013	497	349	148	109	84	130
2014	445	306	138	81	75	136
2015	450	299	151	98	76	153
2016	416	277	139	73	64	142
2017	396	262	134	76	61	157
	-4.75%					

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

Park View 5 Year Comparison - month of September		
	Year	
	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	\$54,806	
Expense	\$55,793	
Difference		-\$987
	2017	
Revenue	\$56,536	
Expense	\$40,741	
Difference		\$15,795
Indoor Pool	2014	
Revenue	\$17,390	
Expense	\$18,583	
Difference		-\$1,193
	2015	
Revenue	\$14,515	
Expense	\$14,780	
Difference		-\$265
	2016	
Revenue	\$18,511	
Expense	\$15,032	
Difference		\$3,479
	2017	
Revenue	\$13,578	
Expense	\$13,808	
Difference		-\$230

Mundelein Parks & Recreation District

Memorandum

To: Board of Commissioners

From: Linda Miller, Superintendent of Business Services and Technology

RE: October 2017 Monthly Report

DATE: October 18, 2017

Finance

The 2018 Budget process continues, as well as, the compilation of the Long Range Financial Plan. We received \$494,973 in property tax distributions in late September and in October. The audit of the PARC Grant is underway which is required for the grant reimbursement at 50% and 100% completion.

Human Resources

Anthony Nitti completed the payrolls for the periods of 9/17/17 – 9/30/17 for 188 employees and 10/1/17 – 10/14/17 for 179 employees. We continue to recruit for the job positions of swim instructors and lifeguards for the Indoor Pool, a Housekeeper, and a seasonal laborer for the Parks Department. Matt LaPorte came onboard to our agency as the incoming Superintendent of Recreation. Anthony also coordinated our October Wellness event which was a golf outing and dinner at Steeple Chase.

IT

IT activity was centered on general user requests and system maintenance. Costs were compiled for future system enhancements. Inventory of our computer workstations was completed with the assistance of our IT Committee and will be used to determine future computer replacements.

Risk Management

Property Loss Report

Date	Expense	Incident	Action Taken
Sept 13	Cost TBD	Sign and posts burned in DLSC park – interpretive sign	Police called
Sept 18	\$15.81 parts, \$23.19 labor Total: \$39	GFI Cover and electric box damaged at Kracklauer	Police called

Employee Injury/Illness

Date	Employee	Incident	Action Taken
Sept 15	Parkman	Left thumb caught in portable generator while transporting	None to date
Sept 22	Parkman	“tweaked” back while using chain saw to cut branches	Yes, immediate care at Condell
Oct 9	B&L Teacher	Stung by a bee – not allergic	First-aid

Accident/Incident Summary

Date	Injured Party	Incident	Action Taken
Sept 27	Girl, 5	Rec Connect @ Washington School – going down the slide, fell and hit her head on the pole	First-aid
Sept 28	Boy, 3	B&L – closed door on finger in bathroom, no bruise, cut or discoloration	First-aid

Monthly Summary

The monthly Safety Committee meeting was held on September 27th. The training in October was instruction on handling inquiries relating to accidents or other incidents that have occurred. The annual fall protection systems inspection and fall protection hazard assessments were completed.