

**MINUTES**  
**Mundelein Park & Recreation District**  
**Committee of the Whole**  
**April 12, 2021**

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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.

President ORTEGA directed the Secretary to call the roll. Present were Commissioners DOLAN, FRASIER, KNUDSON, McGRATH and ORTEGA.

Staff present included Executive Director SALSKI.

Executive Director SALSKI presented the Comprehensive Master Plan (CMP) process and he was gathering data and information to update the Plan. He recommended the Comprehensive Master Plan be carefully reviewed avoiding significant expenses as the district has information readily available. He stated a section of the CMP would be focused on Capital Development projects that would advance the agency. He was waiting for the Community Wide Survey and once received, he will schedule a board and staff retreat focused on Five-Year Forecast Model, potential Capital Development projects and Strategic Plan. He provided examples of capital development projects and how he met with Hitchcock Design and FGM Architects while utilizing cost estimating experts such as W.B. Olson and Corporate Construction. Commissioner KNUDSON asked if the district expected to spend significant money completing designs. Executive Director SALSKI said the proposals will be focused on limited design but accurate cost estimates. He stated the importance of finalizing a Comprehensive Master Plan for Distinguished Accreditation purposes. He showed board members an example of future planning such as Regent Rooms A & B.

Executive Director SALSKI provided differences between policies and procedures and how they will be presented in the future. He stated many procedures were built into the policies and staff was working to separate the procedures into a Procedures Manual. Staff was developing a numbering system that aligns with policy numbering system. Commissioner KNUDSON asked about the First Amendment Policy and why Village was part of the policy. President ORTEGA outlined the differences and explained it was important to distinguish between park & recreation district property vs. village property when permit holders move from park to park.

Executive Director SALSKI mentioned staff was seeking two trustees for the Mundelein Parks Foundation. Commissioner DOLAN presented names and board members discussed. Executive Director Salski will reach out to potential individuals.

Executive Director SALSKI presented an update on the Work Plan tasks. Commissioner DOLAN had questions about the Human Resources Consultant expense and scope. Executive Director SALSKI stated he was taking the same approach as Comprehensive Master Plan proposal and being focused on specific tasks. He stated there were aspects of compensation the

District requires more expertise. Commissioner FRASIER mentioned the district collects salary ranges. Executive Director SALSKI mentioned the study will focus on guidelines and processes for approaching salary ranges, comparing ranges to market, salary adjustments and performance evaluations. He expected the expense to be less than budgeted.

Visitors: Ron Greenberg

There being no further business, Commissioner DOLAN moved to adjourn at 7:29 p.m. second by Commissioner McGRATH. A roll call vote was taken with Commissioners DOLAN, McGRATH, FRASIER, KNUDSON and ORTEGA voting yes.



Secretary

**MINUTES**  
**Mundelein Park and Recreation District**  
**Regular Board Meeting**  
**April 12, 2021**

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The Regular Board 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 ORTEGA and he asked the assemblage to rise and recite the Pledge of Allegiance.

He then directed the secretary to call the roll. Present were Commissioners DOLAN, FRASIER, KNUDSON, McGRATH and ORTEGA.

Staff present included Executive Director Salski.

Commissioner McGRATH moved to approve the minutes of the Committee Meeting and Regular Meeting from March 22, 2021, second by Commissioner KNUDSON. President ORTEGA repeated the motion and asked if there were any additional corrections or additions and none were made. A voice vote was taken with all voting yes.

President ORTEGA read the Warrants needed to be approved. Commissioner DOLAN moved to approve Warrants 040121, 040221, 040421 and 040521 in the amount of \$196,396.49 second by Commissioner McGRATH. President ORTEGA repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners FRASIER, DOLAN, KNUDSON, McGRATH and ORTEGA voting yes.

President ORTEGA read the Warrant needed to be approved. Commissioner FRASIER moved to approve Warrant 041221 in the amount of \$103,989.17 second by Commissioner KNUDSON. President ORTEGA repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners FRASIER, KNUDSON, DOLAN and ORTEGA voting yes. Commissioner McGRATH recused himself from the vote.

President ORTEGA requested a motion to approve the amendment to the First Amendment Activities Policy. Commissioner DOLAN moved to amend the First Amendment Activities Policy with a second by Commissioner McGRATH. President ORTEGA repeated the motion and asked if there were any questions and none were raised. A voice vote was taken with all voting yes.

President ORTEGA mentioned the May 5 IAPD Legislative Conference going virtual. He mentioned it was no longer listed on the IAPD Calendar and will follow up with details.

Visitors: Ron Greenberg

Commissioner DOLAN moved to adjourn to Executive Session at 7:35 p.m. for discussion of Personnel 5 ILCS 120/2 (c)(1), second by Commissioner McGRATH. A roll call vote was taken with Commissioners DOLAN, McGRATH, FRASIER, KNUDSON and ORTEGA voting yes.

The Regular Board meeting reconvened at 7:47 p.m.

There being no further business, Commissioner DOLAN moved to adjourn at 7:47 p.m. second by Commissioner McGRATH. A voice vote was taken with all voting yes.

A handwritten signature in blue ink, reading "Ron Sulstin", is written over a horizontal line.

Secretary