

Mundelein Park & Recreation District
Committee of the Whole
September 23, 2019

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 FRASIER.

Present were Commissioners FRASIER, KNUDSON and McGRATH. Staff present included Executive Director RESNICK, Golf Operations Manager BROLLEY, Golf Course Superintendent DORUFF, Superintendent of Buildings and Grounds SOLBERG, Superintendent of Recreation LAPORTE and Superintendent of Business Services & Technology McINERNEY. Commissioners DOLAN and ORTEGA were absent.

An update was given on the 2020 Levy and the Budget Timeline. Executive Director RESNICK shared with the Board that the 2020 Budget will be presented to the Board at the November 25 meeting. It will be available for public review in draft form on November 22. This is to allow for 30 days prior to approval. The Levy will be presented to the Board for approval at the December 9 meeting and the Budget will be presented for approval at the December 23 meeting.

The August police report was enclosed.

Executive Director RESNICK announced that Aquatics Manager John Hansen is leaving his position for personal reasons.

The 2019 Budget includes \$110,000 for replacement of the roof at the Steeple Chase Golf Clubhouse. Staff met with several roofing firms and determined the best pricing is available through the US Communities National Joint Purchasing Program. The supplier of the materials is Garland/BDS, Inc. and the contractor completing the work will be All American Exterior Solutions of Lake Zurich. This is the same company that did roofing work at the Community Center. The contract is for \$100,570 and includes the gutters, downspouts and gazebo roof. Any decking replacement needed will be \$6 per square foot.

Bids for the Steeple Chase Driving Range Project were opened September 17. The architect's estimate for this work was \$600,000. The bids all came in extremely high and staff does not feel it is in the best interest of the District to proceed at this time. The architect is contacting bidders to determine the reason for the large variance from their estimate. Executive Director RESNICK explained her displeasure with Williams Architects regarding these bids. The District has spent over \$50,000 on design fees to date.

Repairs to the parking lot between the Community Center and Parks buildings is also part of the 2019 Budget. To save on mobilization costs and time, staff received a quote from Evans & Sons, who are completing the work on the front parking lot. We addressed this with our attorney and were advised this work can be awarded through a change order to their current contract. The budget for this work is \$52,000.

With our increased dependence on technology, staff feel it would be beneficial to have someone on staff who can trouble shoot issues. We still feel the need for having our consultant to manage

our network and complete higher level tasks, but they are only on site two half days a week. We have written a job description for an IT Support Specialist. This is a part time position that we anticipate starting at 10 hours per week with the possibility of growing to 20 hours in the future. We already have a pay range of \$20-30 per hour in the Board approved ranges.

Our Recreation Supervisor in charge of the Regent Center is retiring in October. With any change in personnel, we take the opportunity to review the current position and job description to ensure it is still accurate. Staff reviewed the job description and is recommending minor changes.

Last year, the Village of Mundelein needed to reduce the amount of road salt they could sell to us because of high need. At that time, we approached Fremont Township about purchasing road salt from them and they agreed. The agreement is very beneficial to the Park District since the per ton cost is less and the hours we can load salt are more flexible. We will be using their equipment to load the salt into our trucks, so the enclosed intergovernmental agreement defines this use.

The Committee meeting adjourned at 7:25 pm.

A handwritten signature in dark ink, appearing to read "Margaret Bernick". The signature is fluid and cursive, with the first name "Margaret" written in a larger, more prominent script than the last name "Bernick".

Secretary

**MUNDELEIN PARK AND RECREATION DISTRICT BOARD OF
PARK COMMISSIONERS, MUNDELEIN, LAKE COUNTY, ILLINOIS
HELD MONDAY, SEPTEMBER 23, 2019 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 FRASIER 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 and McGRATH were present. Staff present included Executive Director RESNICK, Golf Operations Manager BROLLEY, Golf Course Superintendent DORUFF, Superintendent of Buildings and Grounds SOLBERG, Superintendent of Recreation LAPORTE and Superintendent of Business Services & Technology McINERNEY. Commissioners DOLAN and ORTEGA were absent.

Commissioner McGRATH moved to approve the minutes of Committee Meeting and Regular Meeting of September 9, 2019, second by Commissioner KNUDSON. Vice President FRASIER 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 KNUDSON moved to approve Warrants 091719, 092019, 092319, in the amount of \$312,834.44 second by Commissioner McGRATH. Vice President FRASIER repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners KNUDSON, McGRATH and FRASIER voting yes.

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

Commissioner KNUDSON moved to place the August Police Report on file, second by Commissioner McGRATH. Vice President FRASIER repeated the motion and asked if there were any questions and none were raised. A voice vote was taken all voting yes.

Commissioner KNUDSON moved to accept staff recommendation and accept the Steeple Chase Clubhouse Roof Replacement contract award to Garland/DBS, Inc. in the amount not to exceed \$110,000, second by Commissioner McGRATH. Vice President FRASIER repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners KNUDSON, McGRATH and FRASIER voting yes.

Commissioner McGRATH moved to accept staff recommendation and reject bids for the Steeple Chase Driving Range Contract Award, second by KNUDSON. Vice President FRASIER repeated the motion and asked if there were any questions and none were raised.

A roll call vote was taken with Commissioners McGRATH, KNUDSON and FRASIER voting yes.

Commissioner KNUDSON moved to accept staff recommendation and approve a change order to the Evans and Sons contract for pavement work in the amount of \$43,000, second by McGRATH. Vice President FRASIER repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners KNUDSON, McGRATH and FRASIER voting yes.

New Business

Commissioner KNUDSON moved to accept staff recommendation and accept the new position of IT Support Specialist, second by Commissioner McGRATH. Vice President FRASIER repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners KNUDSON, McGRATH and FRASIER voting yes.

Commissioner McGRATH moved to accept staff recommendation and approve the Recreation Supervisor Job Description, second by KNUDSON. Vice President FRASIER repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners McGRATH, KNUDSON and FRASIER voting yes.

Commissioner KNUDSON moved to accept the staff recommendation and approve Fremont Township Inter Governmental Agreement for the use of equipment, second by McGRATH. Vice President FRASIER repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners KNUDSON, McGRATH and FRASIER voting yes.

Staff Reports

Golf

Commissioner McGRATH gave kudos to the staff for getting the course open after the recent storms. Golf Course Superintendent DORUFF responded that 900,000 gallons of water were pumped off the course.

Parks

Commissioner McGRATH asked for definition of confined space entry training. Superintendent of Buildings and Grounds SOLBERG replied that areas where staff has to go into a small/confined space and takes certain safety measures. Vice President FRASIER asked if we have new park signs, Superintendent of Buildings and Grounds SOLBERG responded yes.

Recreation

Vice President FRASIER complimented the recreation department, they are doing well. Commissioner KNUDSON asked if Chase the Moon participation was comparable to last year. Superintendent of Recreation LAPORTE replied that it was down just a bit. Vice President FRASIER commented that Bosaki's and Hitz were very generous to donate. Commissioner McGRATH asked if Nova Care said how many patients they expect. Superintendent of Recreation LAPORTE replied that the staff will ask.

Business Services

Vice President FRASIER commented that is good to see the injury reports down.

Vice President FRASIER announced the Service Anniversaries. Laurie Gembara, 34; Kathy Staufenbiel, 23; Candice Levine, 22; Rachael Staufenbiel, 7; Debra Engdahl, 18; Elizabeth Bedolla, 4; Natalie Hetzel-Barlow, 11; Matt LaPorte, 2

Visitors

Ron Greenberg suggested we talk to the Steeple Chase Driving Range bidders ourselves and not wait for architect.

There being no further business, Commissioner McGRATH moved to adjourn at 7:45 p.m. second by Commissioner KNUDSON. The motion was unanimously approved.


Secretary