

MUNDELEIN PARK & RECREATION DISTRICT
REGULAR BOARD MEETING
Monday, October 24, 2016
7:30 p.m.

AGENDA

Call To Order:

Pledge of Allegiance:

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

Approval of Minutes: Committee Meeting October 10, 2016
Regular Meeting October 10, 2016
Executive Session Meeting October 10, 2016

Approval of Disbursements: Warrants 101116, 101316, 101816,
102116, 102416 = \$ 318,269.79

Financials: September

Correspondence:

Old Business:

1. Approve Contract with PDRMA for Health Insurance Coverage
2. Approve IGA with Village of Mundelein Regarding TIF District

New Business:

1. Award Contract for Streambank Stabilization in Community Park
2. Declare Equipment as Surplus
3. Appoint Delegates for IAPD's Annual Meeting

Board Business:

Staff Reports:

Service Anniversaries: Deb Engdahl 2001 (15); Janet Kalcsics 1997 (19);
Paul Rogus 2011 (5); Kimberly Wells 2006 (10)

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

Visitors:

Adjournment:

Mundelein Park & Recreation District
Committee of the Whole
October 10, 2016

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

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

Executive Director RESNICK reviewed the suggested changes to three policies in the Personnel Policy Manual. These changes are mainly housekeeping, updating to reflect changes in the laws or practices of the District. She told the Board the entire manual would be reviewed by the District's attorney next year.

The Park District is applying for a Watershed Management Board (WMB) to help stabilize the banks of the Wilderness South pond. This project is a joint effort with the Indian Creek Watershed Project, Village of Mundelein, Fremont Township and the Diamond Lake Preservation Alliance. Announcements of grant awards will be in January or February.

The Board was informed of seventeen tax appeals that will be handled by the Lake County Board of Review.

Executive Director RESNICK requested an Executive Session for the purpose of discussing Purchase or Lease of Real Estate.

Commissioner DOLAN moved to adjourn to Executive Session for the purpose of discussing Purchase or Lease of Real Estate 5 ILCS 120/2 (c)(5), second by Commissioner McGRATH at 7:04 p.m. A roll call vote was taken with Commissioners DOLAN, McGRATH, ORTEGA and KNUDSON voting yes.

The Committee meeting reconvened at 7:20 p.m. and adjourned at 7:20 p.m.

Secretary

**MUNDELEIN PARK AND RECREATION DISTRICT BOARD OF
PARK COMMISSIONERS, MUNDELEIN, LAKE COUNTY, ILLINOIS
HELD MONDAY, OCTOBER 10, 2016 AT 7:30 P.M. AT THE
MUNDELEIN COMMUNITY CENTER ADMINISTRATION OFFICES,
1401 NORTH MIDLOTHIAN ROAD, MUNDELEIN, ILLINOIS**

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

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

Commissioner McGRATH moved to approve the minutes of the Committee Meeting and Regular Meeting minutes from September 26, 2016, second by Commissioner ORTEGA. President KNUDSON repeated the motion and asked if there were any corrections or additions and none were made. A voice vote was taken with all voting yes.

Commissioner DOLAN moved to approve Warrants 100416, 100716 and 101016 in the amount of \$226,204.79, second by Commissioner ORTEGA. President KNUDSON repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners DOLAN, ORTEGA, McGRATH and KNUDSON voting yes.

Commissioner DOLAN moved to approve updates to the District's Personnel Policy 3.6 Bereavement Leave, 4.2 Insurance Plans, and 4.3 IMRF Pension Plan, second by Commissioner ORTEGA. President KNUDSON repeated the motion and asked if there were any questions and none were raised. A roll voice vote was taken with all voting yes.

Under Board Business, Commissioner DOLAN said he had a copy of IAPD's new employment law guide and IAPD's minimum wage research. He said there were some good facts in the research that were very educational.

There being no further business, Commissioner ORTEGA moved to adjourn at 7:34 p.m. second by Commissioner McGRATH. The motion was unanimously approved.

Secretary

**MEETING REMINDER
MONDAY, OCTOBER 24, 2016**

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

Action Items

Old Business

1. Approve Contract with PDRMA for Health Insurance Coverage
2. Approve IGA with Village of Mundelein Regarding TIF District

New Business

1. Award Contract for Streambank Stabilization in Community Park
2. Declare Equipment as Surplus
3. Appoint Delegates for IAPD's Annual Meeting

Updates

1. Travel Reimbursement Policy
2. Gordon Ray Shelter
3. September Police Report
4. Executive Session

Old Business

As previously discussed, staff compared health insurance rates from three pools and one broker. PDRMA's rates and plans are the best fit for the Park District.

Staff recommends approving a three year contract with PDRMA for Health Insurance coverage.

Over the past year and a half, the Park District has discussed with the Village their desire to modify the current TIF District and to create a new TIF. Our attorney has reviewed the new IGA and finds the terms acceptable. The agreement has already been accepted by both school districts and the library will be approving it within the next month. The TIF boundary diagrams are enclosed for your reference.

Staff recommends approving a TIF Agreement with the Village of Mundelein.

New Business

A bid opening was held for the streambank stabilization project in Community Park. The original engineers estimate was \$90,333. This came from Lake County Stormwater Management Commission. We will be receiving a grant from the Illinois Environmental Protection Agency (secured by Lake County SMC) for \$43,003.

Nettle Creek Nursery	\$79,589.50
Conservation Lands Stewardship	\$94,969.50
WEBS	\$106,931.86
ENCAP	\$114,875.95
V3	\$123,995.00
Copenhaver Construction	\$174,942.00
Front Range Environmental	\$245,488.50
Shaefges Brothers	\$277,022.82

Staff recommends awarding a contract to Nettle Creek Nursery in the amount of \$79,589.50 for streambank stabilization at Community Park.

Staff has determined the following equipment is no longer needed and would like it declared surplus so that it may be sold.

Staff recommends declaring the following equipment surplus and available for sale: 1999 John Deere F935 Front Mow, 2000 John Deere F935 Front Mow, Hip Adductor machine, two rowing machines, 18 pairs of dumbbells (various weight), three weight racks, indoor pool handicap lift, tables and benches from concession area, train table, and a large wooden game wheel.

IAPD will hold their annual meeting on Saturday, January 21st at the State Conference. The Park District must choose at least one delegate who will attend and vote on behalf of the District.

Staff recommends assigning one delegate and one alternate to attend IAPD's Annual Meeting.

Updates

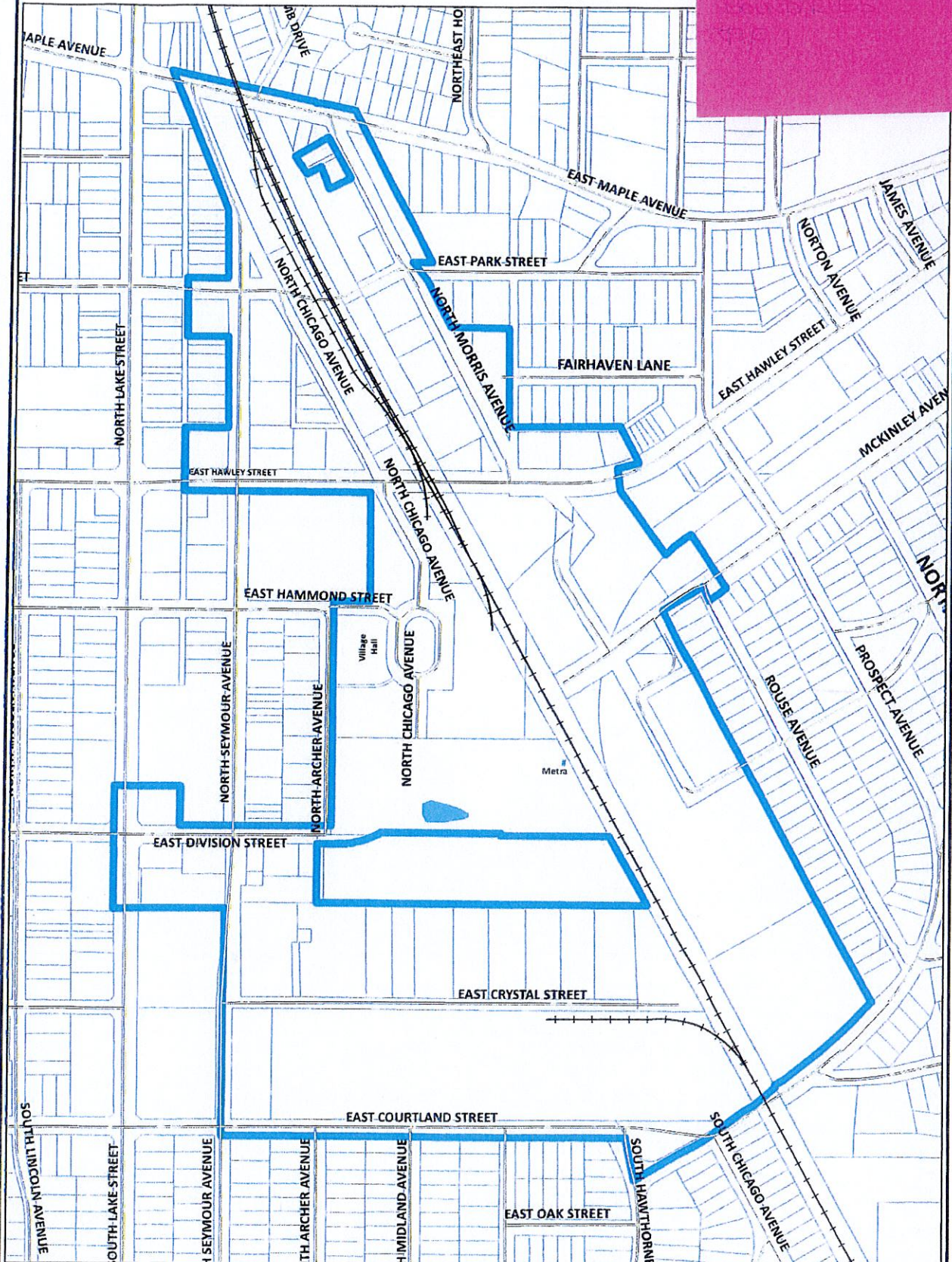
Board input on the first draft of the proposed Travel Reimbursement Policy was used to modify the Ordinance. Does the Board feel the enclosed policy will suffice?

The summer lunch program sponsors would like to build a shelter at Gordon Ray Park. I have discussed this with our attorney and a donation agreement is being drafted.

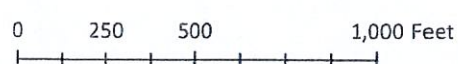
The September Police report is enclosed.

I am requesting an Executive Session for the discussion of real estate.

TIF I Boundary Map (2005) Downtown Mundelein, Illinois



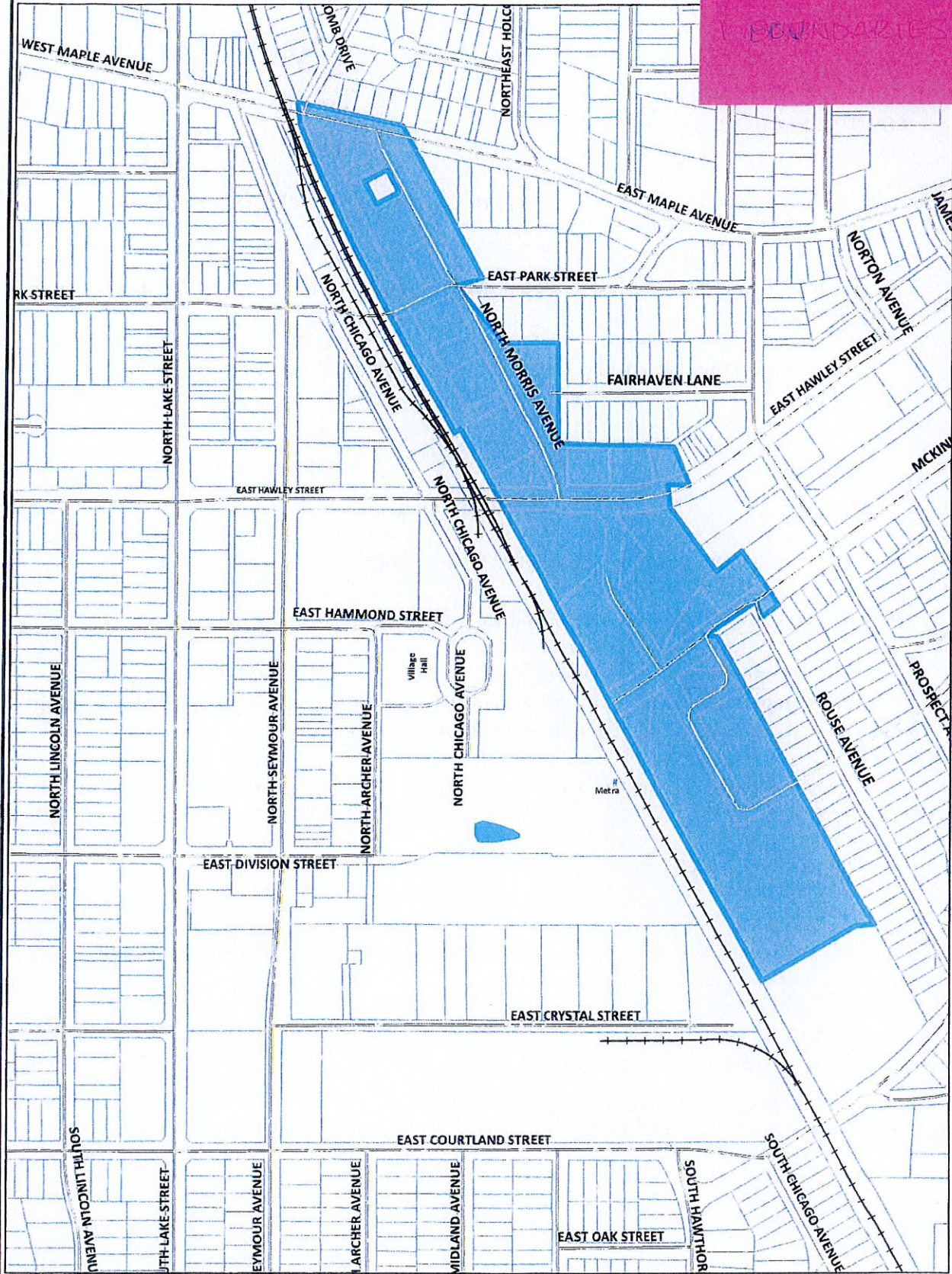
- Legend**
- Railroads
 - Street Centerline
 - Mundelein Parcels
 - TIF I



Map Date: July 11, 2016

TIF I Boundary Map, As Amended Downtown Mundelein, Illinois

EXHIBIT B
AMENDED TIF
I BOUNDARIES



Legend

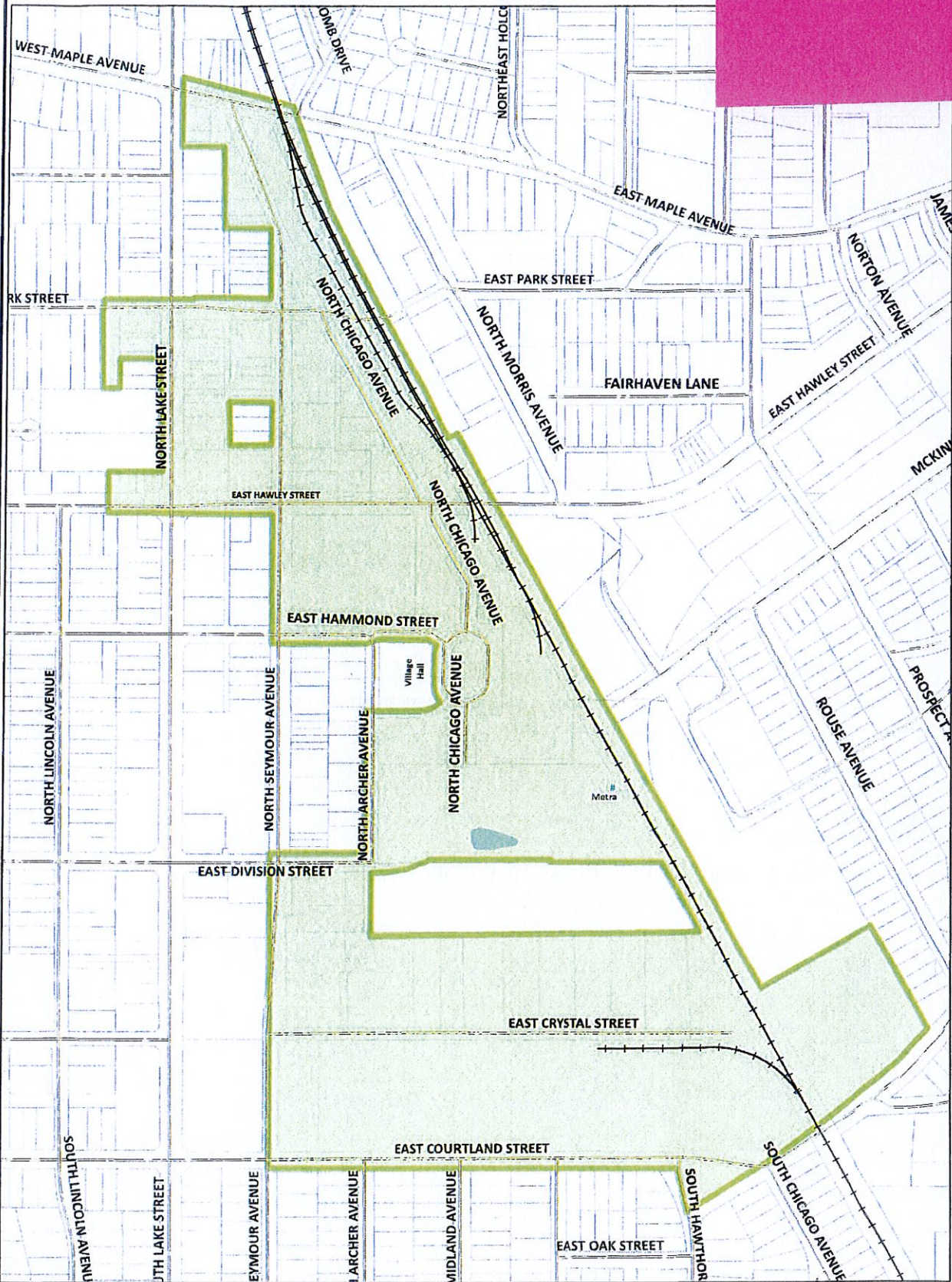
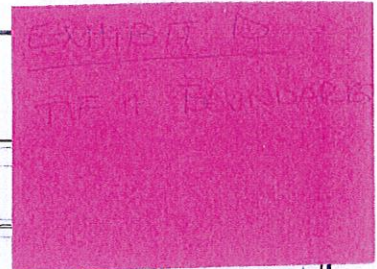
- +--- Railroads
- Street Centerline
- Mundelein Parcels
- Amended TIF I

0 250 500 1,000 Feet



Map Date: July 11, 2016

TIF II Boundary Map Downtown Mundelein, Illinois



Legend

- +—+— Railroads
- Street Centerline
- Mundelein Parcels
- TIF II

0 250 500 1,000 Feet



Map Date: July 11, 2016

Mundelein Park & Recreation District

ORDINANCE 16-10-01

AN ORDINANCE ESTABLISHING A TRAVEL REIMBURSEMENT POLICY
IN ACCORDANCE WITH
THE LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT
(PUBLIC ACT 099-0604)

WHEREAS, the Mundelein Park & Recreation District is a non-home rule unit of local government; and

WHEREAS, Public Act 099-0604 established the Local Government Travel Expense Control Act, which requires all non-home rule units of local government to adopt by resolution or ordinance a policy governing reimbursement of all travel, meal, and lodging expenses of officers and employees; and

WHEREAS, the Mundelein Park & Recreation District finds it to be in the best interest of the Mundelein Park & Recreation District to adopt such a policy;

NOW, THEREFORE BE IT ORDAINED, by the Mundelein Park & Recreation District that:

Section 1. The Mundelein Park & Recreation District establishes the following policy governing reimbursement of all travel, meal, and lodging expenses:

**Policy Governing Reimbursement
of Employee and Officer Travel, Meal and Lodging Expenses**

A. Purpose.

The Mundelein Park & Recreation District will reimburse employee and officer travel, meal, and lodging expenses incurred in connection with pre-approved travel, meal, and lodging expenses incurred on behalf of the Mundelein Park & Recreation District. Employees and officers are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds.

B. Definitions.

"Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

"Travel" means any expenditure directly incident to official travel by employees and officers of the Mundelein Park & Recreation District or by wards or charges of the

Mundelein Park & Recreation District involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

C. Authorized Types of Official Business.

Travel, meal and lodging expenses shall be reimbursed for employees and officers of Mundelein Park & Recreation District only for purposes of official business conducted on behalf of the Mundelein Park & Recreation District, which includes but is not limited to off-site or out-of-town meetings related to official business and pre-approved seminars, conferences and other educational events related to the employee's or officer's official duties.

D. Maximum Allowable Expenses.

Maximum Expenses Without Board/Council Approval – Travel, meal, and lodging expenses incurred by any employee in excess of \$1,000 must be previously approved in an open meeting by a majority roll-call vote of the Mundelein Park & Recreation District

Airfare – Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least thirty (30) days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with his or her personal funds.

Personal Automobiles – Travelers must check to see if an agency vehicle is available before asking for approval to use their personal vehicles. Use of a personal vehicle for business must be approved prior to the use. **Mileage reimbursement will be based on mileage from the work location office to the off-site location of the official business,** not from the employee's or officer's residence. When attending a training event or other off-site official business directly from an employee's or officer's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the employee's or officer's normal commute, reimbursement will be paid based on the differential of the commute less the mileage of a normal commute to the workplace. An employee or officer will be reimbursed at the prevailing IRS mileage rate. The traveler will only be reimbursed up to the price of a coach airfare ticket if they drive to a location for which airfare would have been less expensive.

Automobile Rentals – Travelers will be reimbursed for the cost of renting an automobile including gasoline expense only as limited in this section. Travelers using rental cars to conduct official business are required to purchase insurance through the rental agency. Car rental insurance will cover the vehicle during personal use, e.g., using the vehicle after the conference has ended. Compact or mid-size cars are required for two or fewer

employees or officers traveling together and a full-size vehicle may be used for three or more travelers. The traveler must refuel the vehicle before returning it to the rental company if required by the rental company.

Public Transportation – In the case of local training or official business where an employee or officer chooses to use public transportation, reimbursement for use of public transportation is based on mileage from the agency office to the training site (not from the traveler's residence), regardless of the transportation method chosen. When attending training or business directly from an employee's or officer's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the traveler's normal commute, reimbursement will be paid at the differential of the commute less the mileage of a normal commute to the workplace.

Other Transportation – The traveler should utilize hotel shuttle service or other shuttle services, if available. If none are offered, the use of the most economic transportation is encouraged.

Hotel/Motel Accommodations – The traveler will be reimbursed for a standard single-room at locations convenient to the business activity. In the event of a change in plans or a cancellation, the traveler must cancel the hotel/motel reservation so as not to incur cancellation charges. Cancellation charges will not be reimbursed by the District unless approved by a vote of the Mundelein Park & Recreation District. When multiple employees or officers are attending the same event, double rooms will be shared if possible.

Meals Meal reimbursement is limited to the current U.S. General Services Administration (GSA) regulations in place at the time the expense is occurred.

Prior approval by the Mundelein Park & Recreation District are required for per diem allowances. Meals provided by the conference or seminar should be deducted from the per diem allowance. Partial reimbursement may be made for departure and return days based on time. Each employee or officer will sign a per diem form acknowledging receipt of the per diem.

Vacation in Conjunction with Business Travel – In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the Travel, Meal, and Lodging Expense Report form and paid by the traveler.

Accompanied Travel – When a traveler is accompanied by others not on official business, any lodging, transportation, meals or other expenses above those incurred for

the authorized traveler will not be reimbursed by the Mundelein Park & Recreation District

Parking – Parking fees at a hotel/motel will be reimbursed only with a receipt.

E. Approval of Expenses.

Travel, meal, and lodging expenses incurred by any employee in excess of \$1,000 must be previously approved in an open meeting by a majority roll-call vote of the Mundelein Park & Recreation District.

Travel, meal, and lodging expenses incurred by any member of the Mundelein Park & Recreation District must be approved by roll call vote at an open meeting of the governing board or corporate authorities of the local public agency. This will be done via approval of the budget and warrant lists.

Travel, meal, and lodging expenses advanced as a per diem to any employee or any member of the Mundelein Park & Recreation District must be approved by roll call vote at an open meeting of the Mundelein Park & Recreation District prior to payment. Documentation of expenses must be provided in accordance with Sections C, D and F of this policy.

F. Documentation of Expenses.

Before an expense for travel, meals, or lodging may be approved under Section E of this Policy, the following minimum documentation must first be submitted, in the budget:

- (1) an estimate of the cost of travel, meals, and/or lodging;
- (2) the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and
- (3) the nature of the official business for which the travel, meal, or lodging expense was or will be expended.

Expenses for travel, meals, or lodging not included in the budget may be approved by submitting the following minimum documentation to be approved in an open meeting by a majority roll-call vote of the Mundelein Park & Recreation District:

- (1) an estimate of the cost of travel, meals, and/or lodging;
- (2) the name and job title or office of the individual requesting the travel, meal, or lodging expense; and

- (3) the nature of the official business for which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

G. Entertainment Expenses.

No employee or officer shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event or other official business.

Section 2. The above “Whereas” recitals are incorporated into and made part of this Ordinance.

Section 3. All ordinances, resolutions, and regulations in conflict with this Ordinance are hereby repealed to the extent of such conflict.

Section 4. This Ordinance is effective beginning January 1, 2017.

VOTE:

Ayes:

Nays:

Abstentions:

Adopted this 24th day of October, 2016.

President

Secretary

IAPD / IPRA Conference

Chicago, Illinois

Joe Employee

I received the following as per diem amounts.

	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>	<u>Total</u>
				-
January 19, 2017	-	25.00	40.00	65.00
January 20, 2017	10.00	-	40.00	50.00
January 21, 2017	10	25.00	-	35.00

TOTAL \$ 150.00



Signed: _____


Date: _____

Please return signed form to the Business Office

MEMORANDUM

To: Chief Eric Guenther

Cc: Deputy Chief Monahan 
Deputy Chief Hansen 

From: Sergeant Brian Kisselburg 

Date: Sunday, October 09, 2016

Re: Park District Report – September 2016

There were fifteen (15) calls for service in the area parks during the reporting period, which is consistent with park district activity during this time of year. The majority of the calls were minor in nature and included suspicious persons/circumstances/vehicles, citizen assists, field interviews/contacts, assists to rescue and juvenile complaints.

There were a total of 159 park checks initiated by the patrol officers during this month. There were no patterns or crime trends discovered during this month. The numbers of calls and checks were consistent with the nice weather and the continued use of the parks.

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

- On 09/01/16, during afternoon shift roll call, Officer Anderson was advised to monitor Lewandowski Park due to recent mini-bike complaints. Officer Anderson monitored the park and located three subjects in the park and one of the three had a mini-bike with him. Officer Anderson made contact with all three subjects who were fishing. One subject claimed ownership of the mini-bike and he advised that it broke down prior to arriving at the park. The subject was warned not to ride the mini-bike on park district property. Two of the subjects ended up being trespassed based on their interactions with the officers and their language while at the park. All of the subjects left the park without any further problems.
- On 09/03/16, officers were dispatched to Community Park for a report of a juvenile walking through the park with a gun, possibly a toy gun. Officers were unable to locate the subject but were able to obtain a photograph of the subject. Officers were able to obtain the identity of the subject and make contact with him. The subject advised the gun was a toy and he was playing with a friend. The subject's parents were notified about the incident along with Rita Kipp.
- On 09/12/16, while Officer Hernandez was conducting a check of Lion Field/Skate Park he located two subjects sitting in the park after the park was closed. The subjects consented to a search and a small amount of cannabis was located on one of the subjects. The subject was cited for the cannabis and sent to the Administrative Hearing Officer.

- On 09/20/16, while Officer Vekemans was conducting a check of Lewandowski Park he came across two subjects and one subject threw a medicine bottle while Officer Vekemans was approaching. The subject was spoke to about why he threw the item and he advised that it contained a small amount of cannabis and a pipe to smoke the cannabis. Both subjects were subsequently charged with possession of cannabis and sent to the Administrative Hearing Officer.
- On 09/22/16, Officers took a threat report. The complainant advised that while he was walking through Asuby Park he received a threat via text message. Officers followed up on the incident and provided extra patrol to his house.

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 due to the increase in park use.

I have attached a copy of the September 2016 Park District reports for your review.

Please contact me if you have any questions.

To: Board of Park Commissioners

From: Bill Brolley, Golf Operations Manager

Subject: Steeple Chase Operations – October 2016

	2015	Budget	2016
Golf Revenue (September totals)	\$160,165	\$163,783	\$151,163
Merchandise (September totals)	\$ 10,661	\$ 11,190	\$ 10,038
Food & Beverage (September totals)	\$ 30,178	\$ 31,785	\$ 27,273
Miscellaneous (September totals)	\$ 646		\$ <1,754>
Gift Cards (September totals)	\$ 2,547		\$ 4,876
Total Revenue for September	\$204,197	\$ 206,758	\$191,596
Golf Revenue (October 1-18)	\$ 68,764		\$ 69,230
Merchandise (October 1-18)	\$ 5,786		\$ 6,577
Food & Beverage (October 1-18)	\$ 10,790		\$ 11,475
Miscellaneous (October 1-18)	\$ <103>		\$ 1
Gift Cards (October 1-18)	\$ 453		\$ 2,358
Total Revenue October 1-18	\$ 85,690		\$ 89,641
Golf Revenue (ytd)	\$1,076,815		\$1,026,136
Merchandise (ytd)	\$ 72,710		\$ 81,270
Food & Beverage (ytd)	\$ 172,303		\$ 168,014
Miscellaneous (ytd)	\$ 12,438		\$ 17,341
Gift Cards (ytd)	\$ 19,831		\$ 26,555
Total Revenue (YTD 10/18)	\$1,354,097		\$1,319,316
Paid rounds (September)	3,338		3,231
Paid rounds (10/1-10/18)	1,538		1,603
Paid rounds year to date (10/18)	22,596		22,054

We were just over 100 rounds down in September compared to September 2015 and down about \$12,000 in revenue for the month. The end of the month kind of fizzled out with some rain days and cold weather days. We were up for the month as late as the 25th and then hit the cold and rain to close out the month. We are up in October by \$4,000 in revenue and by 65 rounds. Year to date we are down by a little over 500 rounds and down in revenue by \$34,000 compared to last year. Checking back a little further we are \$38,000 ahead in total revenue compared to 2014, and \$17,750 ahead compared to 2013 year to date.

We held the fall scramble October 15th and 14 teams play. Last year we had 5 teams play because of cold weather. This year we had warm weather but very windy. The tournament was broken down into two flights of seven and the winning score in each flight was 59.

The CDGA sent out eight gentlemen to re-rate the course in late September. They take into account the speed of the greens, the lengths of the holes, how high the rough is and how often it is cut, number of bunkers, and layout of the course. Our ratings all went up. For example from our Gold Tees the rating was 73.1 and Slope was 139, it is now 73.6 and 141. Having the ratings go up means that they think our course is a little more difficult than it was the last time they came out to rate the course.

September Comparison for the past 5 years

	2012	2013	2014	2015	2016
Total Revenue	\$220,790	\$217,474	\$185,385	\$204,197	\$191,596
Rounds	3,193	3,492	3,480	3,338	3,231

MEMO TO: Board of Park Commissioners

FROM: Ron Doruff, Golf Course Superintendent

SUBJECT: Golf Course Grounds Report – October, 2016

It's getting to be that time of year when the leaves are falling and also the crew is leaving. Our crew of 17 is down to almost winter crew size. We currently have seven employees. The number we usually have at this time of the season is a little larger, but crew members have left early this year for various reasons. It's been a long season and they are ready to pack it in and head for warmer climates. We will still have Hillario, Jose, and Bill until December 9. After then it will be down to the usual three until the end of January when Hillario and Jose return. With the remaining crew we hopefully will be able to empty some sand traps and refill them prior to the crew leaving.

Most of the crew members are considering returning next year with some modifications to their work schedules. There won't be as many spots open for regular crew members and only a few specific "nitch" positions to fill our needs.

We still have a lot of work to do such as keeping the grass mowed until it decides to finally slow down; changing cups regularly until play slows down; keeping the course in playable condition until the leaves stop falling. We have ground the tree stumps which now need to be cleaned up, soiled and sodded. Also the worn out traffic areas need to be sodded. The irrigation system needs to be turned off and blown out, which due to the rainy conditions has not been used since mid-September. That has been a large cost savings of electricity. We also haven't had to fill up the irrigation lake from the well, which is an additional savings.

The irrigation system will be turned off about November 1. The gypsum application will be done around the middle of November and the snow mold application will be done the week after the course is closed.

Even though this season is almost in the books, it's time to start planning for next year. We will be completing our inventory of fertilizers and pesticides so that we can generate the bid specs that will be going out in January.

To: Board of Commissioners

From: Derek Solberg, Superintendent of Buildings and Grounds

Re: Parks Department Report – October 2016

Project Supervisor Tim Graves retired from the District on September 30th after 25 years of service. Tim's knowledge of building trades and willingness to help served the District very well in that time. The District was able to perform many tasks in-house that otherwise may have been outsourced and through that, cost savings were realized. Tim often shared his experience and knowledge of the task at hand with other employees and tirelessly promoted the growth of the people he worked with in this way. I thank Tim for his service and wish him the best in his retirement.

Tony Elsasser completed the Chicago Wilderness Certified Burn Crew Member training at Morton Arboretum. This extensive training program is recognized as the best training of that type in the area.

The Bull Creek Shoreline Stabilization project bid opening was October 19th. Staff have performed preliminary clearing of the area to allow contractors to better see the space prior to bidding the work.

Preparations continue for the Fall recreation events. Terror at the Bay is underway following staff efforts to prepare Barefoot Bay for this event. Boo Bash is upcoming and department staff will assist as needed to help this event continue to be a success. The annual Pumpkin Drop will also require attention.

Pumpkins launched and falling from the sky signal snow is not too far behind. Fleet mechanic John Rogers has been servicing snow plows and blowers so we will be ready when needed. John has also serviced the grounds fleet between repair calls. He used his welding experience to repair rusted grills in Community and North Shore – Lewandowski Parks as well as at Diamond Lake Sports Complex.

Completed projects include sanding and painting swing frames at Leo Leathers and repair of rotted split rail fence sections at Woodlands. The observation decks at Hanrahan and Woodlands have been sanded and stained since last report.

Work continues on the development of a written Building Maintenance Plan in line with the Strategic Initiatives that were adopted earlier this year. Staff also installed a new countertop in the concession area at Diamond Lake Recreation Center. At Kracklauer Dance Studio staff are sanding and painting the exterior trim of the building.

Project work on park grounds has focused on fertilization, aerification and overseeding of athletic fields. Bare spots in front of the soccer goals at Hanrahan have been sodded. Spraying herbicide to help control weeds took place. Areas are treated on an as needed basis and priorities are set by Grounds Maintenance Supervisor Paul Rogus and me. Two seasonal staff left unexpectedly and we are without seasonal help presently.

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

PROGRAMS

Learning Center enrollment is at 50 students, 18 more than last year. We have a couple of challenging students who have been assigned aides. Communication is ongoing with the families, SRA staff and our staff. The dance program enrollment is down 17 students from last year. Staff will be announcing a "Bring a Friend Day" in an effort to increase enrollment.

LEAGUES

Fall softball will finish up on October 20. Men's basketball league registration has begun. League is scheduled to begin Nov. 3. We will be offering a Co Rec volleyball league in January. It appears that the Kratos Volleyball Academy has closed. This business opening seemed to be the demise of our leagues so we are hoping we will be able to get some of our teams back.

SPECIAL EVENTS

Special Event season has begun. The "***Terror at the Bay***" opened Friday, October 14th, eighteen people attended the first weekend. We are open Fridays and Saturdays through October 29.

Boo Bash is scheduled for October 29th. Our usual "team" has come together and everything is ready to go. Tracie Ouiment is a new addition to our team and has done an outstanding job getting sponsors for the various events and she encouraged us to start charging \$20 a table to be included in the trick or treat line. (We only charged the for profit businesses). The Jewel has been very generous with donations for the event and Santa Maria also donated some decorations.

Next up is our annual ***Pumpkin Drop***, scheduled for November 6. MHS will bring the trebuchet and additional games and contests will be held.

The Chase 5K is scheduled for November 12; rain/snow date is November 19th. If this winter is like last winter November 12 will be the only snowstorm we have. I will be working with the golf course staff to finalize the details and contacting Hitz Pizza to see if they will donate the chili.

November 12 is also the date of our ***Health Fair*** which will be held at Park View.

Upcoming events in December include; ***Snack N Story w/Santa***, ***Sweat w/Santa***, and the ***Polar Express***.

FACILITIES

Regent numbers are attached. Walgreens sponsored two flu shot clinics this month bringing in about 20 people.

Big and Little and Rec Connection numbers are attached. I apologize I neglected to speak to Laurie Gembara about reporting the five year comparison this month. She will begin next month with the five year report.

Park View numbers are attached. A couple of errors in membership reporting have been sorted out in the new software so this month's numbers are more accurate. We have seen increases in all of our Premium memberships and add-ons (group exercise, indoor pool). Group fitness classes have seen a tremendous restructuring with new classes, more instructors, etc. Kristina Watanabe has been the driving force behind these changes. She is an adjunct professor at CLC in their wellness program and has been working for us part time as an instructor and trainer. We decided to start tapping into some of her other skills and it has been a positive change. As noted above we have seen an increase in our group fitness participation due to these changes.

Barefoot Bay attendance was up just under 2%, but it certainly felt a lot busier than that to our staff. The attendance may be a little off due to some scanning issues with passes and entering Groupon into our software. We averaged 36 more people per day compared to last year. Diamond Lake Beach attendance was up 4% this year. The nice weather was a huge help and we may have been up even more except we had several closures due to poor water quality. The main pool at Barefoot Bay was painted this month. The next month's focus will be preparing memberships, rentals, and parties within the new software. Staff is hoping to get the software configured to allow our customers to purchase passes online as well as in person.

TRAINING AND EDUCATION

Fire extinguisher training was attended by staff.

Big & Little staff members attended the Early Childhood Conference at CLC on Oct. 8th.

AFFILIATE ORGANIZATIONS

The affiliates will be attending the November 9th board meeting.

Fall baseball season is over. MBSA has a new president, Jeff Sydanmaa. Kevin McKay has stepped down after many years of service.

AYSO soccer should come to an end the last weekend of October.

Lake County Stallions will be wrapping up their regular season in the next couple of weeks. Playoffs will follow.

REGENT CENTER

October	Total	Resident	Non-Res.	New	DelWebb	Boomers
2012	483	346	137	124	65	101
2013	497	349	148	109	84	130
2014	445	306	138	81	75	136
2015	458	307	151	106	79	158
2016	416	277	139	73	64	142

Big & Little Enrollment

	<u>Total</u>	<u>Full Time</u>	<u>Full Days</u>	<u>½ Days</u>
October 2016	61	27	20	14
October 2015	67	23	26	18

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 2016	170	70	101
October 2015	165	74	91

2016 Premium Memberships	September	October
Annual	41	71
Monthly	164	213
Ultimate	381	460
Annual Each Add'l	108	141
Monthly Each Add'l	41	49
Annual Group Ex add on	29	47
Monthly Group Ex add on	20	28
Annual Indoor pool add on	25	41
Monthly Indoor pool add on	56	82
Total	865	1132

Group Exercise Unlimited		
Group Exercise Annual	17	19
Group Exercise Monthly	56	58
Total	73	77

Indoor Pool Membership		
Annual	109	144
Monthly	37	53
Annual Each Add'l	19	29
Monthly Each Add'l	7	8
Total	172	234

Park View 5 Year Comparison - as of September		
	Year	
	2012	
Revenue	\$49,140	
Expense	\$41,452	
Difference		\$7,688
	2013	
Revenue	\$51,471	
Expense	\$44,972	
Difference		\$6,499
	2014	
Revenue	\$45,618	
Expense	\$44,849	
Difference		\$769
	2015	
Revenue	\$41,333	
Expense	\$41,022	
Difference		\$311
	2016	
Revenue	\$54,806	
Expense	\$55,793	
Difference		-\$987
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

2016 Summer Attendance Data

Barefoot Bay Season

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

Diamond Lake Beach Season

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

Mundelein Parks & Recreation District

Memorandum

To: Board of Commissioners

From: Linda Miller, Superintendent of Business Services and Technology

RE: October Monthly Report

DATE: October 19, 2016

Finance

The preparation of the 2017 budget continues. The bond issuance proceeds have been invested in CDs with maturities laddered to match the construction draw schedule.

Human Resources

Anthony Nitti completed the payrolls for the periods of 09/04/16 - 09/17/16 for 223 employees, 09/18/16-10/01/16 for 193 employees, and 10/2/16-10/15/16 for 187 employees. Tony is recruiting seasonal positions for cook and seasonal grounds at Steeple Chase, and a swim instructor and lifeguards for the Indoor Pool. He coordinated our September Wellness event which was a golf outing and dinner at Steeple Chase. He also completed updates to the Personnel Policy Manual. In addition, he researched and recommended a different firm to handle our Flexible benefits allowing the agency some cost savings along with a more user friendly application for our employees.

IT

The wiring for the dedicated internet carrier line is almost complete. The installation of the camera in the Kidz Centre is also in progress which will allow parents to view their children in the playroom on their smartphones while exercising in the Fitness areas.

Risk Management

Accident/Incident Summary

Boy, 6	RecConnect – child bit on the lower left arm by another, did not break the skin; both sets of parents informed	14 Sep 2016	First-aid
Boy, 4	B&L – hit and scraped top of his head on the playground bridge by the slide	22 Sep 2016	First-aid
Girl, 8	RecConnect – fell off monkey bars at Washington School and broke right forearm	23 Sep 2016	First-aid, medical
Boy, 6	RecConnect – pushed by another child, hit head on the wall	5 Oct 2016	First-aid
Boy, 9	RecConnect – playing whiffle ball in gym, fell and hit left ear on a staff member's knee	5 Oct 2016	No treatment required
Girl, 7	RecConnect – going up steps on the playground equipment, lost her balance, and hit her head on the post, bump at end of left eyebrow	7 Oct 2016	First-aid
Adult Male	Program – playing volleyball and heard a pop in the right heel	3 Oct 2016	First-aid

Employee Injury/Illness Report

No employee injury or illness to report.

Property Loss

No property losses to report.

Monthly Summary

The Safety Committee meeting took place on September 28th. Monthly training was threefold. Training was held on when to call Emergency Medical Services (EMS) and special consideration by staff in the case of injuries to the head, neck, and spine. Mundelein Fire Department also conducted training on the use of fire extinguishers. Finally, an "in place" training sheet was issued on what employees should say to whom in the case of an incident or accident at the Park District.