

### May 20, 2024

### 7:00 p.m. - Committee Meeting

### 7:30 p.m. - Regular Board Meeting

PUBLIC NOTICE IS HEREBY GIVEN that the Board of Park Commissioners of the Mundelein Park & Recreation District, Lake County, Illinois (the "Park Board") will hold a Committee Meeting of the Park Board on the 20th day of May 2024 at 7:00 o'clock p.m. at Regent Center, 1200 Regent Drive, Mundelein, Illinois.

The Agenda for the Meeting is as follows:

#### Call to Order:

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

### **Updates**

- 1. Comprehensive Master Plan Walking & Biking Paths, Outdoor Program Space, and Indoor Facilities
- 2. Regular Board Meeting Agenda

#### Action Items - Regular Board Meeting

- 1. Approve of StarGuard Elite Lifeguard Services Agreement
- 2. Approve of Diamond Lake Master Plan Services Gewalt Hamilton and Lamar Johnson Collaborative
- 3. Approve of Executive Director Compensation

#### **Visitors**

#### Adjournment

#### **Rules for Public Comment:**

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



### **BOARD MEMORANDUM**

### May 20, 2024 Committee Meeting Topics

### <u>Comprehensive Master Plan – Walking & Biking Paths, Outdoor Program Space, and</u> Indoor Facilities

Executive Director Salski will be working with the board and staff to review and update annually the Comprehensive Master Plan.

In particular, the board and staff have been discussing walking/biking paths over the past several years. Since 2022, staff and board have been discussing the lack of accessible walking and bike paths around Keith Mione Community Park which includes Barefoot Bay, Dunbar Recreation Center, ballfields, ice rink and around the entire park. As well, residents have provided feedback and concerns. Additionally, staff and residents have identified opportunities for additional walking and biking paths that lead to District parks.

Executive Director Salski has been talking with Gail Becke, resident and Resident Advisory Committee Member, about accessibility of walking and biking paths throughout the District's park system and community. She embarked on a significant walking journey in Mundelein and Lake County with her husband, Paul. Executive Director Salski asked if she would share her journey by presenting to the board and staff areas to potentially incorporate paths to connect to district-wide parks and facilities. She will provide observations especially with access to Diamond Lake Road and Diamond Lake Recreation Center. It will be good information, especially with Diamond Lake Master Planning occurring soon. She has a 10–11-minute presentation with an opportunity for board members to ask questions.

At the June meeting, Executive Director Salski will ask the Board to update the Comprehensive Master Plan especially with more knowledge of the need for indoor facilities, outdoor programming space, and surfacing located on the seasonal ice rink. Staff have been meeting with the school district, MBSA, AYSO, Lake County Stallions, Great Lake Adaptive Sports Association, and SRACLC as there are significant needs for indoor space and use of outdoor programming space particularly a more stable surface located in the ice rink, soccer, and softball/baseball field areas.

Also, there are other initiatives to add and/or revise in the Comprehensive Master Plan such as outdoor education areas, applying for PARC, OSLAD and many other grants, Steeple Chase Golf Club improvements, cart paths, and evaluating specific facilities and uses.

### **Regular Board Meeting Agenda Items**

If time is available, staff can present any information on the Regular Board Meeting agenda.

### Action Items - Regular Board Meeting

- 1. Approve of StarGuard Elite Lifeguard Services Agreement
- 2. Approve of Diamond Lake Master Plan Services Gewalt Hamilton and Lamar Johnson Collaborative
- 3. Approve of Executive Director Compensation

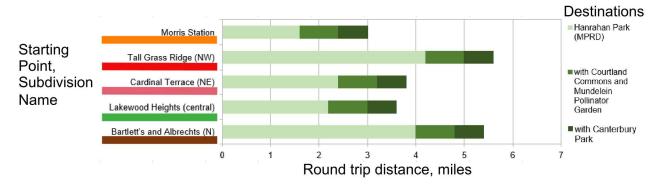
# Background / "Discover Mundelein on Foot"

- I have been presenting public commentary on walking and walkability to the Mundelein Village Board of Trustees for the past few months. I and my husband are dedicated walkers. We walk primarily in Lake County Forest Preserves, Mundelein Park & Recreation District parks, and within the Village of Mundelein.
- To celebrate Mental Health Awareness Month and Walking Month during the month of May, in late April I proposed that the Village declare May as the "Discover Mundelein on Foot" month.
- By way of background:
  - Walking eases mental health issues, reducing depression by 25% (JAMA Psychiatry journal study)
  - Walking also improves physical health. Walking at least about 3 miles/day reduces mortality by 50 to 70% (JAMA)
    - The minimum recommendation for exercise, per the CDC, is 150 minutes per week, or about 7.5 miles' walking
- Walking can be a part of daily life:
  - I walk to enjoy a "forest preserve" experience
  - I walk to accomplish things, getting errands done
  - I walk as part of an excursion via Metra, be it to Chicago or to O'Hare to catch a flight to some farther-off destination
- I prepared three routes along these themes, shown on maps in this packet. Each
  route was plotted for five different subdivisions within the Village. Citizens of the
  Village can walk between 1.4 and 6.2 miles round-trip on these routes. The details
  are on the next page.
  - These are routes I walk. They use walker-friendly sidewalks, multi-purpose paths, and crossings.
- I asked the Mundelein Village Board to consider making May "Discover Mundelein on Foot" month. I also urged them to try some of these walking routes personally.

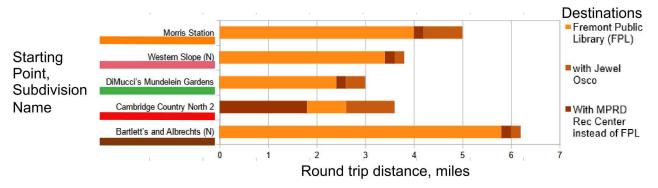
## Three Routes –

Illustrated on Pages 1 through 4 of the map packet

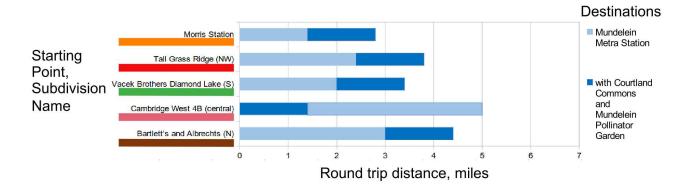
• The "forest preserve experience" route takes citizens around the Hanrahan Park (MPRD). A longer version of the loop includes a visit to Courtland Commons and the Mundelein Pollinator Garden. For those seeking more forest-walking, a walk through Libertyville's Canterbury Park can be added as part of this loop. An additional option is to visit the Mundelein Historical Museum as part of this walk.



• The "walking errands experience" route gives citizens the opportunity to get things done: buy groceries at Jewel, pick up some books or videos at the Fremont Public library, or get indoor exercise either at MPRD Rec Center or at Planet Fitness. An additional option is to visit the NorthShore Medical Clinic by the Jewel.



 The "outbound excursion experience" route takes citizens to the Metra station, with Chicago and O'Hare Airport as destinations.
 For those wishing to spend some time in nature, a longer version of the loop includes a visit to Courtland Commons and the Mundelein Pollinator Garden.



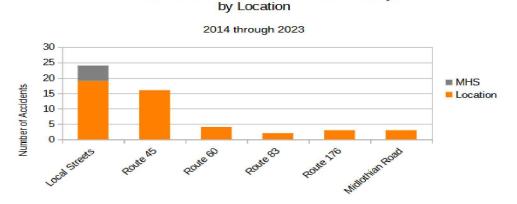
# The Routes I Wanted To Add, But Could Not...

- MPRD Regent Center via Wilderness Park
- More of the MPRD complex adjacent to the Rec Center
- I had previously walked both of these routes.
  - This spring I felt the need to stop crossing Midlothian Road at Courtland Street.
     It is a challenging crossing without any signalization (vehicle or pedestrian).
     There are also no sidewalks on the west side of Midlothian Road that could give access from a different crosswalk. Sprinting across the street was beginning to be too risky for me.
  - Earlier, I stopped walking throughout the Rec Center complex. The Rec Center itself is a fantastic place to exercise, take yoga, or swim. Walking to the adjacent features would be nice, but with no crosswalks or signals, it seemed to risky for me.
  - It is important to note that I also stopped crossing Lake Street / Route 45 at Diamond Lake Road due to my personal assessment of the risks at that intersection. This has bearing on MPRD's plans for improvement of the Diamond Lake Beach area.
- **But,** rather than trust my "gut" safety assessments, I analyzed the Mundelein Village accident data for vehicle-pedestrian accidents and also fatalities. The data bore out my concerns, with lack of signals being a reality in many vehicle-pedestrian accidents and with Route 45/Diamond Lake Road/Allanson Road being an accident-prone intersection.
  - Vehicle-pedestrian accident locations and fatality locations, although with some basic statistics, are shown on the maps on pages 5 through 7 of your map packet.

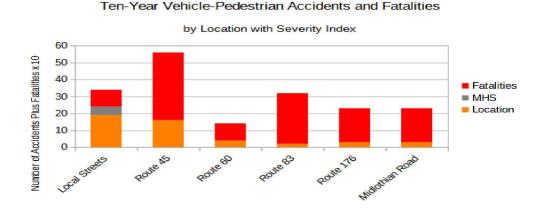
# Ten-Year Mundelein Vehicle-Pedestrian Accidents and Fatalities, 2014 through 2023

Local Streets, including those in the Mundelein High School area, are more accident-prone than Route 45 / Lake Street, with Route 60 third.

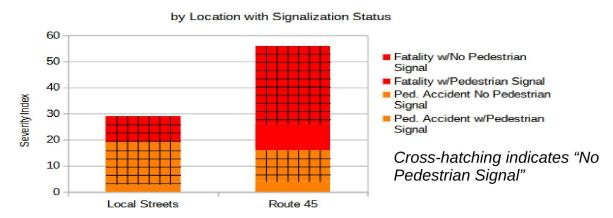
Ten-Year Vehicle-Pedestrian Accident History,



Considering fatalities increases the priority of Route 45/Lake Street, but does not diminish the importance of safety improvements on Local Streets, particularly near MHS.



Examining Local Streets and Route 45 more closely shows that lack of pedestrian signals is a root cause of the high number of accidents, worthy of further study and/or action:

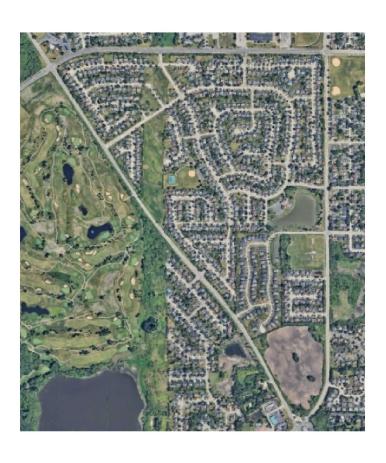


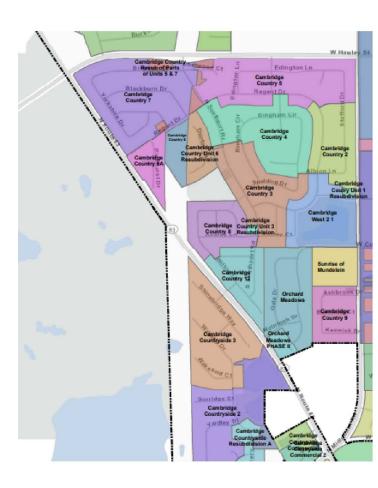
Ten-Year Vehicle-Pedestrian Accidents and Fatalities

Balancing severity and lack of pedestrian signals with the ability for local citizens and government to effect meaningful change, I recommend focusing signalization and enforcement efforts on Local Streets & MHS while also reinvigorating efforts to convince IDOT to address signalization along Routes 45.

# Regent Center – A Small Number of Homes Have Biking or Walking Access







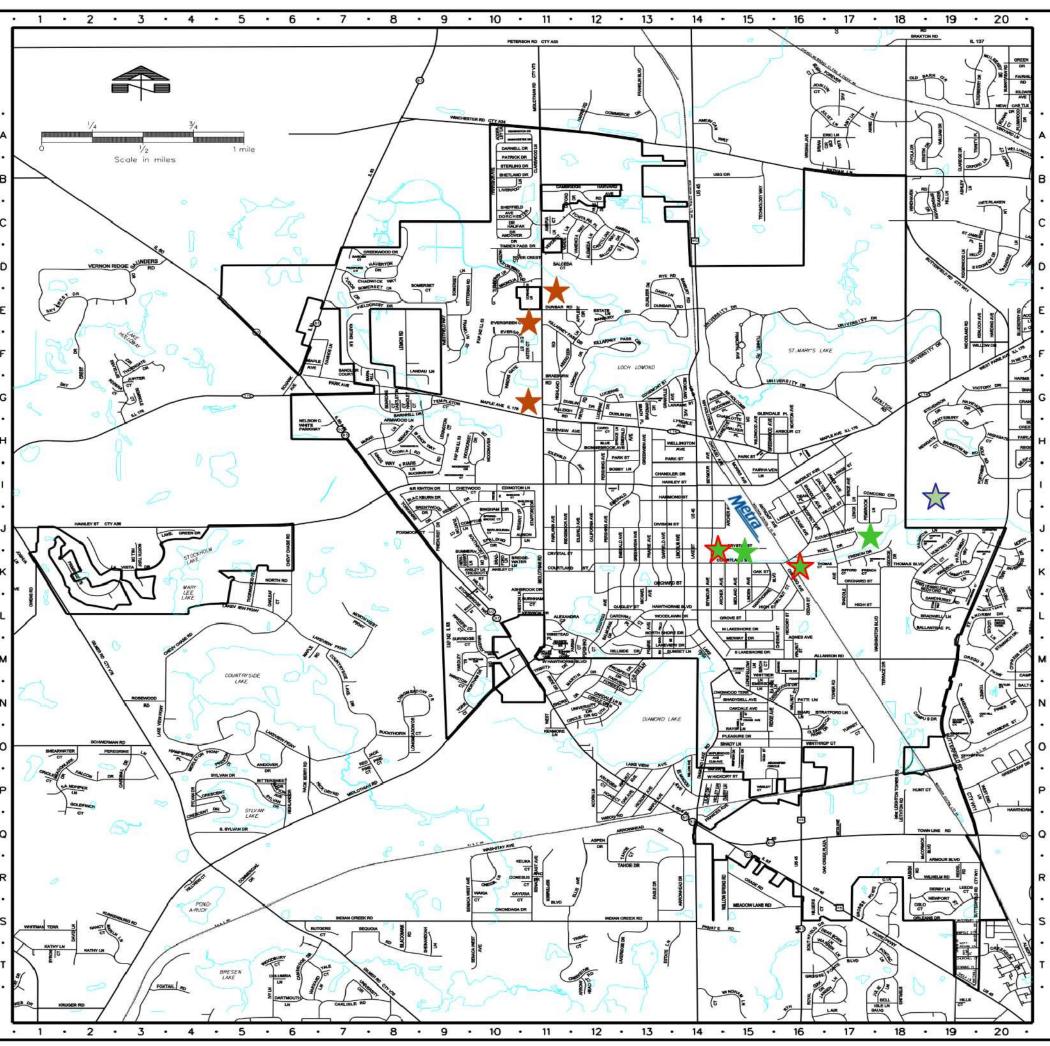
# Rec Center – Good Bike/Pedestrian Access to the Rec Center, but Not to Other Features



# Improved Diamond Lake Rec Center Will Need Access Improvements As Well

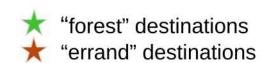


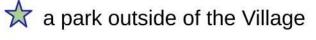
# Overview of Walking Destinations in Mundelein All Three Loops



# TURN OF MUNDELEIN (\*\*)

## MAP KEY:



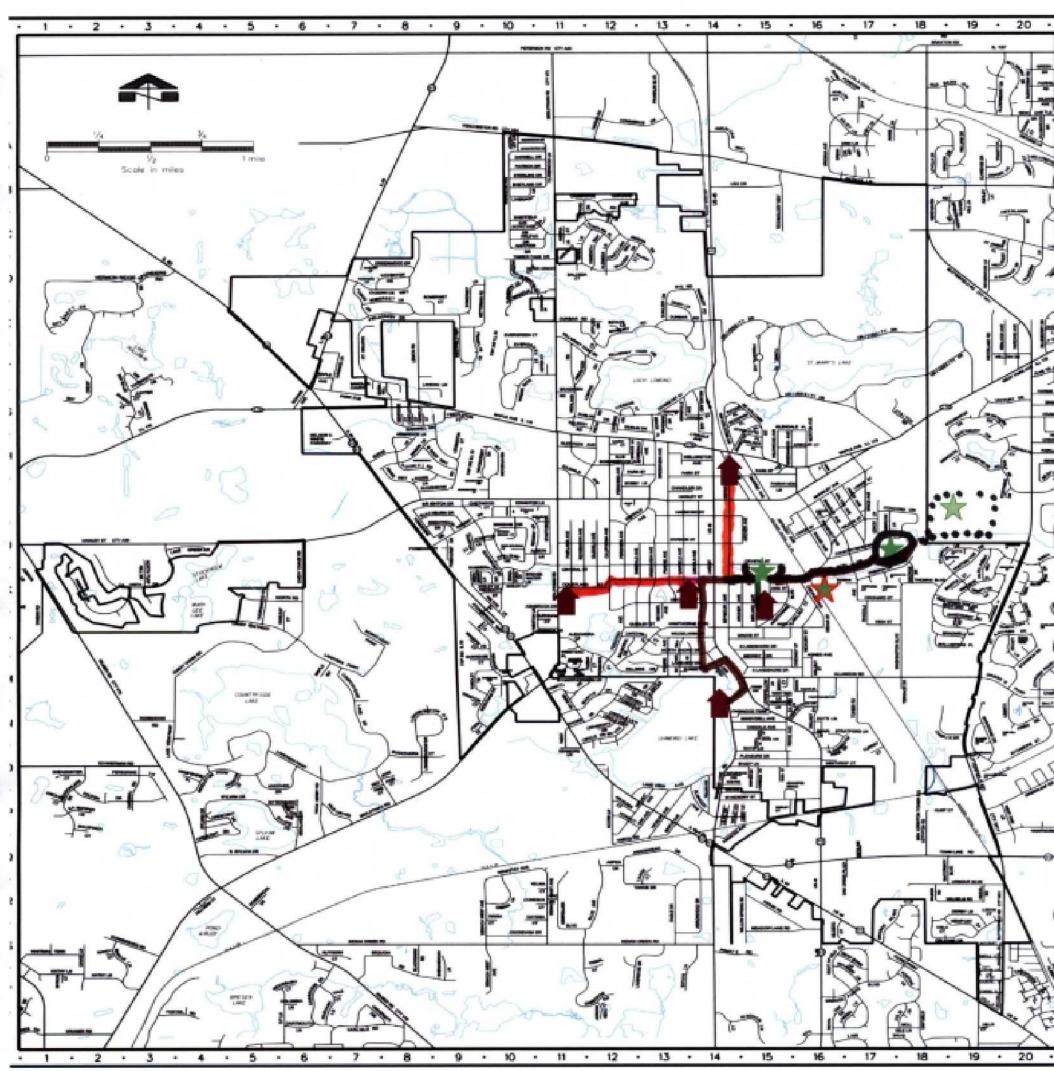


Metra Mundelein Metra station

optional attractions

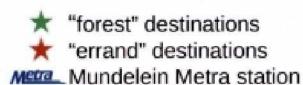
residences, as starting points for each route begins

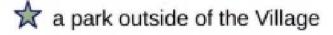
# Forest Preserve Experience – Loop 1 Hanrahan Park, Courtland Commons, Canterbury Park with Historical Museum Attraction



# **\* VILLAGE OF MUNDELEIN \***

### MAP KEY:





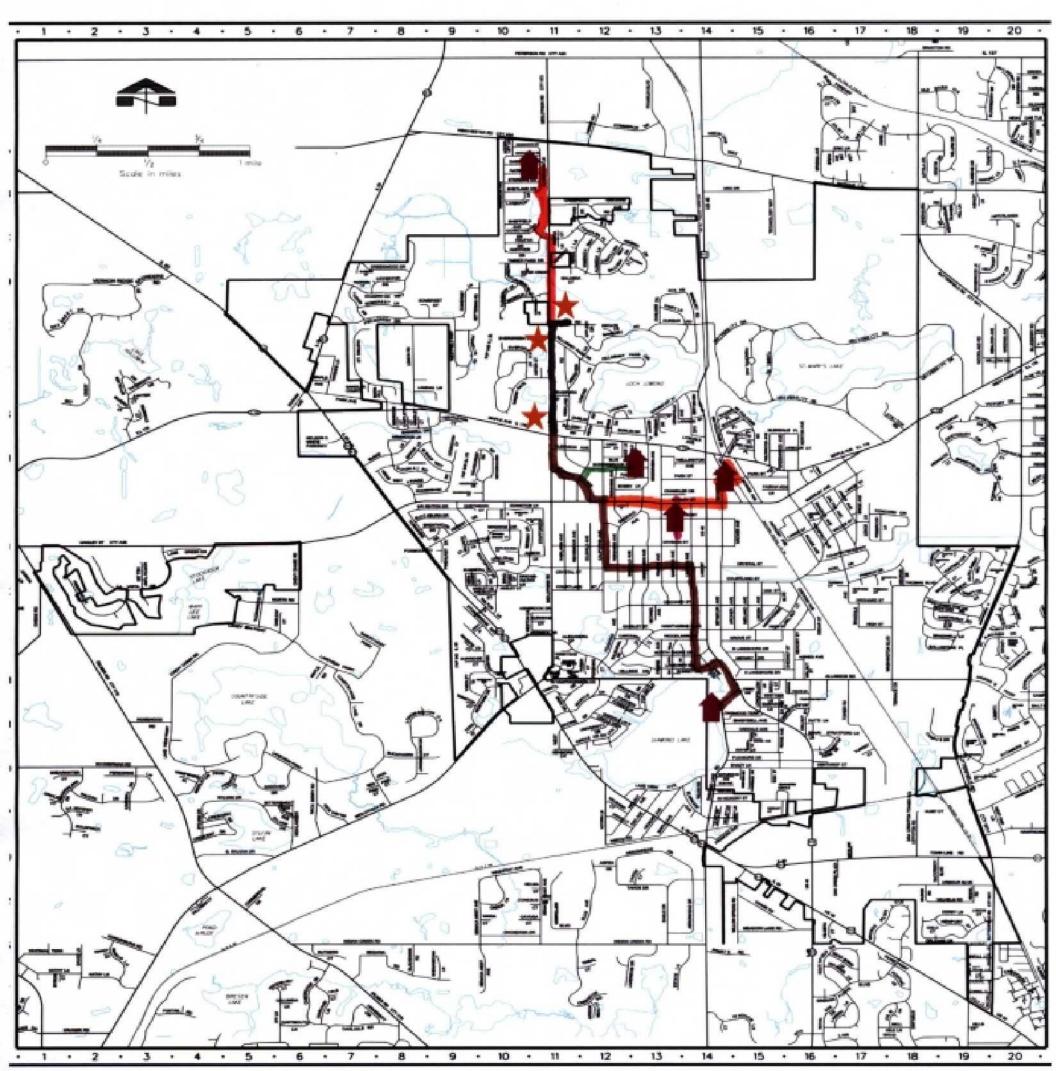


optional attractions



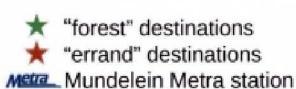
residences, as starting points for each route begins

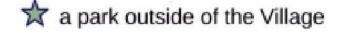
# Walking Errands Experience – Loop 2 Fremont Public Library, MPRD Rec Center, Jewel-Osco with Northshore Medical Office

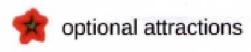


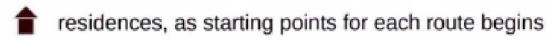
# TULLAGE OF MUNDELEIN (1)

## MAP KEY:

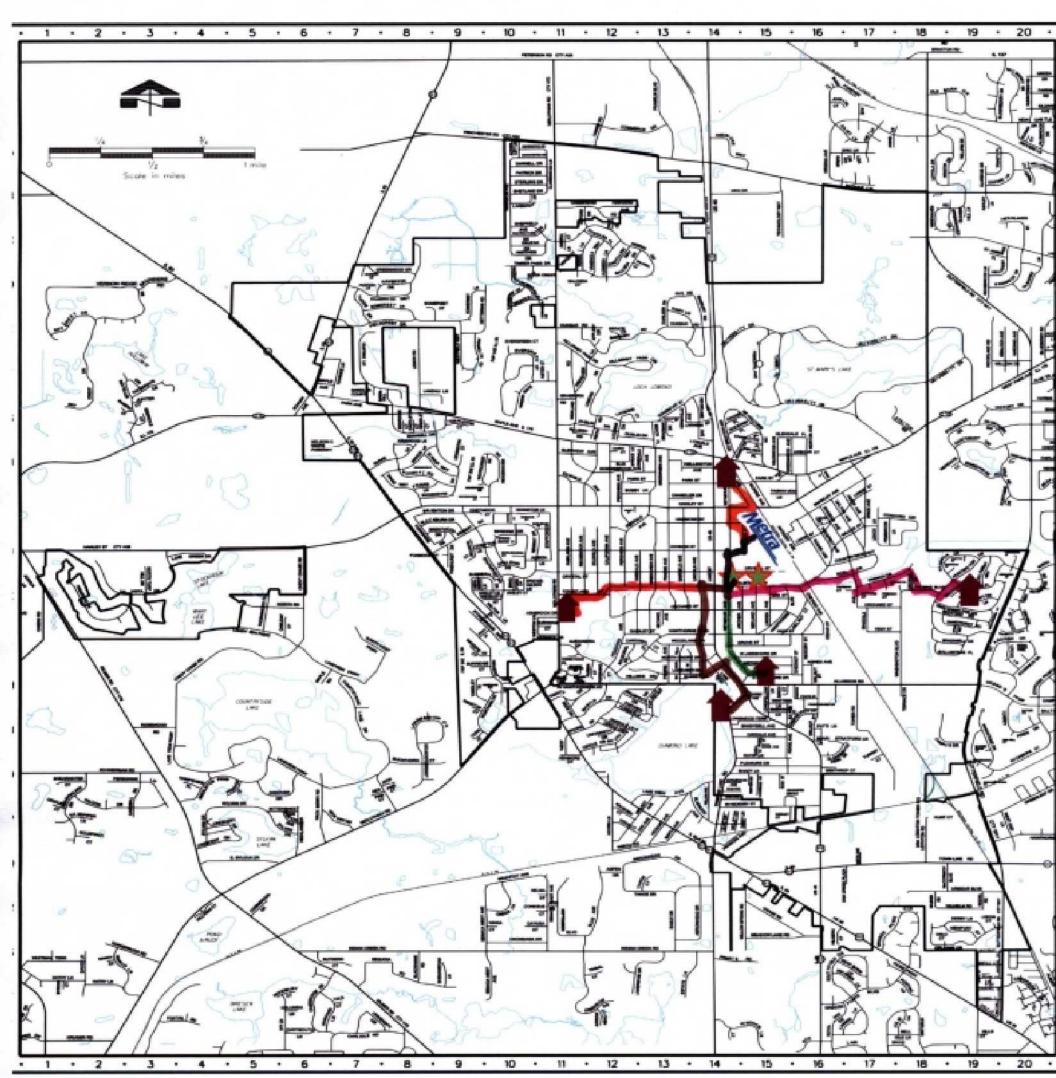






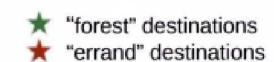


# Outbound Excursion Experience – Loop 3 Metra Rail Station with Courtland Commons and Pollinator Garden Attractions



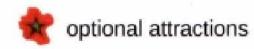
# **W** VILLAGE OF MUNDELEIN **W**

## MAP KEY:



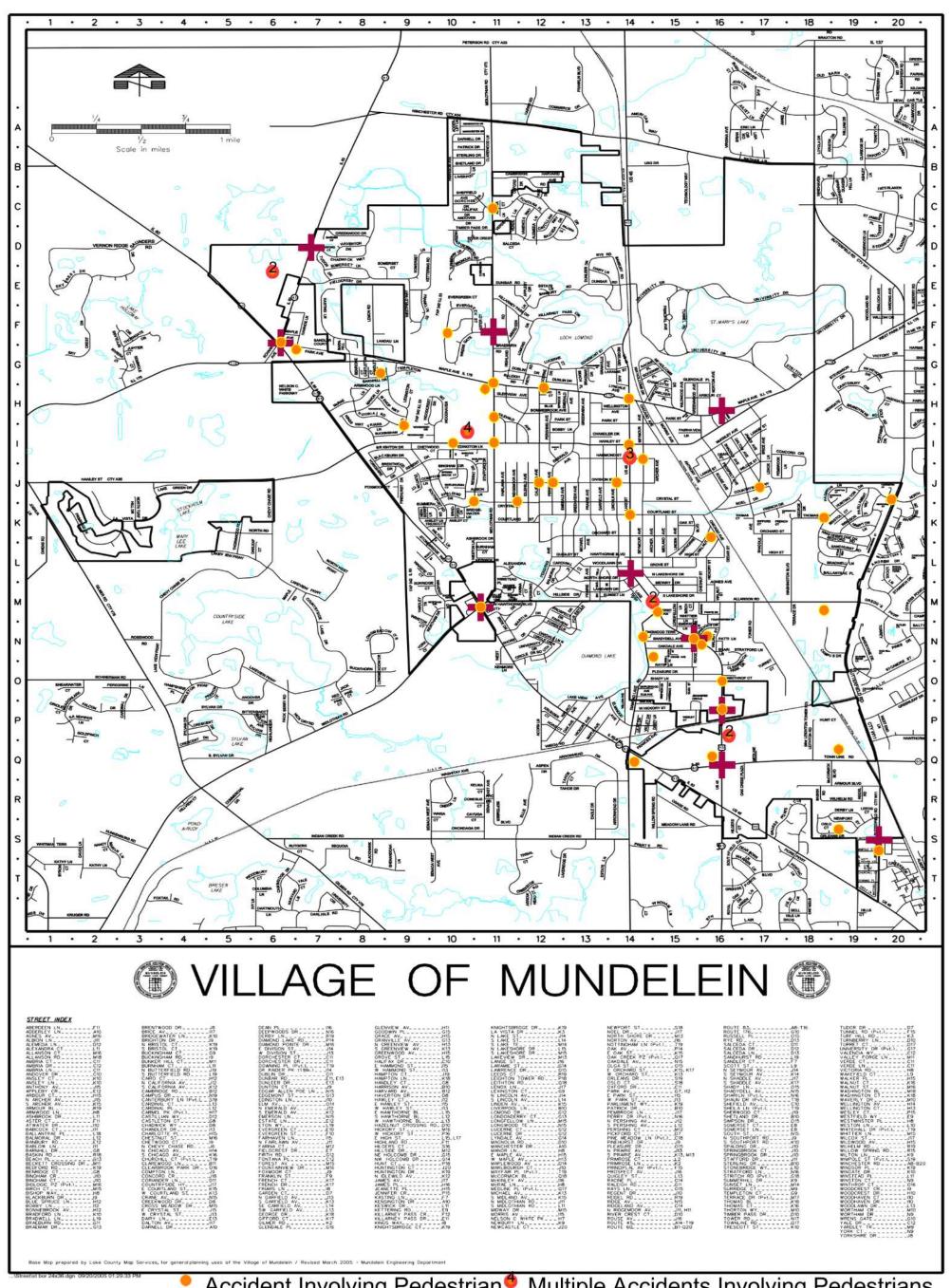
Metra Mundelein Metra station

a park outside of the Village



residences, as starting points for each route begins

# Map of **ALL** Accidents Involving Pedestrians and Fatality Accidents 2014 through 2023



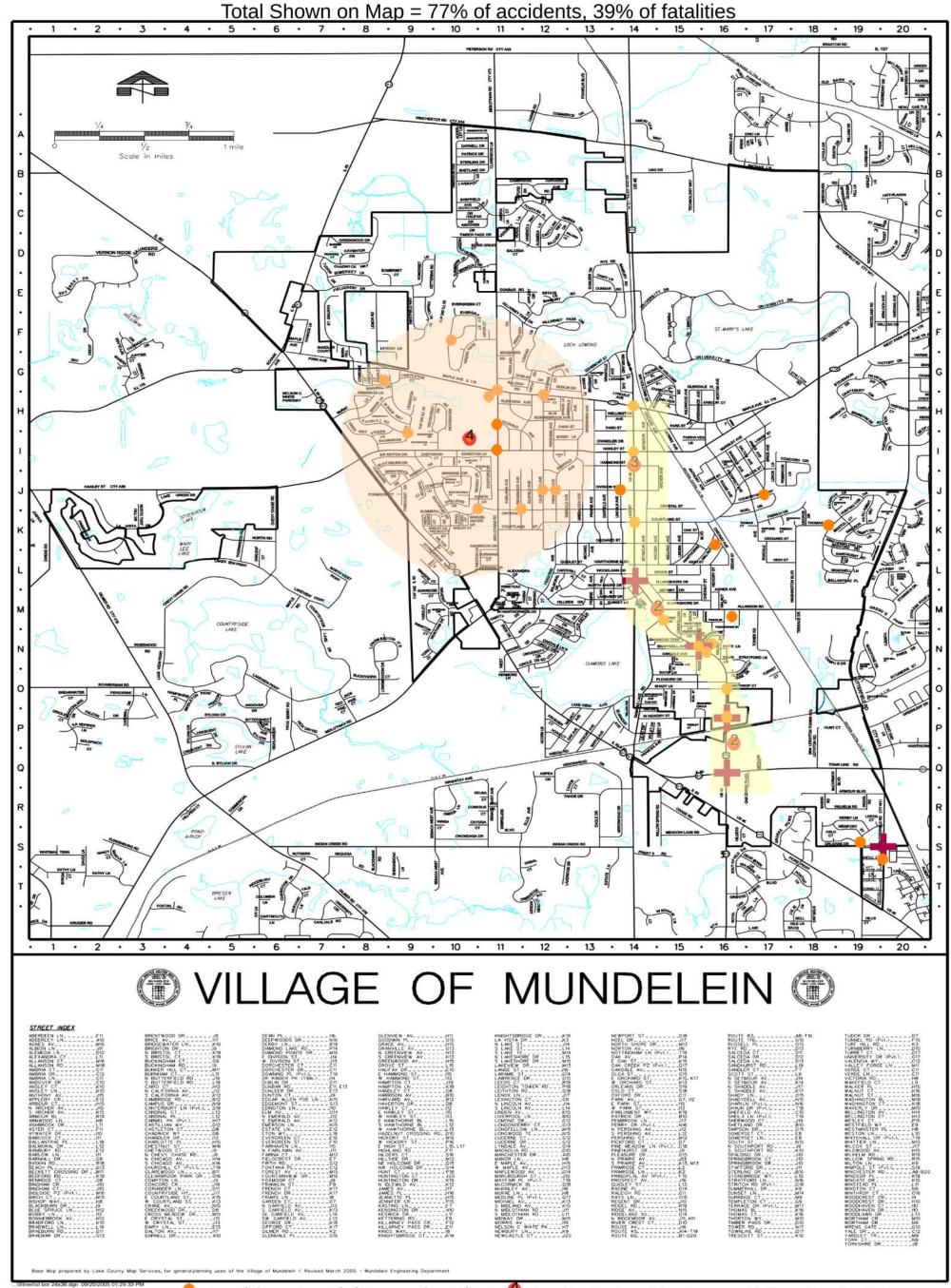
## Map of Accidents Involving Pedestrians and Fatality Accidents

Local Streets and Mundelein High School, with 1-mile walking radius around MHS "Greater MHS area" = 31% of accidents, 0% of fatalities

Total Shown on Map = 46% of accidents, 8% of fatalities BRENTWOOD DR. JB
BRIGHTON DR. JR
CABO
CAROL DR. JR
BRIGHTON DR. JR
CABO
CAROL DR. JR
CABO
CAROL

## Map of Accidents Involving Pedestrians and Fatality Accidents

Local Streets, Mundelein High School (w/1-mile walking radius), & Rte. 45 / Lake Street Route 45/Lake Street = 31% of accidents, 31% of fatalities





### REGULAR BOARD MEETING May 20, 2024 7:30 p.m.

PUBLIC NOTICE IS HEREBY GIVEN that the Board of Park Commissioners of the Mundelein Park & Recreation District, Lake County, Illinois (the "Park Board") will hold a Regular Board Meeting of the Park Board on the 20th day of May 2024 at 7:30 o'clock p.m. at Regent Center, 1200 Regent Drive, Mundelein, Illinois.

### **AGENDA**

Call to Order:

Pledge of Allegiance:

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

Approval of Minutes: Committee Meeting 05-13-24, Regular Meeting 05-13-24 and

Executive Session 05-13-24

**Approval of Disbursements:** Warrants: 051424 and 052024 = \$103,161.50

Financials: April

**Police Report:** April

Correspondence: None

**Old Business:** None

**New Business:** 1. Approve of StarGuard Elite Lifeguard Services Agreement

2. Approve of Diamond Lake Master Plan Services – Gewalt Hamilton and Lamar

Johnson Collaborative

3. Approve of Executive Director Compensation

**Board Business:** 

**Staff Reports:** 

**Service Anniversaries:** Jon Karl 24 years, Nathan Neuwirth 15 years, Karyna Vickers 5 years, Ron Salski 4 years, and Joe Duffy 2 years

**Executive Session:** Personnel 5 ILCS 120/2 (c)(1);

Purchase or Lease of Real Estate 5 ILCS 120/2 (c)(5);

Imminent or Collective Bargaining or Salary Schedules 5 ILCS 120/2(c)(2);

Litigation 5 ILCS 120/2 (c)(11)

Action on Items Discussed in Executive Session, if Necessary

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#### 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;
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Approved 4/14/2014 Board Meeting

## MINUTES Adoloin Park & Roccosti

### Mundelein Park & Recreation District Committee of the Whole May 13, 2024

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The Committee of the Whole meeting of the Board of Park Commissioners of the Mundelein Park & Recreation District, Mundelein, Lake County, Illinois, was called to order at 7:00 p.m.

Present were Commissioners BURTON, KNUDSON, ORTEGA, and President FRASIER. Commissioner McGRATH was absent with prior notice.

Staff present: Director McINERNEY and Executive Director SALSKI.

Visitor present: Courtney Mohr of Lauterbach & Amen LLP.

Director McINERNEY introduced Courtney Mohr of Lauterbach & Amen LLP and said the Audit was finished. Ms. Mohr thanked Director McINERNEY, Executive Director SALSKI, and staff for all the assistance. Ms. Mohr discussed three major pieces of the audit which included the certificate, financials, and management letter. The District has received a certificate for the past 12 consecutive years. She explained everything is ready for a certificate for 13 years. She explained page 10 was required per state statute. She said the Audit was an unmodified opinion which was a clean and the highest opinion. She said there were no difficulties or disagreements with management based on content starting on page 13. She said the net position increased by \$1.2 million on page 26. She said that on page 29 it explained how the District budgeted. She said the overall fund balance was \$2.9 million. She explained that page 75 focused on fund balances. She said statistics were important for Certificate which were located at the end. She stated Lauterbach & Amen will work with GASB. Ms. Mohr asked if the Board had any questions. Executive Director Salski said the District transferred \$1.2 million to the Capital Fund, which was a positive. Commissioner Burton agreed and stated it was what the District was supposed to do. Commissioner KNUDSON asked how much the increase was in the District's net position. Ms. Mohr replied that it was a positive year with transfers. Commissioner KNUDSON asked how the expenses compared to prior years' performance as the District has added staff. Ms. Mohr stated there was not a comparison in the report. Ms. Mohr thanked the Board.

Commissioner BURTON asked if every year the auditors saw more GASB. Director McINERNEY stated the District had to follow.

Executive Director SALSKI explained the Employee of the Year Recognition and positive changes. He stated it was important to provide positive feedback throughout the year. Commissioner KNUDSON asked how much money was awarded in the prior year. Director McINERNEY stated \$250 per employee and five employees received the award. Board Members agreed with the changes.

Executive Director SALSKI shared the email from a resident, John Relos. He stated that he would reach out to him to meet on-site. He confirmed with ILM Environments that the photos in the report were intended to foster conversation by illustrating several points:

- There were varying degrees of degradation along the West Channel's shoreline.
- There were varying approaches currently underway that are intended to stabilize the Channel's shoreline.
- Varying stabilization techniques do not all work equally well.

Committee Meeting Minutes May 13, 2024 Page 2

• There are many choices for stabilization techniques.

ILM was mindful of the landowner's objection to access his property without permission. ILM was careful to enter and remain on the utility easement and was not on private property when the photos were taken. But ILM understood the homeowner's concern about that kind of proximity to his private property. ILM's reason for including that homeowner's shoreline stabilization project in the report was concern for the exposed cut in the shoreline and the standing pile of loose soil, not the craftsmanship of his structure, or its utility. Such cuts into a shoreline will accelerate erosion if not stabilized immediately. Loose soil stored in such a manner would quickly enter the waterbody and would drive sedimentation of the channel and unwanted aquatic growth (algae & pondweeds).

President FRASIER asked if there were topics from the Regular Meeting agenda to discuss.

There being no further business, Commissioner ORTEGA moved to adjourn at 7:29 p.m. second by Commissioner KNUDSON. A voice vote was taken with all voting yes.

Secretary		

# MINUTES Mundelein Park & Recreation District Regular Board Meeting May 13, 2024

The Regular Board meeting of the Board of Park Commissioners of the Mundelein Park & Recreation District, Mundelein, Lake County, Illinois, was called to order at 7:30 p.m. by President FRASIER 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 BURTON, KNUDSON, ORTEGA, and President FRASIER. Commissioner McGRATH was absent with prior notice.

Staff present included Director McINERNEY, Manager BANNON and Executive Director SALSKI.

President FRASIER requested a motion to approve the minutes of the Committee, Regular, and Executive Session meetings on April 22, 2024. Commissioner KNUDSON moved to approve the minutes of the Committee, Regular, and Executive Session meetings on April 22, 2024, second by Commissioner ORTEGA. President FRASIER repeated the motion, asked if there were any corrections or additions. None were raised. A voice vote was taken with all voting yes.

President FRASIER read the Warrants needed to be approved. Commissioner ORTEGA moved to approve Warrants: 042524, 042624, 050424, 050724, 051024 and 051324 = \$1,025,024.65 second by Commissioner BURTON. President FRASIER repeated the motion, asked if there were any questions. A roll call vote was taken with Commissioners ORTEGA, BURTON, KNUDSON, and President FRASIER voting yes.

Executive Director SALSKI presented correspondence from the Village of Mundelein complimenting the staff at Steeple Chase Golf Club for not selling tobacco products to underage patrons. Director SALSKI also presented two email letters from residents. One thanked the Golf staff for a good job on the course bunkers and the other thanked the Parks staff for their quick work clearing a fallen tree.

President FRASIER stated as President of the Mundelein Park & Recreation District Board of Park Commissioners, he declared the 2023-2024 Board was now complete.

Secretary SALSKI declared the first meeting of the 2024-2025 Business of the Board called to order. He completed a roll call and present were Commissioners BURTON, FRASIER, KNUDSON, and ORTEGA.

Secretary SALSKI requested a motion for President, Vice-President and Treasurer.

Meeting Minutes May 13, 2024 Page Two

Secretary SALSKI explained the process and asked for nominations of President, Vice-President, and Treasurer. President ORTEGA made a motion to nominate the election of Commissioner KNUDSON for President, Commissioner ORTEGA for Vice-President, and Commissioner BURTON for Treasurer. Commissioner FRASIER seconded the motion. Secretary SALSKI asked if there were any other nominations. None were made. Secretary SALSKI closed the nominations. Secretary SALSKI announced the slate or nominations of Commissioner KNUDSON for President, Commissioner ORTEGA for Vice-President, and Commissioner BURTON for Treasurer. A roll call vote was taken with Commissioners ORTEGA, FRASIER, BURTON, and KNUDSON voting yes. Newly elected President KNUDSON thanked Wally Frasier for his years of service as President of the Board.

President KNUDSON assumed the duty of first in command.

President KNUDSON requested a motion to approve of Appointments as stated in the memorandum. Commissioner FRASIER moved to approve of Appointments, second by Commissioner BURTON. President KNUDSON repeated the motion, asked if there were any questions. None were raised. A roll call vote was taken with Commissioners FRASIER, BURTON, ORTEGA, and President KNUDSON voting yes.

President KNUDSON requested a motion to accept Annual Comprehensive Financial Report For the Year Ended December 31, 2023, as prepared and presented. Commissioner BURTON moved to accept Annual Comprehensive Financial Report For the Year Ended December 31, 2023, second by Commissioner ORTEGA. President KNUDSON repeated the motion, asked if there were any questions. None were raised. A roll call vote was taken with Commissioners BURTON, ORTEGA, FRASIER, and President KNUDSON voting yes.

President KNUDSON requested a motion to approve of Renaming Dunbar Recreation Center to Kevin M. Dolan Recreation Center. Commissioner ORTEGA moved to approve of Renaming Dunbar Recreation Center to Kevin M. Dolan Recreation Center while the outside states, "Dolan Recreation Center," with the full name of facility listed on a plaque inside the Recreation Center, second by Commissioner FRASIER. President KNUDSON repeated the motion, asked if there were any questions. Executive Director Salski mentioned he would start working on the project and it is important to align the plaque and outdoor sign on the same day. Commissioner ORTEGA asked if Executive Director Salski would provide a day closer to installer as an out-of-town family member would be expected to attend. Executive Director SALSKI thanked Commissioner ORTEGA for the suggestion. A roll call vote was taken with Commissioners ORTEGA, FRASIER, BURTON, and President KNUDSON voting yes.

President KNUDSON requested a motion to approve of Naming Park at Crossings of Mundelein to Crossings Park. Commissioner BURTON moved to approve of Naming Park at Crossings of Mundelein to Crossings Park, second by Commissioner FRASIER. President KNUDSON repeated the motion, asked if there were any questions. None were raised. A roll call vote was taken with Commissioners BURTON, FRASIER, ORTEGA, and President KNUDSON voting yes.

Meeting Minutes May 13, 2024 Page Three

President KNUDSON requested a motion to approve of Mundelein Park & Recreation District – 2024 Pavement Improvements Bid. Commissioner BURTON moved to approve of Mundelein Park & Recreation District – 2024 Pavement Improvements Bid, second by Commissioner ORTEGA. President KNUDSON repeated the motion, asked if there were any questions. Commissioner BURTON asked for reasons for the 2023 Asbury paving project not being finished in a specific section. Executive Director SALSKI stated staff were concerned about going over budget but in hindsight, there was an opportunity to finish off a particular section. Executive Director SALSKI stated he informed staff to bring him onsite in the future if there were opportunities to improve an area for a limited expense. He said that a change order would have been authorized. He said it was a learning process for staff and staff understood how best to approach in the future. He said some of the walking paths need extensive work as others need more patching. He stated that staff received the most complaints about Asbury and Wilderness Parks. A roll call vote was taken with Commissioners BURTON, ORTEGA, FRASIER, and President KNUDSON voting yes.

Commissioner KNUDSON asked if there were any staff reports. Executive Director SALSKI explained staff will be recommending Gewalt Hamilton Associates and Lamar Johnson Collaborative for the Diamond Lake Master Plan. He gave background of each firm. He stated he would explain more at the May 20 meeting.

President KNUDSON requested a motion to move into Executive Session at 7:45 p.m. for Personnel and Purchase or Lease of Real Estate reasons. Commissioner FRASIER moved to go into Executive Session for Personnel 5 ILCS 120/2 (c)(1) and for Purchase or Lease of Real Estate 5 ILCS 120/2 (c)(5). The motion was second by Commissioner ORTEGA. A roll call vote was taken with Commissioners FRASIER, ORTEGA, BURTON and KNUDSON voting yes.

The Board came out of Executive Session into Regular Meeting at 8:27 p.m. President KNUDSON asked if there were any other topics from the Regular Meeting agenda to discuss. None was raised.

There being no further business, Commissioner FRASIER moved to adjourn at 8:28 p.m. second by Commissioner BURTON. A voice vote was taken with all voting yes.

Secretary		

Warrants for Board Mo	eeting 05/20/24
Warrant Number	Amount
051424	1,321.25
052024	101,840.25
Total	103,161.50

### Mundelein Park District Warrant Report

Date Paid 05/20/2024

052024

Check #	Vendor Name	Invoice Description	Fund Charged		Department Charged	Amoun
139413	4IMPRINT, INC		DECDE ATTOM DDG CO		DADEFOOT DAY	te 110 11
		BFB UNIFORMS - STAFF, GUARD, AND MANAGER SHIRTS	RECREATION PROGRA	AM FUND	BAREFOOT BAY	\$6,418.44
			[	Ch	neck Total:	\$6,418.44
139414	ACE HARDWARE					440.00
		WATER FOUNTAIN REPAIR - PIPE AND COUPLER			MUSEUM	\$10.39
		MCC BUILDING MAINTENANCE SUPPLIES	RECREATION PROGRA	AM FUND	HEALTH & FITNESS	\$29.43
		PVC ADAPTER	RECREATION PROGRA	AM FUND	BAREFOOT BAY	\$3.23
		GATE TRANSPONDER	CORPORATE FUND		PARKS AND PLAYGROUNDS	\$89.99
		MUSEUM - DRINKING FOUNTAIN REPAIR	CORPORATE FUND		MUSEUM	\$40.62
				Cł	neck Total:	\$173.66
139415	ACUSHNET COM	PANY				
		OUTERWEAR	CORPORATE FUND		GOLF PRO SHOP	\$300.99
		APPAREL	CORPORATE FUND		GOLF PRO SHOP	\$62.06
		SHOES	CORPORATE FUND		GOLF PRO SHOP	\$1,448.5
		BALLS	CORPORATE FUND		GOLF PRO SHOP	\$147.5
		HATS	CORPORATE FUND		GOLF PRO SHOP	\$58.8
		CLUBS	CORPORATE FUND		GOLF PRO SHOP	\$346.8
		CLUBS	CORPORATE FUND		GOLF PRO SHOP	\$346.8
		GOLF BALLS	CORPORATE FUND		GOLF PRO SHOP	\$499.1
		HATS	CORPORATE FUND		GOLF PRO SHOP	\$323.4
		GOLF BALLS	CORPORATE FUND		GOLF PRO SHOP	\$112.0
				Cr	neck Total:	\$3,646.26
139416	AIRGAS USA, LL					*477 F
		CYLINDER RENTALS	CORPORATE FUND		GOLF COURSE MAINTAINEN	\$177.52
			<u>ļ</u>	<u> </u>	neck Total:	\$177.52
139417	ALBERTSONS CO		DECDE 1 TO 1 22000	A FUND	DEC CONNECTION	442 O
		ICE CREAM SUPPLIES	RECREATION PROGRA		REC CONNECTION	\$43.99
		ICE CREAM SUPPLIES	RECREATION PROGRA		TRAILS DAY CAMP TRAILS DAY CAMP	\$96.1 \$19.9
		ICE CREAM SUPPLIES	RECREATION PROGRA		door!	\$160.06
				Cr	neck Total:	\$100.00
139418	ALLIED CENTRAI		DECDEATION DDOCDA	M EUND	DIAMOND LAKE FACILITY	\$490.00
		DLRC ALARM MONITORING & 2 SERVICE CALLS	RECREATION PROGRA			
		KDS - PANIC BUTTON	RECREATION PROGRA		KRACKLAUER DANCE STUDI	\$300.00
			line in the state of the state	Ch	neck Total:	\$790.00
139419	ANCEL GLINK, P		CORRORATE ELIAID		ADMINISTRATION	\$2,830.00
		LEGAL SERVICES	CORPORATE FUND	Ch	neck Total:	\$2,830.00
			1	CI	ieck rotal.	\$2,030.00
	ARTHUR CLESEN		CORPORATE FUND		GOLF COURSE MAINTAINEN	\$6 በበበ በ
139420		ACELEPRYN XTRA	CORPORATE FUND		GOLF COURSE MAINTAINEN	\$702.50
139420		HEDDICIDE	CONFORMILLIONS		COLL COOKSE HATMINTHE	4,02.0
139420		HERBICIDE SEED/DIVOT MIX	CORPORATE FUND		GOLF COURSE MAINTAINEN	\$1,120.78
139420				Ch	GOLF COURSE MAINTAINEN neck Total:	\$1,120.78 \$7,823.34
	BREAKTHRU BEV	SEED/DIVOT MIX		Ch		
139420 139421	BREAKTHRU BE\	SEED/DIVOT MIX		Cł		\$7,823.34

### Mundelein Park District Warrant Report

Check	# Vendor Name	Invoice Description	Fund Charged	Department Charged	Amount
139422	BRIAN WISMER	R ENTERTAINMENT INC			
		TRAINING SPEAKER	RECREATION PROGRAM FUND	TRAILS DAY CAMP	\$725.00
				Check Total:	\$725.00
139423	BRONZE MEMO	RIAL CO			
103-125		BILL BROLLEY RECOGNITION	CORPORATE FUND	ADMINISTRATION	\$770.00
		BILL BROLLEY RECOGNITION	CORPORATE FUND	GOLF PRO SHOP	\$770.00
			And the second s	Check Total:	\$1,540.00
139424	BURRIS EQUIPI	MENT CO			
		KUBOTA MOWER - CONTROLLER	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$317.70
				Check Total:	\$317.70
			140	PROTOROGRANIA #4 JALONANIA TRANSITA PARAMETER	nim p. cm
139425	CDW GOVERNM	•	DECDEATION DDOCDAM EUND	PAREFOOT RAV	\$297.23
		REPLACEMENT PRINTER (FROM FLOOD)	RECREATION PROGRAM FUND	BAREFOOT BAY	\$237.23
		. 2000,		Check Total:	\$297.23
139426	CHICAGOLAND	PAVING	•		
139420	CHICAGOLAND	RETENTION PAYMENT - 2023 PAVING	CAPITAL IMPROVEMENT FUND	ASSETS	\$9,815.74
		PROJECT			
				Check Total:	\$9,815.74
139427	ComEd				
	• • • • • • • • • • • • • • • • • • • •	ELECTRIC - SPORTS COMPLEX 2	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$48.77
		ELECTRIC - KDS	RECREATION PROGRAM FUND	KRACKLAUER DANCE STUDI	\$162.90
		ELECTRIC - BOAT LAUNCH	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$22.22
		ELECTRIC - DIAMOND LAKE PARK	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$27.16
		LITES ELECTRIC - BOAT HOUSE	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$25.12
		ELECTRIC - LONGMEADOW	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$26.34
		ELECTRIC - REGENT	RECREATION PROGRAM FUND	REGENT CENTER	\$378.38
		ELECTRIC - MEMORIAL	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$40.92
		ELECTRIC - LEWANDOWSKI	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$48.41
		ELECTRIC - SPORTS COMPLEX 1	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$101.23
		ELECTRIC - MUSEUM	CORPORATE FUND	MUSEUM	\$84.62
		ELECTRIC - MIONE GARAGE	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$53.14
		ELECTRIC - SB LITES	RECREATION PROGRAM FUND	SOFTBALL FIELDS	\$35.60
		ELECTRIC - MCC	RECREATION PROGRAM FUND	MCC FACILITY	\$677.92
		ELECTRIC - MCC	RECREATION PROGRAM FUND	BIG & LITTLE DEVELOPMEN	
		ELECTRIC - MCC	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$2,711.67
		ELECTRIC - MCC	RECREATION PROGRAM FUND	MCC INDOOR POOL PARKS AND PLAYGROUNDS	\$2,372.72 \$22.56
		ELECTRIC - HANRAHAN	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$369.91
		ELECTRIC - PARK MAINTENANCE	CORPORATÉ FUND	DIAMOND LAKE FACILITY	\$380.88
		ELECTRIC - DLRC	RECREATION PROGRAM FUND	DUNBAR RECREATION CENT	
		ELECTRIC DUNBAR	RECREATION PROGRAM FUND RECREATION PROGRAM FUND	DUNBAR RECREATION CENT	
		ELECTRIC - DUNBAR	RECREATION PROGRAM FUND	HEALTH & FITNESS	\$140.57
		ELECTRIC - DUNBAR ELECTRIC - DUNBAR	RECREATION PROGRAM FUND	TRAILS DAY CAMP	\$140.57
		ELECTRIC - DUNBAR ELECTRIC - DUNBAR	RECREATION PROGRAM FUND	REC CONNECTION	\$491.97
		ELECTRIC - DUNBAR	RECREATION PROGRAM FUND	KRACKLAUER DANCE STUDI	
		ELECTRIC - DUNDAR ELECTRIC - STEEPLE CHASE	CORPORATE FUND	GOLF COURSE MAINTAINEN	•
		ELECTRIC - STEEPLE CHASE	CORPORATE FUND	GOLF PRO SHOP	\$728.80
					12,095.29
				STOCK TOWN.	,,

## Mundelein Park District Warrant Report

Check #	Vendor Name	Invoice Description	Fund Charged		Department Charged	Amount
		PARKS - GAS STRAW SEED BLANKET	CORPORATE FUND		PARKS AND PLAYGROUNDS PARKS AND PLAYGROUNDS	\$1,086.60 \$268.42
			To common v	Che	eck Total:	\$2,002.77
139429	CUSHING & COM	1PANY				
		3RD FLOOR OFFICE SIGNS	CORPORATE FUND		SPECIAL RECREATION	\$1,844.24
				Che	eck Total:	\$1,844.24
139430	CUTLER WORKW	/FAD				
133430	COTEER WORKS	CHEST WADER	CORPORATE FUND		GOLF COURSE MAINTAINEN	\$125.95
		STAFF UNIFORMS - SCHAUL	CORPORATE FUND		PARKS AND PLAYGROUNDS	\$300.18
			Ī	Che	eck Total:	\$426.13
139431	DELICIOUS UNL	IMITED			***	
139431	DELICIOUS ONE.	FOOD SERVICE FOR WEEK OF 4/29/24	RECREATION PROGRA	AM FUND	BIG & LITTLE DEVELOPMEN	\$800.77
		TOOD SERVICE FOR WEER OF 1723721	REGRETATION		eck Total:	\$800.77
			Į.	CIN	SOR TOWN	
139432	DIAMOND J GLA		CORPORATE FUND		PARKS AND PLAYGROUNDS	\$455.93
		REPLACEMENT GLASS DOOR FOR JD BRUSH	CORPORATE FUND		PARKS AND PLATGROUNDS	<b>ртоо.</b> 50
				Che	eck Total:	\$455.93
139433	EFAX CORPORAT	re	,	-		
139433	LI AX CORPORA	MAY FAX SERVICE	RECREATION PROGRA	AM FUND	REGENT CENTER	\$17.33
		MAY FAX SERVICE	RECREATION PROGRA		BAREFOOT BAY	\$17.33
		MAY FAX SERVICE	RECREATION PROGRA	AM FUND	MCC FACILITY	\$17.33
		MAY FAX SERVICE	RECREATION PROGRA	AM FUND	HEALTH & FITNESS	\$17.32
		MAY FAX SERVICE	RECREATION PROGRA		MCC INDOOR POOL	\$17.32
		MAY FAX SERVICE	RECREATION PROGRA	AM FUND	BIG & LITTLE DEVELOPMEN	\$17.32
				Che	eck Total:	\$103.95
139434	FULLIFE SAFETY	LLC				
		RESPIRATOR FIT TESTING AND	CORPORATE FUND		RISK MANAGEMENT	\$250.00
		RESPIRATOR PARTS RESPIRATOR FIT TESTING AND RESPIRATOR PARTS	CORPORATE FUND		RISK MANAGEMENT	\$31.65
		NESI INTOKTAKIS		Che	eck Total:	\$281.65
139435	FUN EXPRESS, L	16	ı		TARL DESCRIPTION OF THE PROPERTY OF THE PROPER	The second secon
139433	FUN EXPRESS, E	SUMMER CAMP PROGRAM SUPPLIES	RECREATION PROGRA	AM FUND	REC CONNECTION	<b>\$155.9</b> 2
		Sof in left data in the Grant Foot . English			eck Total:	\$155.92
			1	Cit		
139436	GARY A GUNTHE	VOLLEYBALL NET REPAIR CARL	RECREATION PROGRA	AM FUND	ADMINISTRATION	\$50.00
		SANDBERG	Ì	Chr	eck Total:	\$50.00
				O.I.	JON TOTAL	
139437	GEWALT HAMIL	TON ASSOCIATES INC	CAPITAL IMPROVEME	NT FLIND	CAPITAL IMPROVEMENT	\$2,735.00
		WETLAND ANALYSIS	CAPITAL IMPROVEME		eck Total:	\$2,735.00
			- Appendix	Cit	eck rotal.	\$2,733.00
139438	HALOGEN SUPPL	Y COMPANY INC				407.47
		POOL CHEMS	RECREATION PROGRA		BAREFOOT BAY	\$87.17
				Che	eck Total:	\$87.17
139439	HEARTLAND BUS	SINESS SYSTEMS, LLC				
		TEAMS TRAINING	CORPORATE FUND		ADMINISTRATION	\$500.00

### Mundelein Park District Warrant Report

Check #	Vendor Name	Invoice Description	Fund Charged		Department Charged	Amount
				Ch	neck Total:	\$500.00
139440	ILL DEPT OF AG	GRICULTURE				
		PESTICIDE OPERATORS LICENSE - KORDICK II	CORPORATE FUND		PARKS AND PLAYGROUNDS	\$90.00
				Ch	eck Total:	\$90.00
139441	JSD PROFESSIO	ONAL SERVICES, INC.				
		ARCHITECT-LONGMEADOW GRANT	CAPITAL IMPROVEMI	ENT FUND	CAPITAL IMPROVEMENT	\$2,515.40
				Ch	eck Total:	\$2,515.40
139442	LAKE COUNTY O	COLLECTOR				
2001.2		NON-EXEMPT PROPERTIES	CORPORATE FUND		ASSETS	\$4,583.34
				Ch	neck Total:	\$4,583.34
139443	LAKESHORE BE	VFRAGE CO		-	70	
133443	LAKESHOKE DE	BEER	CORPORATE FUND		GOLF FOOD AND BEVERAGE	\$206.80
		LIQUOR	CORPORATE FUND		GOLF FOOD AND BEVERAGE	\$168.84
				Ch	eck Total:	\$375.64
139444	LANGTON GROU	ID		1		
133444	LANGTON GROV	CONTRACTED - STRING TRIMMING	CORPORATE FUND		PARKS AND PLAYGROUNDS	\$1,676.22
				Ch	eck Total:	\$1,676.22
139445	LASALLE NETW	ODK			go data i manufusta manufusta manufusta man	and the second s
139443	LASALLE NETWO	TEMPORARY AP CLERK	CORPORATE FUND		ADMINISTRATION	\$378.00
		72. II Granti 711 GEETH		Ch	eck Total:	\$378.00
100115	LECTEDIC MATE	DIAL CEDVACE INC		U.		
139446	LESTER'S MATE	RIAL SERVICE, INC	CORPORATE FUND		GOLF COURSE MAINTAINEN	\$102.60
		GRAVEL GRADE 8 - LIMESTONE GRAVEL	CORPORATE FUND		PARKS AND PLAYGROUNDS	\$117.18
		CA-6 GRAVEL	CORPORATE FUND		GOLF COURSE MAINTAINEN	\$907.20
				Ch	eck Total:	\$1,126.98
139447	LIFE SPORT LIB	RERTYVII I E		2-1000,007	And the second s	
133777	LII E SPORT LIE	LIFESPORT SPRING TENNIS - SESSION	RECREATION PROGR	RAM FUND	TENNIS	\$1,224.00
		2			CDODITC CONTRACT DROCE	
		SPRING SESSION 1 - LIFESPORT PICKLEBALL	RECREATION PROGR	KAM FUND	SPORTS CONTRACT PROGR	\$1,713.00
				Ch	eck Total:	\$2,937.60
139448	LURVEY LANDS	CAPE SUPPLY				
133410	LORVET ENTE	BFB - ROSE BUSHES	CORPORATE FUND		PARKS AND PLAYGROUNDS	\$979.50
				Ch	eck Total:	\$979.50
139449	MATERITO EL AG	& BANNER CO INC			* 1 Temps ************************************	Total Angles and Applications and
139449	PIAJESTIC FLAG	LAKE CONDITION SAFETY FLAGS	CORPORATE FUND		PUBLIC SAFETY	\$126.95
				Ch	neck Total:	\$126.95
						1
139450	MORRISON'S LA	AUNDRY & CLEANERS  LAUNDER CLEANING TOWELS	CORPORATE FUND		PARKS AND PLAYGROUNDS	\$91.80
		DAUNDER CLEANING TOWLES	CORPORATETOND	Ch	neck Total:	\$91.80
				- Cl	icck Totali	Ψ21.00
139451	MUNDELEIN CO	MEMBERSHIP MCC	CORRORATE CUMP		ADMINISTRATION	\$45.00
		MEMBERSHIP-MCC	CORPORATE FUND	CI		\$45.00
				ıcr	eck Total:	φ <del>1</del> 3.00
139452	NADIA GUIDRY	•				

### Mundelein Park District Warrant Report

Check #	Vendor Name	Invoice Description	Fund Charged		Department Charged	Amount
		TRANSPORTATION TO IT SUMMET,	CORPORATE FUND		ADMINISTRATION	\$36.97
			J	Ch	eck Total:	\$36.97
139453	PADDOCK PUBLI	ICATIONS, INC				
		CLASSIFIED AD FOR BID-KRACKLAUER PARK	CAPITAL IMPROVEME	NT FUND	CAPITAL IMPROVEMENT	\$200.10
				Ch	eck Total:	\$200.10
139454	PENDELTON TUR	RE SUPPLY INC				
100-10-1	. LINDLETON TO	LEXICON/XZEMPLAR	CORPORATE FUND		GOLF COURSE MAINTAINEN	\$8,288.64
				Ch	eck Total:	\$8,288.64
120455	DEDCT COLA		ı			
139455	PEPSI-COLA	PEPSI	CORPORATE FUND		GOLF FOOD AND BEVERAGE	\$540.30
		12.31		Ch	eck Total:	\$540.30
			Į		cck rotaling	
139456	RC ELECTRONIC		RECREATION PROCES	M FUND	DARFFOOT DAY	¢006.77
		WALKIE TALKIE REPLACEMENTS	RECREATION PROGRA	Name of the last o	BAREFOOT BAY	\$886.23
			ļ	Ch	eck Total:	\$886.23
139457	SARA MEYER					
		SGE MILAGE REIMBURSEMENT	RECREATION PROGRA	AM FUND	MCC INDOOR POOL	\$63.52
				Ch	eck Total:	\$63.52
139458	SCHURING & SC	HURING INC				
133430	Scribiano a se	MILK SERVICE	RECREATION PROGRA	AM FUND	BIG & LITTLE DEVELOPMEN	\$67.20
		MILK SERVICE	RECREATION PROGRA		BIG & LITTLE DEVELOPMEN	\$57.60
		MILK SERVICE	RECREATION PROGRA	AM FUND	BIG & LITTLE DEVELOPMEN	\$48.00
		MILK SERVICE	RECREATION PROGRA	AM FUND	BIG & LITTLE DEVELOPMEN	\$57.60
				Ch	eck Total:	\$230.40
139459	SPEAR CORPORA	ATION				
		POOL CHEMS	RECREATION PROGRA	am fund	BAREFOOT BAY	\$4,767.30
		PARTS FOR POOL REPAIRS	RECREATION PROGRA	AM FUND	BAREFOOT BAY	\$4,883.50
			[	Ch	eck Total:	\$9,650.80
139460	SPORTS R US					
		SPORTS R US SPRING SESSION 2 INVOICE	RECREATION PROGRA	AM FUND	SPORTS CONTRACT PROGR	\$3,289.00
				Ch	eck Total:	\$3,289.00
139461	SYSCO FOOD SR	VCS-CHICAGO INC				
135401	31300100001	SYSCO	CORPORATE FUND		GOLF FOOD AND BEVERAGE	\$84.82
		SYSCO	CORPORATE FUND		GOLF FOOD AND BEVERAGE	\$22.99
		SYSCO	CORPORATE FUND		GOLF FOOD AND BEVERAGE	\$1,183.32
				Ch	eck Total:	\$1,291.13
139462	T-MOBILE USA,	INC				
193702	. HODELL OOM	CELL PHONES 4/03/24-05/02/24	CORPORATE FUND		ADMINISTRATION	\$73.81
		CELL PHONES 4/03/24-05/02/24	CORPORATE FUND		ADMINISTRATION	\$146.90
		CELL PHONES 4/03/24-05/02/24	CORPORATE FUND		ADMINISTRATION	\$29.38
		CELL PHONES 4/03/24-05/02/24	CORPORATE FUND		ADMINISTRATION	\$29.38
		CELL PHONES 4/03/24-05/02/24	CORPORATE FUND		PARKS AND PLAYGROUNDS	\$528.84 ¢117.52
		CELL PHONES 4/03/24-05/02/24	CORPORATE FUND		GOLF COURSE MAINTAINEN GOLF PRO SHOP	\$117.52 \$88.86
		CELL PHONES 4/03/24-05/02/24 CELL PHONES 4/03/24-05/02/24	RECREATION PROGRA	AM FUND	ADMINISTRATION	\$103.19
		CELL PHONES 4/03/24-05/02/24 CELL PHONES 4/03/24-05/02/24	RECREATION PROGRA		ADMINISTRATION	\$29.38

### Mundelein Park District Warrant Report

Date Paid 05/20/2024

Check #	Vendor Name	Invoice Description	Fund Charged	Department Charged	Amount
		CELL PHONES 4/03/24-05/02/24	RECREATION PROGRAM FU		\$29.38
		CELL PHONES 4/03/24-05/02/24	RECREATION PROGRAM FU	IND BIG & LITTLE DEVELOPMEN	\$29.38
		CELL PHONES 4/03/24-05/02/24	RECREATION PROGRAM FU	IND ADMINISTRATION	\$29.38
		CELL PHONES 4/03/24-05/02/24	RECREATION PROGRAM FU	IND HEALTH & FITNESS	\$58.76
		CELL PHONES 4/03/24-05/02/24	RECREATION PROGRAM FU	IND ADMINISTRATION	\$29.38
		CELL PHONES 4/03/24-05/02/24	RECREATION PROGRAM FU	IND REC CONNECTION	\$117.52
		CELL PHONES 4/03/24-05/02/24	RECREATION PROGRAM FU		\$47.21
		CELL PHONES 4/03/24-05/02/24	RECREATION PROGRAM FU	IND KRACKLAUER DANCE STUDI	\$58.76
			Jacobs Systems Systems State S	Check Total:	\$1,547.03
139463	TAYLOR SAKINS	кү			
		PROFESSIONAL SERVICES - EARLY CHILDHOOD	RECREATION PROGRAM FU	IND EARLY CHILDHOOD PROGR	\$150.00
				Check Total:	\$150.00
139464	TOSHIBA BUSIN	ESS SOLUTIONS USA			
		1ST FLOOR COPIES	RECREATION PROGRAM FU	IND REC CONNECTION	\$5.77
		1ST FLOOR COPIES	RECREATION PROGRAM FU	IND MCC INDOOR POOL	\$159.13
		1ST FLOOR COPIES	RECREATION PROGRAM FU	IND BAREFOOT BAY	\$25.13
		1ST FLOOR COPIES	RECREATION PROGRAM FU	IND LEARNING CENTER	\$16.32
		1ST FLOOR COPIES	RECREATION PROGRAM FU	IND HEALTH & FITNESS	\$29.64
		1ST FLOOR COPIES	RECREATION PROGRAM FU	IND HEALTH & FITNESS	\$490.39
		1ST FLOOR COPIES	RECREATION PROGRAM FU	IND ADMINISTRATION	\$188.86
		1ST FLOOR COPIES	RECREATION PROGRAM FU	IND ADMINISTRATION	\$2.50
		1ST FLOOR COPIES	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$4.11
		1ST FLOOR COPIES	CORPORATE FUND	ADMINISTRATION	\$21.28
		1ST FLOOR COPIES	RECREATION PROGRAM FU	IND HEALTH & FITNESS	\$36.58
		1ST FLOOR COPIES	RECREATION PROGRAM FU	IND REC CONNECTION	\$90.50
		1ST FLOOR COPIES	RECREATION PROGRAM FU		\$38.79
				Check Total:	\$1,109.00
139465	TURANO BAKINO	G COMPANY			
		BREAD	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$111.60
				Check Total:	\$111.60
139466	WAREHOUSE DI	RECT OFFICE PROD			
		SUPPLIES	CORPORATE FUND	GOLF PRO SHOP	\$87.91
				Check Total:	\$87.91
139467	WEBLINX INC				
		ANNUAL WEBSITE HOSTING AND	CORPORATE FUND	ADMINISTRATION	\$375.00
		MAINTENANCE ANNUAL WEBSITE HOSTING AND MAINTENANCE	RECREATION PROGRAM FU	IND ADMINISTRATION	\$375.00
		, , , , , , , , , , , , , , , , , , , ,	- Company	Check Total:	\$750.00
139468	WILSON NURSE	RIES, INC			
200.00		BFB - PLANTS	CORPORATE FUND	PARKS AND PLAYGROUNDS	\$262.15
				Check Total:	\$262.15
461	KLOSS DISTRIB	ITTING CO INC	h	and the second s	, -
401	KEO33 DISTRIB	BEER	CORPORATE FUND	GOLF FOOD AND BEVERAGE	\$1,058.40
				Check Total:	\$1,058.40
				CHECK TOTAL	41,000.TU

Warrant Total: \$101,840.25



#### **BOARD MEMORANDUM**

### May 20, 2024 Regular Board Meeting Agenda Item

**To:** Board of Commissioners

From: Ron Salski, Executive Director

Debbie McInerney, Director of Business Services & Technology

**Date:** May 16, 2024

**Subject:** April Financial Report

#### **Analysis/Considerations**

Attached is the April 2024 financial report. Forecast numbers are not yet included because it is so early in the year.

Just a reminder, that the red parenthesis indicates an unfavorable number for the column compared to the budget i.e., actual to budget, actual to budget YTD, projected to budget. After reviewing and analyzing the MTD and YTD Financial Reports, a summary is provided below.

### Year to Date

Year to date the District is favorable in the amount of \$300,070. Some of the favorability is a result of timing issues, however, a portion is expected to continue through the year due to a reduction in vacancies, health insurance costs, and a shift in responsibilities and/or roles in the Department of Recreation & Facility Services. Also, some revenues are better or in line with the budget. A better estimate of that portion should be clearer toward the end of the 2nd quarter.

### **Action and Motion Requested**

Move to place the April Financials on file.

# Mundelein Park and Recreation District ALL FUNDS SUMMARY

		Monthly Actual-to-Budget Comparison						
	2024	2024	Actual to	2023	Change in Actual			
	APR Budget	APR Actual	Budget	APR Actual	2023 to 2024			
General Fund								
Rev	\$239,818.23	\$266,472.22	\$26,653.99	\$233,945.11	\$32,527.11			
Ехр	\$500,572.32	\$479,849.38	\$20,722.94	\$450,146.98	(\$29,702.40)			
General Fund Total	(\$260,754.09)	(\$213,377.16)	\$47,376.93	(\$216,201.87)	\$2,824.71			
Recreation Fund								
Rev	\$286,752.44	\$306,327.93	\$19,575.49	\$274,925.48	\$31,402.45			
Ехр	\$500,902.42	\$422,777.64	\$78,124.78	\$360,526.53	(\$62,251.11)			
Recreation Fund Total	(\$214,149.98)	(\$116,449.71)	\$97,700.27	(\$85,601.05)	(\$30,848.66)			
Debt Service Fund								
Rev	\$172.98	\$489.96	\$316.98	\$480.39	\$9.57			
Ехр	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Debt Service Fund Total	\$172.98	\$489.96	\$316.98	\$480.39	\$9.57			
Capital Fund								
Rev	\$2,194.07	\$13,055.05	\$10,860.98	\$26,839.96	(\$13,784.91)			
Ехр	\$183,000.00	\$39,184.37	\$143,815.63	\$123,149.46	\$83,965.09			
Capital Fund Total	(\$180,805.93)	(\$26,129.32)	\$154,676.61	(\$96,309.50)	\$70,180.18			
Grand Total	(\$655,537.02)	(\$355,466.23)	\$300,070.79	(\$397,632.03)	\$42,165.80			

# Mundelein Park and Recreation District CORP FUND OVERVIEW

	Monthly Actual-to-Budget Comparison					
	2024	2024	Actual to	2023	Change in Actual	
	APR Budget	APR Actual	Budget	APR Actual	2023 to 2024	
Administration						
Rev	\$94,659.68	\$108,550.94	\$13,891.26	\$71,520.05	\$37,030.89	
Exp	\$144,243.85	\$121,345.41	\$22,898.44	\$128,773.26	\$7,427.85	
Administration Total	(\$49,584.17)	(\$12,794.47)	\$36,789.70	(\$57,253.21)	\$44,458.74	
Parks						
Rev	\$796.08	\$1,705.66	\$909.58	\$1,041.44	\$664.22	
Exp	\$172,409.35	\$174,652.95	(\$2,243.60)	\$156,005.68	(\$18,647.27)	
Parks Total	(\$171,613.27)	(\$172,947.29)	(\$1,334.02)	(\$154,964.24)	(\$17,983.05)	
Golf						
Rev	\$144,362.47	\$156,211.18	\$11,848.71	\$160,883.62	(\$4,672.44)	
Exp	\$146,278.06	\$161,560.85	(\$15,282.79)	\$144,911.07	(\$16,649.78)	
Golf Total	(\$1,915.59)	(\$5,349.67)	(\$3,434.08)	\$15,972.55	(\$21,322.22)	
Special Recreation						
Rev	\$0.00	\$2.66	\$2.66	\$0.00	\$2.66	
Exp	\$13,155.50	\$3,917.77	\$9,237.73	\$3,755.90	(\$161.87)	
Special Recreation Total	(\$13,155.50)	(\$3,915.11)	\$9,240.39	(\$3,755.90)	(\$159.21)	
Museum						
Rev	\$0.00	\$0.01	\$0.01	\$0.00	\$0.01	
Exp	\$1,779.69	\$768.62	\$1,011.07	\$1,768.62	\$1,000.00	
Museum Totals	(\$1,779.69)	(\$768.61)	\$1,011.08	(\$1,768.62)	\$1,000.01	
Police						
Rev	\$0.00	\$0.46	\$0.46	\$0.00	\$0.46	
Exp	\$270.87	\$42.50	\$228.37	\$226.00	\$183.50	
Police Totals	(\$270.87)	(\$42.04)	\$228.83	(\$226.00)	\$183.96	
Risk Management						
Rev	\$0.00	\$1.21	\$1.21	\$500.00	(\$498.79)	
Exp	\$22,435.00	\$17,561.28	\$4,873.72	\$14,706.45	(\$2,854.83)	
Risk Mgmt. Totals	(\$22,435.00)	(\$17,560.07)	\$4,874.93	(\$14,206.45)	(\$3,353.62)	
Audit						
Rev	\$0.00	\$0.10	\$0.10	\$0.00	\$0.10	
Exp	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Audit Totals	\$0.00	\$0.10	\$0.10	\$0.00	\$0.10	
Corporate Fund Total	(\$260,754.09)	(\$213,377.16)	\$47,376.93	(\$216,201.87)	\$2,824.71	

# Mundelein Park and Recreation District REC FUND OVERVIEW

	Monthly Actual-to-Budget Comparison				
	2024	2024	Actual to	2023	Change in Actual
	APR Budget	APR Actual	Budget	APR Actual	2023 to 2024
Administration					
Rev	\$13,761.18	\$17,689.81	\$3,928.63	\$23,309.00	(\$5,619.19)
Exp	\$174,135.68	\$152,910.45	\$21,225.23	\$100,798.52	(\$52,111.93)
Administration Total	(\$160,374.50)	(\$135,220.64)	\$25,153.86	(\$77,489.52)	(\$57,731.12)
Preschool					
Rev	\$15,000.00	\$11,774.91	(\$3,225.09)	\$9,782.52	\$1,992.39
Exp	\$9,655.54	\$7,374.36	\$2,281.18	\$7,496.09	\$121.73
Preschool Total	\$5,344.46	\$4,400.55	(\$943.91)	\$2,286.43	\$2,114.12
Athletics					
Rev	\$17,469.55	\$22,956.36	\$5,486.81	\$19,830.01	\$3,126.35
Exp	\$22,301.84	\$32,937.35	(\$10,635.51)	\$22,127.23	(\$10,810.12)
Athletics Total	(\$4,832.29)	(\$9,980.99)	(\$5,148.70)	(\$2,297.22)	(\$7,683.77)
Regent Center					
Rev	\$9,950.00	\$9,466.27	(\$483.73)	\$9,514.72	(\$48.45)
Exp	\$15,376.72	\$11,700.14	\$3,676.58	\$12,374.33	\$674.19
Regent Center Total	(\$5,426.72)	(\$2,233.87)	\$3,192.85	(\$2,859.61)	\$625.74
Big & Little					
Rev	\$71,714.78	\$79,055.42	\$7,340.64	\$67,546.00	\$11,509.42
Exp	\$67,920.25	\$50,880.34	\$17,039.91	\$52,567.76	\$1,687.42
Big & Little Totals	\$3,794.53	\$28,175.08	\$24,380.55	\$14,978.24	\$13,196.84
Fitness					
Rev	\$59,127.77	\$59,755.82	\$628.05	\$55,502.46	\$4,253.36
Exp	\$60,256.47	\$57,674.59	\$2,581.88	\$57,540.23	(\$134.36)
Fitness Total	(\$1,128.70)	\$2,081.23	\$3,209.93	(\$2,037.77)	\$4,119.00
Aquatics					
Rev	\$64.48	\$385.65	\$321.17	\$16.18	\$369.47
Exp	\$65,183.95	\$43,563.03	\$21,620.92	\$40,838.20	(\$2,724.83)
Aquatics Total	(\$65,119.47)	(\$43,177.38)	\$21,942.09	(\$40,822.02)	(\$2,355.36)
Rec Connect/Camp	,	,	, ,		, , ,
Rev	\$45,000.00	\$50,408.44	\$5,408.44	\$40,066.61	\$10,341.83
Exp	\$34,623.76	\$30,362.81	\$4,260.95	\$33,396.75	\$3,033.94
Rec Connect/Camp Total	\$10,376.24	\$20,045.63	\$9,669.39	\$6,669.86	\$13,375.77
Indoor Pool	, ,	, ,	, ,	, ,	, ,
Rev	\$18,249.22	\$18,687.42	\$438.20	\$20,586.47	(\$1,899.05)
Ехр	\$23,140.26	\$22,145.91	\$994.35	\$22,147.66	\$1.75
Indoor Pool Totals	(\$4,891.04)	(\$3,458.49)	\$1,432.55	(\$1,561.19)	(\$1,897.30)
Dance	(1 /== = /	(1-77	, ,	(1 / /	(1 /22 22)
Rev	\$33,114.81	\$29,348.83	(\$3,765.98)	\$24,059.50	\$5,289.33
Exp	\$22,931.60	\$9,146.48	\$13,785.12	\$8,557.02	(\$589.46)
Dance Total	\$10,183.21	\$20,202.35	\$10,019.14	\$15,502.48	\$4,699.87
Cultural Arts	Ψ10,100.21	Ψ20)202.03	Ψ10,013.1.	Ψ13)301.10	ψ 1,033.07
Rev	\$3,300.65	\$6,799.00	\$3,498.35	\$4,712.01	\$2,086.99
Exp	\$5,376.35	\$4,082.18	\$1,294.17	\$2,682.74	(\$1,399.44)
Cultural Arts Total	(\$2,075.70)	\$2,716.82	\$4,792.52	\$2,029.27	\$687.55
Recreation Fund Total	(\$214,149.98)	(\$116,449.71)	\$97,700.27	(\$85,601.05)	(\$30,848.66)

# Mundelein Park and Recreation District CAPITAL

			Monthly Actu	ıal-to-Budget Co	mparison	
		2024	2024	Actual to	2023	Change in Actual
		APR Budget	APR Actual	Budget	APR Actual	2023 to 2024
REVENUES						
Dept 51.570 - CAPITAL II						
CONTRIBUTIONS AND						
40-51.570-4700	CONTRIBUTIO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
40-51.570-4702	DEVELOPER D	\$0.00	\$7,207.20	\$7,207.20	\$19,426.00	(\$12,218.80)
40-51.570-4725	GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
40-51.570-4726	PLAYCORE/G/	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CONTRIBUTIONS AND	DONATIONS	\$0.00	\$7,207.20	\$7,207.20	\$19,426.00	(\$12,218.80)
OTHER INCOME		4	4	4	4	
40-51.570-4801	INTEREST - IN	\$2,194.07	\$4,868.76	\$2,674.69	\$7,413.96	(\$2,545.20)
40-51.570-4807	INS CLAIMS R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
40-51.570-4811	PROCEEDS FR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
40-51.570-4815	MISCELLANEC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
40-51.570-4813	PROCEEDS FR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
OTHER INCOME		\$2,194.07	\$5,847.85	\$3,653.78	\$7,413.96	(\$1,566.11)
INTERFUND TRANSFER		ć0.00	ć0.00	¢0.00	ć0.00	¢0.00
40-51.570-4910	TRANSFER FR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
40-51.570-4920	TRANSFER FR	\$0.00	\$0.00 \$0.00	\$0.00	\$0.00 \$0.00	\$0.00
INTERFUND TRANSFER	.5	\$0.00	· ·	\$0.00		\$0.00
REVENUE TOTAL		\$2,194.07	\$13,055.05	\$10,860.98	\$26,839.96	(\$13,784.91)
EXPENDITURES	4000/5045017					
Dept 51.570 - CAPITAL II	_					
CONTRACTED SERVICE		¢02.000.00	¢40 202 27	672 746 62	ĆE 450.60	(¢E 424 77)
40-51.570-5210	PROFESSIONA	\$83,000.00	\$10,283.37	\$72,716.63	\$5,158.60	(\$5,124.77)
CONTRACTED SERVICE		\$83,000.00	\$10,283.37	\$72,716.63	\$5,158.60	(\$5,124.77)
OPERATING SUPPLIES/		¢0.00	¢0.00	¢0.00	ć0.00	¢0.00
40-51.570-5342	BANK/CREDIT	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00
OPERATING SUPPLIES/ DEBT EXPENSE	EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
40-51.570-5612	PRINCIPAL CA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
DEBT EXPENSE	PRINCIPAL CA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CAPITAL EXPENSES		Ş0.00	\$0.00	Ş0.00	\$0.00	Ş0.00
40-51.570-5810	CAPITAL EQU	\$0.00	\$28,901.00	(\$28,901.00)	\$41,848.67	\$12,947.67
40-51.570-5810	CAPITAL EQU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
40-51.570-5815	CAPITAL ATHI	\$100,000.00	\$0.00	\$100,000.00	\$5,421.19	\$5,421.19
40-51.570-5820	CAPITAL VEHI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
40-51.570-5830	CAP IMPRVM	\$0.00	\$0.00	\$0.00	\$20,000.00	\$20,000.00
40-51.570-5835	CAP IMPRVM	\$0.00	\$0.00	\$0.00	\$50,721.00	\$50,721.00
40-51.570-5840	CAP IMPRVM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
40-51.570-5841	CAPITAL IMPI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
40-51.570-5850	CAP IMPRVM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CAPITAL EXPENSES	SA HVII IVVIVI	\$100,000.00	\$28,901.00	\$71,099.00	\$117,990.86	\$89,089.86
EXPENDITURE TOTAL	⊨	\$183,000.00	\$39,184.37	\$143,815.63	\$123,149.46	\$83,965.09
CAPITAL TOTALS	<del>+</del>	(\$180,805.93)	(\$26,129.32)	\$154,676.61	(\$96,309.50)	\$70,180.18
CAPITAL TOTALS		(כביכחסיחסדל)	(520,123.32)	7104,070.01	(טכיבּחכיםבבּי)	3/0,160.18

# Mundelein Park and Recreation District ALL FUNDS SUMMARY

	Year-to-Date Actual-to-Budget Comparison Through April					
	2024	2024	Actual to	2023	Change in Actual	
	<b>Budget YTD</b>	Actual YTD	Budget YTD	Actual YTD	2023 to 2024	
General Fund						
Rev	\$595,160.00	\$658,305.10	\$63,145.10	\$482,006.52	\$176,298.58	
Exp	\$1,853,678.29	\$1,670,358.19	\$183,320.10	\$1,538,818.83	(\$131,539.36)	
General Fund Total	(\$1,258,518.29)	(\$1,012,053.09)	\$246,465.20	(\$1,056,812.31)	\$44,759.22	
Recreation Fund						
Rev	\$1,243,263.51	\$1,262,874.99	\$19,611.48	\$1,125,326.92	\$137,548.07	
Exp	\$1,831,774.42	\$1,649,932.80	\$181,841.62	\$1,391,097.87	(\$258,834.93)	
Recreation Fund Total	(\$588,510.91)	(\$387,057.81)	\$201,453.10	(\$265,770.95)	(\$121,286.86)	
Debt Service Fund						
Rev	\$982.92	\$2,531.76	\$1,548.84	\$7,040.62	(\$4,508.86)	
Exp	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Debt Service Fund Total	\$982.92	\$2,531.76	\$1,548.84	\$7,040.62	(\$4,508.86)	
Capital Fund						
Rev	\$9,260.94	\$81,700.13	\$72,439.19	\$75,023.06	\$6,677.07	
Exp	\$340,345.00	\$197,350.63	\$142,994.37	\$182,463.60	(\$14,887.03)	
Capital Fund Total	(\$331,084.06)	(\$115,650.50)	\$215,433.56	(\$107,440.54)	(\$8,209.96)	
Grand Total	(\$2,177,130.34)	(\$1,512,229.64)	\$664,900.70	(\$1,422,983.18)	(\$89,246.46)	

# Mundelein Park and Recreation District CORP FUND OVERVIEW

	Year-	to-Date Actual-to	-Budget Compa	rison Through A	pril
	2024	2024	Actual to	2023	Change in Actual
	Budget YTD	Actual YTD	Budget YTD	Actual YTD	2023 to 2024
Administration					
Rev	\$389,818.33	\$443,323.96	\$53,505.63	\$287,124.55	\$156,199.41
Exp	\$589,095.33	\$518,059.70	\$71,035.63	\$519,341.57	\$1,281.87
Administration Total	(\$199,277.00)	(\$74,735.74)	\$124,541.26	(\$232,217.02)	\$157,481.28
Parks					
Rev	\$848.15	\$2,807.95	\$1,959.80	\$3,358.15	(\$550.20)
Exp	\$609,278.77	\$594,787.14	\$14,491.63	\$532,151.04	(\$62,636.10)
Parks Total	(\$608,430.62)	(\$591,979.19)	\$16,451.43	(\$528,792.89)	(\$63,186.30)
Golf					
Rev	\$204,493.52	\$211,614.36	\$7,120.84	\$184,147.00	\$27,467.36
Exp	\$419,021.85	\$413,430.84	\$5,591.01	\$360,643.86	(\$52,786.98)
Golf Total	(\$214,528.33)	(\$201,816.48)	\$12,711.85	(\$176,496.86)	(\$25,319.62)
Special Recreation					
Rev	\$0.00	\$336.11	\$336.11	\$3,879.54	(\$3,543.43)
Exp	\$102,101.30	\$21,641.90	\$80,459.40	\$15,570.26	(\$6,071.64)
Special Recreation Total	(\$102,101.30)	(\$21,305.79)	\$80,795.51	(\$11,690.72)	(\$9,615.07)
Museum					
Rev	\$0.00	\$0.74	\$0.74	\$10.14	(\$9.40)
Exp	\$5,052.83	\$2,870.88	\$2,181.95	\$5,915.32	\$3,044.44
Museum Totals	(\$5,052.83)	(\$2,870.14)	\$2,182.69	(\$5,905.18)	\$3,035.04
Police					
Rev	\$0.00	\$56.99	\$56.99	\$815.24	(\$758.25)
Exp	\$27,004.79	\$26,430.00	\$574.79	\$26,465.60	\$35.60
Police Totals	(\$27,004.79)	(\$26,373.01)	\$631.78	(\$25,650.36)	(\$722.65)
Risk Management					
Rev	\$0.00	\$152.59	\$152.59	\$2,516.06	(\$2,363.47)
Exp	\$86,865.00	\$78,437.73	\$8,427.27	\$64,631.18	(\$13,806.55)
Risk Mgmt. Totals	(\$86,865.00)	(\$78,285.14)	\$8,579.86	(\$62,115.12)	(\$16,170.02)
Audit					
Rev	\$0.00	\$12.40	\$12.40	\$155.84	(\$143.44)
Ехр	\$15,258.42	\$14,700.00	\$558.42	\$14,100.00	(\$600.00)
Audit Totals	(\$15,258.42)	(\$14,687.60)	\$570.82	(\$13,944.16)	(\$743.44)
Corporate Fund Total	(\$1,258,518.29)	(\$1,012,053.09)	\$246,465.20	(\$1,056,812.31)	\$44,759.22

# Mundelein Park and Recreation District REC FUND OVERVIEW

	Year-	to-Date Actual-to	-Budget Compar	ison Through A	pril
	2024	2024	Actual to	2023	Change in Actual
	<b>Budget YTD</b>	Actual YTD	Budget YTD	Actual YTD	2023 to 2024
Administration					
Rev	\$85,838.05	\$121,297.08	\$35,459.03	\$124,328.37	(\$3,031.29)
Exp	\$662,799.68	\$609,538.80	\$53,260.88	\$388,195.31	(\$221,343.49)
Administration Total	(\$576,961.63)	(\$488,241.72)	\$88,719.91	(\$263,866.94)	(\$224,374.78)
Preschool					
Rev	\$51,400.00	\$47,035.90	(\$4,364.10)	\$43,265.07	\$3,770.83
Exp	\$34,132.43	\$30,838.58	\$3,293.85	\$33,266.07	\$2,427.49
Preschool Total	\$17,267.57	\$16,197.32	(\$1,070.25)	\$9,999.00	\$6,198.32
Athletics					
Rev	\$105,597.47	\$130,455.01	\$24,857.54	\$94,874.30	\$35,580.71
Exp	\$89,839.99	\$93,062.81	(\$3,222.82)	\$81,961.16	(\$11,101.65)
Athletics Total	\$15,757.48	\$37,392.20	\$21,634.72	\$12,913.14	\$24,479.06
Regent Center					
Rev	\$26,725.00	\$25,639.00	(\$1,086.00)	\$25,526.28	\$112.72
Exp	\$54,833.66	\$53,644.04	\$1,189.62	\$48,237.88	(\$5,406.16)
Regent Center Total	(\$28,108.66)	(\$28,005.04)	\$103.62	(\$22,711.60)	(\$5,293.44)
Big & Little					
Rev	\$348,854.63	\$306,722.92	(\$42,131.71)	\$270,842.27	\$35,880.65
Exp	\$251,243.92	\$200,520.60	\$50,723.32	\$206,913.47	\$6,392.87
Big & Little Totals	\$97,610.71	\$106,202.32	\$8,591.61	\$63,928.80	\$42,273.52
Fitness					
Rev	\$247,427.03	\$245,261.15	(\$2,165.88)	\$228,119.07	\$17,142.08
Exp	\$243,664.23	\$248,773.48	(\$5,109.25)	\$223,732.81	(\$25,040.67)
Fitness Total	\$3,762.80	(\$3,512.33)	(\$7,275.13)	\$4,386.26	(\$7,898.59)
Aquatics					
Rev	\$128.36	(\$8.50)	(\$136.86)	\$674.86	(\$683.36)
Exp	\$157,229.73	\$117,683.15	\$39,546.58	\$103,911.61	(\$13,771.54)
Aquatics Total	(\$157,101.37)	(\$117,691.65)	\$39,409.72	(\$103,236.75)	(\$14,454.90)
Rec Connect/Camp					
Rev	\$202,800.00	\$207,368.92	\$4,568.92	\$177,978.46	\$29,390.46
Exp	\$150,799.85	\$125,407.74	\$25,392.11	\$135,757.87	\$10,350.13
Rec Connect/Camp Total	\$52,000.15	\$81,961.18	\$29,961.03	\$42,220.59	\$39,740.59
Indoor Pool					
Rev	\$71,178.69	\$74,437.57	\$3,258.88	\$73,568.72	\$868.85
Exp	\$89,683.93	\$72,045.22	\$17,638.71	\$86,699.27	\$14,654.05
Indoor Pool Totals	(\$18,505.24)	\$2,392.35	\$20,897.59	(\$13,130.55)	\$15,522.90
Dance					
Rev	\$84,969.20	\$85,092.65	\$123.45	\$70,937.44	\$14,155.21
Ехр	\$82,013.94	\$86,132.58	(\$4,118.64)	\$70,257.34	(\$15,875.24)
Dance Total	\$2,955.26	(\$1,039.93)	(\$3,995.19)	\$680.10	(\$1,720.03)
Cultural Arts					
Rev	\$18,345.08	\$19,573.29	\$1,228.21	\$15,212.08	\$4,361.21
Ехр	\$15,533.06	\$12,285.80	\$3,247.26	\$12,165.08	(\$120.72)
Cultural Arts Total	\$2,812.02	\$7,287.49	\$4,475.47	\$3,047.00	\$4,240.49
Recreation Fund Total	(\$588,510.91)	(\$387,057.81)	\$201,453.10	(\$265,770.95)	(\$121,286.86)

# Mundelein Park and Recreation District CAPITAL

REVENUES Dept 51.570 - CAPITAL IMPROV		2024	2024	Actual to	2022	
				Actual to	2023	Change in Actual
		Budget YTD	Actual YTD	Budget YTD	Actual YTD	2023 to 2024
Dept 51.570 - CAPITAL IMPROV						
CONTRIBUTIONS AND DONA						
	RIBUTIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	LOPER D	\$0.00	\$55,633.20	\$55,633.20	\$56,870.00	(\$1,236.80)
40-51.570-4725 GRAN		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	CORE/G/	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CONTRIBUTIONS AND DONA	TIONS	\$0.00	\$55,633.20	\$55,633.20	\$56,870.00	(\$1,236.80)
OTHER INCOME				4		4
	REST - IN	\$9,260.94	\$22,339.61	\$13,078.67	\$18,153.06	\$4,186.55
	LAIMS R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	EEDS FR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	ELLANE(	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	EEDS FR	\$0.00 \$9,260.94	\$0.00	\$0.00	\$0.00 \$18,153.06	\$0.00
OTHER INCOME		\$9,260.94	\$26,066.93	\$16,805.99	\$18,153.06	\$7,913.87
INTERFUND TRANSFERS	וכבבם בם	ć0.00	¢0.00	¢0.00	¢0.00	¢0.00
	ISFER FR ISFER FR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
INTERFUND TRANSFERS	ISFER FR	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00
	⊢		<u>.</u>			· · · · · · · · · · · · · · · · · · ·
REVENUE TOTAL		\$9,260.94	\$81,700.13	\$72,439.19	\$75,023.06	\$6,677.07
EXPENDITURES  Dept 51.570 - CAPITAL IMPROV	/EN4ENIT					
CONTRACTED SERVICES	VEIVIEIN I					
	ESSIONA	\$113,000.00	\$47,345.13	\$65,654.87	\$13,907.17	(\$33,437.96)
CONTRACTED SERVICES	ESSIONA	\$113,000.00	\$47,345.13	\$65,654.87	\$13,907.17	(\$33,437.96)
OPERATING SUPPLIES/EXPEN	SES	7113,000.00	J47,343.13	705,054.87	713,307.17	(\$33,437.50)
•	C/CREDIT	\$0.00	\$355.50	(\$355.50)	\$0.00	(\$355.50)
OPERATING SUPPLIES/EXPEN	· —	\$0.00	\$355.50	(\$355.50)	\$0.00	(\$355.50)
DEBT EXPENSE		Ç0.00	<b>7333.30</b>	(\$333.30)	70.00	(5555.50)
	CIPAL CA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
DEBT EXPENSE		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CAPITAL EXPENSES		φο.σσ	φ0.00	φ0.00	φο.σσ	φσ.σσ
	TAL EQU	\$87,845.00	\$73,644.20	\$14,200.80	\$62,998.67	(\$10,645.53)
	TAL FURI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	TAL ATHI	\$100,000.00	\$0.00	\$100,000.00	\$5,421.19	\$5,421.19
	TAL VEHI	\$0.00	\$46,341.00	(\$46,341.00)	\$0.00	(\$46,341.00)
	MPRVM	\$39,500.00	\$29,664.80	\$9,835.20	\$49,415.57	\$19,750.77
	MPRVM	\$0.00	\$0.00	\$0.00	\$50,721.00	\$50,721.00
	MPRVM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	TAL IMPI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	MPRVM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CAPITAL EXPENSES		\$227,345.00	\$149,650.00	\$77,695.00	\$168,556.43	\$18,906.43
EXPENDITURE TOTAL	F	\$340,345.00	\$197,350.63	\$142,994.37	\$182,463.60	(\$14,887.03)
CAPITAL TOTALS	-	(\$331,084.06)	(\$115,650.50)	\$215,433.56	(\$107,440.54)	(\$8,209.96)

#### MUNDELEIN PARK AND RECREATION DISTRICT TREASURER'S REPORT As of April 30, 2024

Fund Name	Fund	Jt Ckg- 1001	FLEX Ckg-1002	MMKT - 1004	CD's - 1007	IPDLAF - 1009	Petty Cash	Total
GL Cash/Investment Accoun	ts							
Corporate Fund	10-00.000-1001	965,144.93						965,144.93
	10-00.000-1108	21,948.48						21,948.48
	10-00.000-1002		2,506.40					2,506.40
	10-00.000-1004							-
	10-00.000-1007				947,000.00			947,000.00
	10-00.000-1009					38,834.54		38,834.54
	10-00.000-1010							-
	10-00.000-1011						1,250.00	1,250.00
	10-00.000-1012						275.00	275.00
	10-00.000-1013							-
Recreation Fund	20-00.000-1001	1,461,008.75						1,461,008.75
	20-00.000-1108	47,881.49						47,881.49
	20-00.000-1109							-
	20-00.000-1014						50.00	50.00
	20-00.000-1019						100.00	100.00
	20-00.000-1020						100.00	100.00
	20-00.000-1021						395.00	395.00
	20-00.000-1022							-
	20-00.000-1023						1,500.00	1,500.00
	20-00.000-1024						200.00	200.00
	20-00.000-1025						400.00	400.00
	20-00.000-1026							-
	20-00.000-1027						100.00	100.00
	20-00.000-1028							-
	20-00.000-1029						-	-
Debt Service Fund	30-00.000-1001	180,841.35						180,841.35
Capital Improv Fund	40-00.000-1001	810,369.53						810,369.53
	40-00.000-1007				473,000.00			473,000.00
	40-00.000-1009					105,831.69		105,831.69
TOTAL:		3,487,194.53	2,506.40	-	1,420,000.00	144,666.23	4,370.00	5,058,737.16
Bank and Investment Accou	nts	, , , , , , , , , , , , , , , , , , , ,	,		, .,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	.,,
WCB - Checking		3,487,194.53	2,506.40					
Libertyville Bank & Trust								
IPDLAF - Bond Imprv Fund					473,000.00	105,831.69		
IPDLAF-Operating Fund					947,000.00	38,834.54		
Cash On Hand							4,370.00	
TOTAL:		3,487,194.53	2,506.40	-	1,420,000.00	144,666.23	4,370.00	5,058,737.16

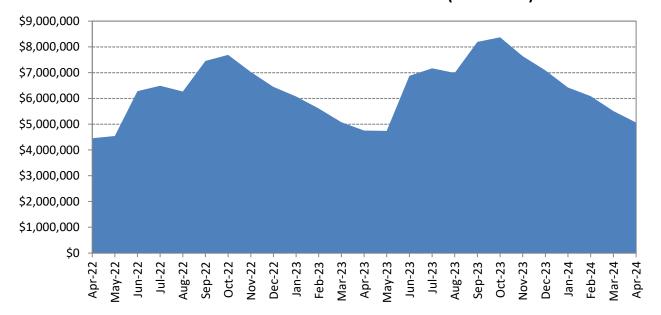
TOTAL: Difference:

Changes in Fund Balance through April 30, 2024

	Assets	Liabilities	Beg Fund Bal	End Fund Bal	Revenues	Expenses	Chg to Fund Bal
Corporate Fund - 10	2,118,423.49	(186,350.87)	(2,944,125.71)	(1,932,072.62)	(658,305.10)	1,670,358.19	1,012,053.09
Recreation Fund - 20	3,287,162.23	(2,187,820.13)	(1,486,399.91)	(1,099,342.10)	(1,262,874.99)	1,649,932.80	387,057.81
Debt Service Fund - 30	180,841.35	=	(178,309.59)	(180,841.35)	(2,531.76)	-	(2,531.76)
Capital Imprv Fund - 40	1,424,625.71	(336,904.92)	(1,203,371.29)	(1,087,720.79)	(81,700.13)	197,350.63	115,650.50
TOTAL:	7,011,052.78	(2,711,075.92)	(5,812,206.50)	(4,299,976.86)	(2,005,411.98)	3,517,641.62	1,512,229.64

Date	Recreation Fund	Corporate Fund	Capital Improvement Fund	Joint Checking	Total
4/30/2022	695.00	14,158.67	549,439.41	3,891,408.56	4,455,701.64
5/31/2022	2,895.00	14,881.05	549,459.11	3,974,921.36	4,542,156.52
6/30/2022	2,895.00	15,047.58	549,495.19	5,713,569.51	6,281,007.28
7/31/2022	2,895.00	14,358.90	549,552.65	5,923,568.88	6,490,375.43
8/31/2022	995.00	13,795.60	550,331.21	5,699,864.93	6,264,986.74
9/30/2022	695.00	14,220.39	550,424.58	6,887,148.32	7,452,488.29
10/31/2022	695.00	14,450.31	550,546.75	7,122,436.49	7,688,128.55
11/30/2022	695.00	15,041.99	550,690.69	6,460,244.52	7,026,672.20
12/31/2022	695.00	14,350.35	550,861.02	5,883,347.92	6,449,254.29
1/31/2023	695.00	14,890.34	551,043.27	5,509,575.72	6,076,204.33
2/28/2023	695.00	14,744.34	553,659.67	5,041,645.13	5,610,744.14
3/31/2023	695.00	14,281.90	553,856.82	4,506,160.90	5,074,994.62
4/30/2023	695.00	13,812.88	554,054.90	4,183,955.24	4,752,518.02
5/31/2023	2,895.00	14,622.74	554,268.98	4,168,482.32	4,740,269.04
6/30/2023	2,895.00	15,434.22	554,479.49	6,303,881.01	6,876,689.72
7/31/2023	2,845.00	16,254.75	554,700.83	6,595,839.26	7,169,639.84
8/31/2023	845.00	980,632.87	563,410.85	5,439,628.80	6,984,517.52
9/30/2023	645.00	980,492.45	563,378.16	6,649,417.77	8,193,933.38
10/31/2023	645.00	980,726.44	563,712.42	6,830,996.80	8,376,080.66
11/30/2023	645.00	983,790.29	564,039.11	6,088,314.84	7,636,789.24
12/31/2023	645.00	985,013.82	564,376.07	5,536,819.72	7,086,854.61
1/31/2024	645.00	982,403.79	564,712.40	4,875,935.67	6,423,696.86
2/29/2024	645.00	989,347.93	578,282.38	4,515,147.34	6,083,422.65
3/31/2024	645.00	990,677.96	578,386.14	3,941,183.93	5,510,893.03
4/30/2024	2,845.00	989,865.94	578,831.69	3,487,194.53	5,058,737.16

## Mundelein Park District Cash Flows - 2 Years (25 months)



Page:

#### PERIOD ENDING 04/30/2024

YTD YTD END BALANCE BEG. BALANCE 01/01/2024 ACTIVITY DR ACTIVITY CR 04/30/2024 GL NUMBER DESCRIPTION Fund 10 - CORPORATE FUND Account Type: Cash 10-00.000-1001 CHECKING ACCOUNT - MCB 2,156,208.62 664,715.45 1,855,779.14 965,144.93 10-00.000-1002 CHECKING ACCOUNT - FLEX 4,880.40 15,218.98 17,592.98 2,506.40 1,250.00 1,250.00 0.00 10-00.000-1011 CASH DRAWER - PRO SHOP 0 00 CASH DRAWER - FOOD/BEVERAGE 10-00.000-1012 275.00 0.00 0.00 275.00 10-00.000-1108 GOLF PAYMENT CLEARING 0.00 222,811.22 200,862.74 21,948.48 Total Cash: 2,162,614.02 902,745.65 2,074,234.86 991,124.81 Account Type: Investments 10-00.000-1007 CERTIFICATES OF DEPOSIT 954,000.00 236,000.00 243,000.00 947,000.00 IPDLAF INVESTMENT 236,354.00 38,834.54 10-00.000-1009 24,608.42 250,580.12 486,580.12 Total Investments: 978,608.42 479,354.00 985,834.54 Account Type: Accounts Receivable 10-00.000-1101 REAL ESTATE TAXES RECEIVABLE 3,834,000.00 0.00 3,834,000.00 0.00 332.49 10-00.000-1110 ACCOUNTS RECEIVABLE 72,875.16 72,875.16 332.49 ACCRUED INTEREST 10-00.000-1112 17,675.32 18,093.64 6,906.53 28,862.43 3,852,007.81 90,968.80 3,841,239.02 101,737.59 Total Accounts Receivable: Account Type: Fixed Assets 37,606.07 10-00.000-1030 MERCHANDISE INVENTORY 37,606.07 0.00 0.00 Total Fixed Assets: 37,606.07 0.00 0.00 37,606.07 Account Type: Other Assets 10-00.000-1202 PREPAID OTHER EXPENSES 245.32 18,567.15 19,942.31 1,620.48 500.00 500.00 10-00.000-1204 VENDOR DEPOSITS 0.00 0.00 Total Other Assets: 20,442.31 245 32 18,567.15 2,120.48 TOTAL ASSETS 7,051,278.63 1,480,539.89 6,413,395.03 2,118,423.49 Liabilities Account Type: Accounts Payable 84,223.83 681,493.93 626,992.09 29,721.99 10-00.000-2001 ACCOUNTS PAYABLE 279.00 3,598.20 SALES TAX PAYABLE 1,442.48 2,434.72 Total Accounts Payable: 84,502.83 682,936.41 630,590.29 32,156.71 Account Type: Liabilities-ST 10-00.000-2020 ACCRUED WAGES PAYABLE 130,508.11 130,508.11 0.00 0.00 10-00.000-2021 FEDERAL PR TAX WITHHELD 0.00 125,380.92 125,380.92 0.00 10-00.000-2022 FICA PAYROLL TAX LIABILITY 0.00 199,515.64 199,515.64 0.00 10-00.000-2023 MEDICARE P/R TAX LIABILITY 0.00 46,660.92 46,660.92 0.00 10-00.000-2024 IL/WI PAYROLL TAX LIABILITY 0.00 73,759.00 73,759.00 0.00 169,547.36 10-00.000-2026 IMRF EE/ER PR LIABILITY 0.00 129,287.84 40,259.52 10-00.000-2028 INSURANCE PR DEDUCTION 0.00 255,836.05 255,836.05 0.00 457 PR DEDUCTION-NATIONWIDE 10-00.000-2029 0.00 2,959.55 2,959.55 0.00 9,104.55 9,104.55 10-00.000-2030 457 PR DEDUCTION-SEC BNFT/STD 0.00 0.00 UNION DUES PR DEDUCTION 10-00.000-2031 0.00 2,156.49 2,156.49 0.00 10-00.000-2032 ADD'L LIFE INSURANCE IMRF 0.00 336.00 336.00 0.00 10-00.000-2033 ADD'L LIFE INSURANCE PDRMA 0.00 3,103.40 3,103.40 0.00 10-00.000-2037 ADD'L EE IMRE CONTRIBUTIONS 18,720.04 24,519.31 5,799.27 0.00 (1,750.85)12,998.98 (5, 167.07)10-00.000-2040 FLEX HEALTH 9,582.76 2,594.00 10-00.000-2041 FLEX CHILD CARE 1,348.16 4,327.02 3,081.18 10-00.000-2043 NEW YORK LIFE INS W/H 0.00 480.06 480.06 0.00 1,013,401.55 130,105.42 927,269.03 Total Liabilities-ST: 43,972.90 Account Type: Deferred Inflows 10-00.000-2201 DEFERRED TAX REVENUE 3,834,000.00 3,834,000.00 0.00 0.00 15,585.01 110,221.26 10-00.000-2206 GIFT CERTIFICATES 58,544.67 67,261.60 Total Deferred Inflows: 3,892,544.67 3,849,585.01 67,261.60 110,221.26 TOTAL LIABILITIES 4,107,152.92 5,545,922.97 1,625,120.92 186,350.87 Fund Equity Account Type: Unassigned 10-00.000-3100 UNASSIGNED FUND BALANCE 2,609,814.17 0.00 0.00 2,609,814.17 Total Unassigned: 2,609,814.17 0.00 0.00 2,609,814.17 Account Type: Assigned 10-00.000-3201 ASSIGNED FUND-TALL GRASS 54,442.07 0.00 0.00 54,442.07 Total Assigned: 54,442.07 0.00 0.00 54,442.07 Account Type: Restricted 10-00.000-3401 RESTRICTED FUND BAL-AUDIT 11,065.22 0.00 0.00 11,065.22 10-00.000-3402 RESTRICTED FUND BAL-POLICE 38,755.27 0.00 0.00 38,755.27 56,038.21 0.00 10-00.000-3403 RESTRICTED FUND BAL-SOCSEC 0 00 56,038.21 10-00.000-3404 RESTRICTED FUND BAL-IMRF 90,161.38 0.00 0.00 90,161.38 10-00.000-3405 RESTRICTED FUND BAL-LIAB INS 69,716.43 0.00 0.00 69,716.43 10-00.000-3406 RESTRICTED FUND BAL-SRACLS 123,621.23 0.00 0.00 123,621.23 RESTRICTED FUND BAL-MUSEUM 10-00.000-3407 176,298.68 0.00 0.00 176,298.68

= TOTAL LIABILITIES AND FUND BALANCE

05/08/2024 06:19 AM TRIAL BALANCE REPORT FOR MUNDELEIN PARK & RECREATION DISTRICT

2/6

Page:

7,487,718.14 (7,640,338.16) (2,707,483.02) 2,118,423.49

DB: Mundelein Park [

#### PERIOD ENDING 04/30/2024

BEG. BALANCE YTD YTD END BALANCE GL NUMBER DESCRIPTION 01/01/2024 ACTIVITY DR ACTIVITY CR 04/30/2024 Fund 10 - CORPORATE FUND Fund Equity 565,656.42 0.00 0.00 565,656.42 Total Restricted: 3,229,912.66 0.00 0.00 3,229,912.66 TOTAL FUND EQUITY Account Type: Revenue 955.35 659,260.45 658,305.10 Total Revenue: TOTAL REVENUES 955.35 659,260.45 658,305.10 Account Type: Expenditure 1,807,672.89 137,314.70 1,670,358.19 Total Expenditure: TOTAL EXPENDITURES 1,807,672.89 137,314.70 1,670,358.19 Total Fund 10 - CORPORATE FUND TOTAL ASSETS BEG. FUND BALANCE - 2023 3,229,912.66 3,229,912.66 + NET OF REVENUES/EXPENDITURES - 2023 (285,786.95) (796,575.15) (1,012,053.09) + NET OF REVENUES & EXPENDITURES (1,808,628.24) = ENDING FUND BALANCE 3,380,565.22 (2,094,415.19) (1,082,362.10) 1,932,072.62 4,107,152.92 (5,545,922.97) (1,625,120.92) 186,350.87 + LIABILITIES

Page:

#### PERIOD ENDING 04/30/2024

BEG. BALANCE TTD מידע END BALANCE GL NUMBER DESCRIPTION 01/01/2024 ACTIVITY DR ACTIVITY CR 04/30/2024 Fund 20 - RECREATION PROGRAM FUND Account Type: Cash CHECKING ACCOUNT - MCB 20-00.000-1001 1,879,081.44 1,304,536.21 1,722,608.90 1,461,008.75 0.00 20-00.000-1014 CASH DRAWER - REGENT 50.00 0.00 50.00 100.00 PETTY CASH SPECIAL EVENTS 20-00.000-1019 0 00 0.00 100.00 PETTY CASH - REC ADMIN 0.00 20-00.000-1020 100.00 0.00 100.00 20-00.000-1021 CASH DRAWER - PARKVIEW 395.00 0.00 0.00 395.00 20-00.000-1023 CASH DRAWER-ADMISSIONS BB 1,500.00 0.00 1,500.00 0.00 20-00.000-1024 CASH DRAWER-CONCESSIONS BB 0.00 0.00 200.00 200.00 20-00.000-1025 CASH DRAWER-ADMISSIONS DLB 0.00 400.00 0.00 400.00 CASH DRAWER-ADMISSIONS SP ACTIVE PAYMENT CLEARING A/C 20-00.000-1027 0.00 100.00 0.00 100.00 20-00.000-1108 42,793.29 1,248,977.51 1,243,889.31 47,881.49 Total Cash: 1,922,519.73 2,555,713.72 2,966,498.21 1,511,735.24 Account Type: Accounts Receivable 20-00.000-1101 REAL ESTATE TAXES RECEIVABLE 0.00 1,373,000.00 1,373,000.00 0.00 481,237.00 0.00 LEASE RECEIVABLES 481,237.00 20-00.000-1103 20-00.000-1110 ACCOUNTS RECEIVABLE 20-00.000-1114 ACTIVE CUSTOMER ACCTS RCVBL 500.00 818.79 1,294.24 24.55 1,074,672.66 1,314,964.15 1,095,764.86 1,293,871.95 Total Accounts Receivable: 1,775,133.50 2,929,409.66 1,315,782.94 2,470,059.10 Account Type: Other Assets 20-00.000-1202 PREPAID OTHER EXPENSES 40,351.87 293.49 245.32 40,303.70 Total Other Assets: 40,351.87 245.32 40,303.70 293.49 4,892,281.26 3,871,741.98 5,476,861.01 3,287,162.23 TOTAL ASSETS Liabilities Account Type: Accounts Payable 20-00.000-2001 ACCOUNTS PAYABLE 20-00.000-2003 ACTIVE CUSTOMER F 98.837.33 492,519,46 2,643.63 426,535,10 32,852,97 2,134.42 ACTIVE CUSTOMER REFUND PAYABLE 0.00 509.21 EVENT LIABILITY INS PAYABLE 1,170.00 1,365.00 20-00.000-2004 1,170.00 DANCE FUNDRAISING PAYABLE 494.76 0.00 494.76 20-00.000-2006 0.00 Total Accounts Payable: 100,502.09 430,543.73 495,823.88 35,221.94 Account Type: Liabilities-ST 0.00 80,435.25 20-00.000-2020 ACCRUED WAGES PAYABLE 80,435.25 0.00 0.00 Total Liabilities-ST: 80,435.25 80,435.25 0.00 Account Type: Other Liabilities 0.00 20-00.000-2050 UNCLAIMED PROPERTY LIABILITY 49.00 622 00 49.00 671.00 13,550.00 17,075.00 349.00 131.91 671.00 20-00.000-2053 ACTIVE DEPOSITS 9,100.00 5,575.00 217.09 20-00.000-2070 MUNDELEIN PARK FOUNDATION 0.00 Total Other Liabilities: 9,722.00 5,792.09 13,948.00 17,877.91 Account Type: Deferred Inflows 20-00.000-2201 DEFERRED TAX REVENUE 20-00.000-2202 GASB 87 DEFERRED INFL 1,373,000.00 1,373,000.00 0.00 0.00 9,700.00 0.00 9,700.00 9,700.00 0.00 0.00 0.00 469,106.00 0.00 0.00 GASB 87 DEFERRED INFLOW OF REVENUE 469,106.00 20-00.000-2203 DEFERRED REVENUE 1,357,111.22 1,654,066.60 ACTIVE DEFERRED REVENUE
ACTIVE GIFT CARDS 1,660,356.49 20-00.000-2207 1,350,821.33 20-00.000-2208 785.00 11,547.68 12,594.68 1,832.00 3,215,222.01 2,741,643.22 1,661,141.49 2,134,720.28 Total Deferred Inflows: 3.405.881.35 3.323.694.44 2.105.633.22 2.187.820.13 TOTAL LIABILITIES Fund Equity Account Type: Committed 20-00.000-3300 COMMITTED FUND BALANCE 1,362,618.04 0.00 0.00 1,362,618.04 1,362,618.04 Total Committed: 0.00 0.00 1,362,618.04 0.00 TOTAL FUND EOUITY 1,362,618.04 0.00 1,362,618.04 Account Type: Revenue 434,483,76 1,697,358.75 1,262,874.99 Total Revenue: 434,483.76 1,697,358.75 1,262,874.99 TOTAL REVENUES Account Type: Expenditure 86,122.09 Total Expenditure: 1,736,054.89 1,649,932.80 TOTAL EXPENDITURES 86,122.09 1,649,932.80 1,736,054.89 Total Fund 20 - RECREATION PROGRAM FUND 3,871,741.98 5,476,861.01 3,287,162.23 TOTAL ASSETS 4,892,281.26

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4/6

PERIOD ENDING 04/30/2024

BEG. BALANCE YTD YTD END BALANCE GL NUMBER DESCRIPTION 01/01/2024 ACTIVITY DR ACTIVITY CR 04/30/2024 Fund 20 - RECREATION PROGRAM FUND BEG. FUND BALANCE - 2023 1,362,618.04 1,362,618.04 + NET OF REVENUES/EXPENDITURES - 2023 123,781.87 (2,170,538.65) (1,783,480.84) (387,057.81) 2,164,129.57 (2,046,756.78) (1,659,698.97) 1,099,342.10 3,405,881.35 (3,323,694.44) (2,105,633.22) 2,187,820.13 5,570,010.92 (5,370,451.22) (3,765,332.19) 3,287,162.23 + NET OF REVENUES & EXPENDITURES = ENDING FUND BALANCE + LIABILITIES = TOTAL LIABILITIES AND FUND BALANCE

05/08/2024 06:19 AM TRIAL BALANCE REPORT FOR MUNDELEIN PARK & RECREATION DISTRICT Page:

5/6

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PERIOD ENDING 04/30/2024 DB: Mundelein Park [

GL NUMBER	DESCRIPTION	BEG. BALANCE 01/01/2024	YTD ACTIVITY DR	YTD ACTIVITY CR	END BALANCE 04/30/2024
Fund 30 - DEBT SE	ERVICE FUND				
Assets					
Account Type: Cas		450 000 50	0.504.56		400 044 05
30-00.000-1001	CHECKING ACCOUNT - MCB	178,309.59	2,531.76	0.00	180,841.35
Account Type: Acc	Total Cash:	178,309.59	2,531.76	0.00	180,841.35
30-00.000-1101	REAL ESTATE TAXES RECEIVABLE	549,300.00	0.00	549,300.00	0.00
7	Total Accounts Receivable:	549,300.00	0.00	549,300.00	0.00
TOTAL ASSETS		727,609.59	2,531.76	549,300.00	180,841.35
Liabilities					
Account Type: Def 30-00.000-2201	terred Inflows  DEFERRED TAX REVENUE	549,300.00	549,300.00	0.00	0.00
	Total Deferred Inflows:	549,300.00	549,300.00	0.00	0.00
-	Deferred inflows.	313,300.00	313,300.00	0.00	0.00
TOTAL LIABILITIES	5	549,300.00	549,300.00	0.00	0.00
Fund Equity					
Account Type: Res					
30-00.000-3400	RESTRICTED FUND BALANCE	157,836.08	0.00	0.00	157,836.08
7	Total Restricted:	157,836.08	0.00	0.00	157,836.08
TOTAL FUND EQUITY	(	157,836.08	0.00	0.00	157,836.08
Account Type: Rev	venue				
7	Total Revenue:	_	0.00	2,531.76	2,531.76
TOTAL REVENUES			0.00	2,531.76	2,531.76
Total Fund 30 - I	DEBT SERVICE FUND				
TOTAL ASSETS		727,609.59	2,531.76	549,300.00	180,841.35
BEG. FUND BALANCE	E - 2023 S/EXPENDITURES - 2023	157,836.08			157,836.08 20,473.51
+ NET OF REVENUES				(2,531.76)	2,531.76
= ENDING FUND BAI	LANCE	717,158.10	20,473.51	17,941.75	180,841.35
+ LIABILITIES		549,300.00	(549,300.00)	0.00	0.00
= TOTAL LIABILITI	IES AND FUND BALANCE	1,266,458.10	(528,826.49)	17,941.75	180,841.35

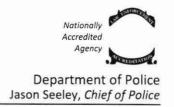
1,266,458.10

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#### PERIOD ENDING 04/30/2024

BEG. BALANCE YTD YTD END BALANCE GL NUMBER DESCRIPTION 01/01/2024 ACTIVITY DR ACTIVITY CR 04/30/2024 Fund 40 - CAPITAL IMPROVEMENT FUND Account Type: Cash 40-00.000-1001 CHECKING ACCOUNT - MCB 1,280,426.78 222,553.75 692,611.00 810,369.53 Total Cash: 1,280,426.78 222,553.75 692,611.00 810,369.53 Account Type: Investments 40-00.000-1007 CERTIFICATES OF DEPOSIT 488,411.71 237,000.00 252,411.71 473,000.00 40-00.000-1009 IPDLAF INVESTMENT 75,964.36 267,222.83 237,355.50 105,831.69 564,376.07 504,222.83 489,767.21 578,831.69 Total Investments: Account Type: Accounts Receivable 40-00.000-1110 ACCOUNTS RECEIVABLE 0.00 161.62 0.00 161.62 40-00.000-1112 ACCRUED INTEREST 39,720.11 8,794.37 13,251.61 35,262.87 Total Accounts Receivable: 39,720.11 8,955.99 13,251.61 35,424.49 TOTAL ASSETS 1,884,522.96 735,732.57 1,195,629.82 1,424,625.71 Liabilities Account Type: Accounts Payable 40-00.000-2001 ACCOUNTS PAYABLE 494.275.79 692,611.00 198,364.25 29.04 40-00.000-2011 RETAINAGE PAYABLE 0.00 0.00 21,898.12 21,898.12 Total Accounts Payable: 516,173.91 692,611.00 198,364.25 21,927.16 Account Type: Deferred Inflows 40-00.000-2203 DEFERRED REVENUE 164,977.76 0.00 150,000.00 314,977.76 Total Deferred Inflows: 164,977.76 0 00 150,000.00 314,977.76 TOTAL LIABILITIES 681,151.67 692,611.00 348,364.25 336,904.92 Fund Equity Account Type: Assigned ASSIGNED FUND BALANCE 40-00.000-3200 983,038.65 0.00 0.00 983,038.65 983,038.65 0.00 0.00 983,038.65 Total Assigned: TOTAL FUND EQUITY 983,038.65 0.00 0.00 983,038.65 Account Type: Revenue 0.00 81,700.13 81,700.13 Total Revenue: TOTAL REVENUES 0.00 81,700.13 81,700.13 Account Type: Expenditure Total Expenditure: 198,558.13 1,207.50 197,350.63 TOTAL EXPENDITURES 198,558.13 1,207.50 197,350.63 Total Fund 40 - CAPITAL IMPROVEMENT FUND TOTAL ASSETS 1,884,522.96 735,732.57 1,195,629.82 1,424,625.71 BEG. FUND BALANCE - 2023 983,038.65 983,038.65 + NET OF REVENUES/EXPENDITURES - 2023 220,332.64 (82,907.63)+ NET OF REVENUES & EXPENDITURES (198, 558.13)(115,650.50)= ENDING FUND BALANCE 413,143.18 21,774.51 137,425.01 1,087,720.79 + LIABILITIES 681,151.67 (692,611.00)(348, 364.25)336,904.92 1,094,294.85 = TOTAL LIABILITIES AND FUND BALANCE (670,836.49) (210,939.24) 1,424,625.71





#### **MEMORANDUM**

To:

Chief Jason Seeley #299

From: Sergeant Brigano #254 (65) 154

Wednesday, May 01, 2024

Re:

Park District Report - April 2024

There were four (4) calls for service in the area parks during the reporting period.

There was a total of 229 park checks initiated by the patrol officers during this month. There were no crime trends to report during the month of April.

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

- On 04/03/2024, Officers responded to the Fort Hill Heritage Museum for a burglar alarm. Officers checked the exterior and the building was secure. Unknown reason for the alarm.
- On 04/15/2024, Officers responded to Hanrahan Park for a found keychain.
- On 04/20/2024, Officers responded to the Regent Center for a suspicious person report. The subject was gone on arrival.
- On 04/26/2024, Officers responded to the Regent Center for a burglar alarm. An unsecured door was located but no signs of criminal activity.

Scheduled Park District rentals were checked on a regular basis and no problems were reported or observed.

I have attached a copy of the April 2024 Park District report for your review.

Please contact me if you have any questions.



#### **BOARD MEMORANDUM**

#### May 20, 2024 Regular Board Meeting Agenda Item

**To:** Board of Commissioners

**From:** Ron Salski, Executive Director

Kyle Berg, Director of Recreation & Facility Services

**Date:** May 16, 2024

**Subject:** Approve of StarGuard Elite Lifeguard Services Agreement

#### **Background**

Mundelein Park & Recreation District has a long-standing relationship with Starguard Elite, LLC. The Agreement allows District staff to access comprehensive training protocols and certifications to govern the safe and orderly operation of all District-owned aquatic facilities. The services provided by StarGuard Elite, LLC are consistent with industry standards for all aquatic facilities.

#### **Analysis/Considerations**

Attached is the StarGuard Elite Lifeguard Services Agreement with StarGuard Elite, LLC which outlines the risk prevention and lifeguard training services provided to the District by StarGuard Elite. The District has previously renewed the Starguard Elite, LLC agreement annually, however, staff have identified an opportunity to save money overall by securing a static rate as part of a multi-year agreement. The multi-year agreement will also promote efficiency for staff during the pre-season preparation work required for each aquatic facility.

#### Recommendation

Staff recommend approving the Starguard Elite Lifeguard Services Agreement.

## **Action and Motion Requested**

Move to approve the Starguard Elite Lifeguard Services Agreement with StarGuard Elite, LLC ending December 31, 2026.

## CONTRACT FOR CONSULTING SERVICES

## **Risk Prevention and Lifeguard Training**

THIS CONTRACT FOR CONSULTING SERVICES ("Contract") is entered into this day January 1, 2024 ("Effective Date") by and between Mundelein Park and Recreation District ("the Client") having its principal place of business at, 1401 N. Midlothian Rd. Mundelein, IL 60060 and **StarGuard Elite. LLC** a registered Florida LLC ("the Consultant" or "SGE") having its principal place of business at 13506 Summerport Village Parkway #810, Windermere, FL 34786..The Client and the Consultant are referred to collective as the "Parties" or individually as a "Party".

WHEREAS, the Client wishes to have the Consultant perform the services hereinafter referred to on the terms and conditions provided in this Contract; and

WHEREAS, the Consultant is qualified to assume the responsibilities and perform the Services and is willing to perform these Services as provided.

NOW THEREFORE THE PARTIES hereby agree as follows:

#### 1. Services

- A. Consultant shall perform the services specified in Annex A, "Scope of Services," which is made an integral part of this Contract ("the Services").
- B. The Consultant will provide additional services listed in Annex B, "Flat Rate and Incremental Pricing Sheet", upon the mutual agreement of the Client and Consultant. Additional services will not modify the term of this Contract unless expressly indicated in writing by the parties.
- C. The Consultant agrees that all services shall be performed in a lawful, competent, professional, and satisfactory manner in accordance with the standards prevalent in the industry and the Client's geographic area, and that all goods, materials, equipment, or personal property included within the services herein shall be new, of good quality, fit for the purpose intended.
- D. Consultant agrees to perform the Services to the satisfaction of Client within the time specified. If Client reasonably determines that the work is not satisfactory, Client shall notify Consultant in writing, including in reasonable detail the deficiencies in Consultant's work. If Consultant does not cure such deficiencies within ten (10) days of Client's notice, Client shall have the right thereafter to take appropriate action, including but not limited to: (i) meeting with Consultant to review the quality of the Services and resolve matters of concern; (ii) requiring Consultant to repeat unsatisfactory work at no additional charge; (iii) withholding payment (without terminating the Contract); and (iv) terminating this Contract as hereinafter set forth.
- E. In the performance of the Services, **Erica De Luca** will be the Consultant's point of contact with the Client ("Client's Representative"). Services other than those specifically described in Annex A shall not be performed without the prior written approval of the Client's Board of Commissioners. By executing this Contract, Consultant warrants that Consultant (i) has thoroughly investigated and considered the Scope of Services, (ii) has carefully considered how the Services should be performed, (iii) has visited and inspected the location where the Services will be performed, and (iv) fully understands the facilities, difficulties, and restrictions attending performance of the Services under the Contract.

F. All individuals performing the Services shall have the skill and experience and any licenses and certifications required to perform the work assigned to them. If Client determines that any person employed by Consultant is not performing the work in a proper, safe and skillful manner, then at the written request of Client specifying the relevant facts that form the basis of Client's determination, Consultant shall remove that person and that person shall not be re-employed on the project without the prior written approval of Client in its sole discretion. If Consultant fails to remove such person(s) or fails to furnish skilled and experienced personnel for the proper performance of the Services then Client may, in its sole discretion, exercise the remedies described in paragraph D or suspend the Services. Such suspension shall in no way relieve the Consultant of any obligation contained herein or entitle the Consultant to an amendment or change in cost. Once compliance has been achieved, Client will notify Consultant in writing and Consultant shall promptly resume work. Nothing herein is intended by the parties to result in, nor will it be construed as, any of Consultant's employees being deemed Client's employees. The Parties agree that Client retains control over the means, methods and personnel required to perform the Services.

#### 2. Term

- A. The Consultant shall perform the Services as specified in Annex A (and Annex B, if requested by Client in writing) during the period commencing the date of contract execution and continuing through 12/31/2026 or any other period as may be subsequently agreed by the parties in writing, subject to the termination provisions of Section 14 of this Contract.
- B. The Client may elect to extend this Contract for one or more additional one (1) year term(s) ("Option Years") by providing notice to the Consultant in writing at least sixty (60) days prior to the Termination Date, and thereafter at least sixty (60) days prior to the end of the applicable one (1) year term.

#### 3. Payment

- A. For Services rendered pursuant to Annex A and Annex B Section 1, the Client shall pay the Consultant per the billing schedule in Paragraph 3(B) below. If applicable, costs referenced in Annex B Section 2 shall be billed on occurrence and paid within thirty (30) days of Client's receipt of an invoice and supporting documentation. This amount has been established based on the understanding that it includes all the Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant.
  - i. Expenses referenced in Annex B Section 2 shall be billed on occurrence and paid within thirty (30) days of Client's receipt of an invoice and supporting documentation.
  - ii. All applicable taxes to be billed at the required rates and remitted by the Consultant. Consultant acknowledges that Client is exempt from all State sales and excise taxes. Client shall not pay any income tax owed by Consultant resulting from the fees charged under this Contract.
- B. The Client shall pay the Consultant for Services in US Dollars rendered on the following payment schedule:
  - i. For the term of 1/1/2024 through 12/31/2026: Thirteen Thousand, Seven Hundred Dollars (\$13,700) paid each year. Billable on the first day of February.

#### C. Late Payments

- i. All payments are due within (30) days of Client's receipt of an invoice and considered late 10 days after the due date.
- ii. The Consultant reserves the right to charge a late fee of 5% APR on any late payment, and Client agrees to pay the same.

- iii. Failure to pay within 20 days of the payment due date will result in a suspension of the Contract and revoke all privileges, including, but not limited to access to Consultant's Lifeguard Portal, covered under this Contract and other agreements with subsidiaries, sister companies, or strategic alliances of the Consultant; and, any studies, reports or other material (as identified in Paragraph 8 below), which have not been paid for within 20 days of the payment due date, shall not be the property of Client, and shall be returned to Consultant, and, not be used by Client in any way going forward.
- D. Consultant acknowledges that Client is exempt from all State sales and excise taxes. Client shall not pay any income tax owed by Consultant resulting from the fees charged under this Contract.

#### 4. Reimbursable

- A. The Client shall pay the Consultant at cost for reimbursable expenses, not included in the scope of the agreement, if approved in advance by Client. These expenses will be approved by the Client in writing in advance of the services and or products provided by the Consultant.
- B. If Consultant is charged an admission fee to any of Client's facilities during a site visit and/or safety audit, the Client agrees to refund the admission fee on site or pay via direct bill from the Consultant.

#### 5. Project Administration

- A. The Consultant shall keep accurate and systematic records and accounts in respect of the Services. The Client reserves the right to audit, or to nominate a reputable accounting firm to audit, the Consultant's records relating to amounts claimed under this Contract during its term and any extension, and for a period of three years thereafter; such audit will be at Client's expense unless an adjustment in Client's favor of greater than 10% results from the audit.
- B. The Consultant will provide all personnel necessary to complete the Services including, without limitation, any key project personnel identified in this Contract or in the Scope of Services. The Consultant will perform the Services with its own personnel and under the management, supervision, and control of its own organization, unless otherwise approved by Client in writing. All subcontractors and subcontracts used by the Consultant will be acceptable to, and approved in advance by, the Client. The Client's approval of any subcontractor or subcontract will not relieve the Consultant of full responsibility and liability for the provision, performance, and completion of the Services as required by this Contract. All Services performed under any subcontract will be subject to all of the provisions of this Contract in the same manner as if performed by employees of the Consultant. For purposes of this Contract, the term "Consultant" will be deemed also to refer to all subcontractors of the Consultant, and every subcontract will include a provision binding the subcontractor to all provisions of this Contract.
- C. Consultant agrees not employ and assign any employee to perform Services for the Client which require or allow direct interaction with minors if any such employee is unable to pass a criminal background check according to the standards defined in Section 8-23 of the Illinois Park District Code, 70 ILCS 1205/8-23.

#### 6. Performance Standard, and Representations

A. The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. Consultant's programs are built on the core mission of being objective driven, innovative, and client focused, and collaboratively develops and implements aquatic safety solutions and services, which help create a culture of safety in Client's aquatic facility and/or operation.

- B. Based upon the specific nature of the services provided by Consultant, Client represents and agrees that it will be fully responsible for training its staff, up to the requirements of Consultant, as presented to Client's "trainers". In addition, Client will maintain oversight, supervision of, and management of its employees, so that they perform up to those specific standards, after Consultant has completed the initial training services. Client acknowledges that the scope of this Contract does not include continuous monitoring of Client's staff, throughout the operating season, and Client is solely responsible to see that its staff performs up to Consultant's requirements, and other industry standards as discussed by Consultant during the training. Client's responsibility under this paragraph is solely for the administrative convenience of the parties and shall not result in the creation or modification of the Client's duty of care to any individual or the public. Client's failure to comply with this Agreement shall not be evidence of negligence.
- C. Consultant represents that it is financially solvent, has the necessary financial resources, has sufficient experience and competence, and has the necessary capital, facilities, organization, and staff necessary to provide, perform, and complete the Services in accordance with this Contract and in a manner consistent with the standards of professional practice by recognized consulting firms providing services of a similar nature.
- D. The Consultant represents and certifies that, to the best of its knowledge: (1) no Client employee, official, or agent has an interest in the business of the Consultant or this Contract; (2) as of the date of this Contract, neither the Consultant nor any person employed or associated with the Consultant has any interest that would conflict in any manner or degree with the performance of the obligations under this Contract; and (3) neither the Consultant nor any person employed by or associated with the Consultant will at any time during the term of this Contract obtain or acquire any interest that would conflict in any manner or degree with the performance of the obligations under this Contract.
- E. As of the effective date of this Contract, the Consultant has no knowledge of any designation, classification, debarment, action, suit, proceeding, claim or investigation pending or to its knowledge threatened against the Consultant in any court, or by or before any federal, state, municipal, or governmental department, commission, board, bureau, agency, or instrumentality, domestic or foreign, or before any arbitrator of any kind, that, if adversely determined, would materially affect the Consultant's ability to perform its obligation under this Contract.

#### 7. Confidentiality

- A. For the purpose of this Contract, "Confidential Information" shall include all information expressly labeled as confidential by either party.
  - i. Confidential information does not include information that either party can demonstrate:
    - a. is now, or hereafter becomes through no act on the part of the said party generally known to the public.
    - b. is rightfully obtained by said party from a third party, without breach of any obligation to either party.
    - c. independently developed by either party without use of or reference to said, "Confidential Information."
    - d. is required to be disclosed by applicable law, including, without limitation, pursuant to the Illinois Open Meetings Act, 5 ILCS 120/1, or Illinois Freedom of Information Act, 5 ILCS 140/1.

#### B. The Consultant

- i. Shall not disclose any of Client's Confidential Information relating to the Services, the Contract or the Client's business or operations without the prior written consent of the Client for the duration of the Contract term or thereafter. Upon termination or expiration of the Contract, Consultant shall return to Client all of the Client's Confidential Information held by Consultant.
- ii. Notwithstanding Paragraph 7(B)(i) above, may disclose the Client's confidential information as required by court order or other process of law. To the extent practicable, Consultant will provide the Client reasonable opportunity to review the disclosure before it is made and to interpose its own objection to the disclosure.

#### C. The Client

- i. Shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Consultant's business or operations without the prior written consent of the Consultant, unless required pursuant to law. Also, at the end of the Contract term, Client shall return all confidential information to Consultant.
- ii. Notwithstanding Paragraph 7(C)(i) above, may disclose the Consultant's confidential information as required by court order or other process of law, the Illinois Open Meetings Act, 5 Illinois Freedom of information Act, 5 ILCS 140/1 et seq., To the extent practicable, Client will provide the Consultant reasonable opportunity to review the disclosures before it is made and to interpose its own objection to disclose.

#### 8. Ownership of Material

- A. Any studies, reports or other documents, graphics, software, or other materials (collectively, "Materials"), prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client, free and clear of all liens, claims, security interests, or encumbrances, so long as Client is not in breach of Paragraph 3(C) above. The Consultant may retain a copy of such Materials at the Consultant's expense. Consultant agrees that any copies, documents, or information retained or held will not be disclosed to any third-party without prior written consent from Client. Should any third-party, agency, or any other entity seek or attempt to compel disclosure of this information, Consultant agrees to immediately notify Client and provide Client the opportunity to quash or otherwise prevent such disclosure through injunctive relief prior to disclosing any retained information.
- B. Should Consultant perform any aquatic safety operational audits regarding the aquatic facilities operated by Client the following shall apply. Each year Consultant shall perform the number of audits stated in Annex A or the Client Status Notification for the fees specified in Annex B. These audits shall include video record and written documentation in support of evaluations rendered to Client regarding aquatic risk management issues. In the case of any failed audit, Consultant shall meet in person with the Client's aquatic supervisory staff to discuss the reason(s) for the failed audit and any recommendations to correct the failure, and the Client shall provide written confirmation to Consultant that (i) Consultant has discussed the failed audit and its recommendations with the Client; and (ii) the Client hereby designates the Client and PDRMA as agents and custodians for receiving all written and video records regarding all such failed audits. In addition, any failed audit video support documentation and written documentation will be forwarded to the Client and PDRMA's Director of Claims and Legal Services, Sara Yager, within 3 days following the completion of the on-site audit, for the purpose of allowing additional follow-up by PDRMA with the Client regarding the failed audit and any risk management recommendations. Passing audits shall be provided to the Client.
- C. The textbook content, Consultant portal, training guides, instructor materials, and other aids provided by the Consultant remain the property of the Consultant.

- D. Any enhancements to the training program that lead to new curriculum, patents, or intellectual property are the property of Consultant.
- E. Any operational enhancements derived from the Consultant will be owned by the Client.

#### 9. Insurance

- A. Consultant shall procure and maintain for the duration of the Contract, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by Consultant, their agents, representatives, employees or subcontractors.
- B. Throughout the term of this Contract and any Option Years, the Consultant will maintain General Liability insurance and Professional Liability insurance in the amount of at least two million dollars (\$2,000,000) per incident and four million dollars (\$4,000,000) aggregate and Workers Compensation coverage in such amounts as are required by law which shall provide coverage for any damages or losses suffered by Client as a result of any error or omission or neglect by Consultant which arises out of the professional services required by this Contract.. The Consultant shall provide Client with proof of such insurance coverage upon request by the Client. Client shall be named as an additional insured on both the professional liability and general liability insurance policies. Said coverage shall be primary and non-contributory as it respects Client. Any insurance or self-insurance maintained by Client shall be excess of Consultant's insurance and shall not contribute with it.
- C. For as long as the Client uses Consultant's training/aquatic program, Client agrees to carry Comprehensive General Liability insurance, with a company which is AM Best rated "A" or better.

#### 10. Warranty

A. The use of the Consultant's program does not warranty against aquatic or medical incidents that may occur at the facility; such use, if properly implemented by Client, will only minimize the risks of the same occurring. Consultant provides training in standard of care and prevention of incidents, however, makes no warranty against said incidents.

#### 11. Assignment

A. Neither party may assign this Contract or subcontract any portion of it without the other's prior written consent.

#### 12. Law Governing Contract

- A. This Contract shall be construed under and in accordance with the laws of the State of Illinois.
- B. This Contract constitutes the sole and only agreement of the parties hereto and supersedes any prior understandings or written or oral agreements between the parties respecting the subject matter herein.
- C. This Contract may not be modified or amended except by a written instrument signed by all parties and referring specifically to this Contract. Waiver of a term of this Contract shall not affect any other term or subsequent performance of the waived term.
- D. Nothing contained herein shall be deemed or construed by the parties hereto or by any third party as creating the relationship of (i) a partnership, or (ii) a joint venture between the parties hereto; it being understood and agreed that neither any provisions contained herein nor any acts of the parties hereto shall be deemed to create any relationship between the parties hereto other than the relationship of consultant and client.
- E. Nothing herein contained shall be deemed to establish any rights of third parties against the parties hereto; it being the intent that the rights and obligations set forth herein are those of the parties hereto alone, with no third-party beneficiary rights intended.

- F. In case any one or more of the provisions contained in this Contract shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof; and this Contract shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.
- G. The parties agree that both had the opportunity to fully review this Contract, with their respective counsel, and as such, to the extent that there is any ambiguity of terms, neither side will be deemed the drafter thereof, and there will be no strict construction of any term against the other.
- H. Any dispute arising out of this Contract, which cannot be amicably settled between the parties, shall be adjudicated in accordance with the laws of the State of Illinois with <u>venue and jurisdiction</u> in Lake, Cook, DuPage, or Kane County, or the United States District Court for the Northern District of Illinois, as applicable.
- I. This Contract may be executed in several counterparts and by facsimile or electronic pdf, each of which shall be deemed an original and all of which shall constitute one and the same instrument.
- J. The parties herby waive trial by jury in any action, proceeding, or counterclaim brought by either party against the other regarding any matter whatsoever arising out of or in any way connected with this Contract, the relationship of the parties created hereby, and/or claim for injury or damage. Client acknowledges and agrees that Consultant has been materially induced to enter into this Contract by the inclusion of the provision of this paragraph in this Contract.
- K. Consultant, in performing its functions, duties, and obligations herein, shall at times be and act as an independent contractor. Nothing in this Contract shall be construed as creating the relationship of principal and agent, employer and employees, partners, or joint venturers between the Client and Consultant or create any relationship between Client and any subcontractor of Consultant.

#### 13. Attorneys' Fees:

A. Should either party hereto institute any action or proceeding in court to enforce any provision hereof or for damages by reason of any alleged breach of any provision of this Contract or for any other judicial remedy, upon a final, non-appealable judgment the prevailing party shall be entitled to receive from the losing party all reasonable attorneys' fees and all court costs in connection with said proceeding.

#### 14. Termination

#### A. By Client

 The Client may terminate this Contract at any time with 60 days' written notice, with or without cause.

#### B. By Consultant

 The Consultant may terminate this Contract at any time with 120 days' written notice, with or without cause.

#### C. Termination Event

i. In the event this Contract of termination prior to the end of the Contract term or any Option Year, the Client will pay Consultant for the pro-rated portion of the Services satisfactorily performed to the date of termination, and Consultant will deliver to the Client all goods, materials, and equipment paid for as part of the Services, whether or not in completed form.

ii. Paragraphs 7 and 8 above shall survive termination of this Contract for any reason. Upon termination of this Contract, the Consultant will provide Client with a written list of work product belonging to Consultant pursuant to Paragraph 8 above, and Client agrees to destroy or return the work product within 30 days of receipt of notification.

#### 15. Indemnification

- A. To the extent permitted by law, each Party (the "Indemnifying Party") agrees to fully indemnify, defend and hold the other Party (the "Indemnified Party"), and its directors, officers, employees, volunteers, crew members (if applicable), representatives, agents and parent, subsidiary and affiliated companies of all of the aforementioned entities and individuals (the "Party Agents") harmless from and against any and all third party liabilities, damages, injuries, claims, suits, judgments, causes of action and expenses (including reasonable attorneys' fees, court costs and out-of-pocket expenses) ("Claims") suffered or incurred by the Indemnified Party as a result of: (i) any act or omission of the Indemnifying Party or its employees, agents, independent contractors representatives or affiliates which is negligent or willful misconduct; (ii) breach of any representation, warranty or other obligation under this Contract by the Indemnifying Party; (iii) any allegation that the Indemnified Party's use of the Indemnifying Party's information in accordance with this Contract infringes or violates any patent, copyright, trademark or other third party intellectual property right; or (iv) a violation of any law, rule or regulation by the Indemnifying Party, related to this Contract. Nothing herein is intended to nor shall be construed as a waiver or release of any defenses and immunities available to the Client based on statute or common law, including but not limited to the Local Governmental and Governmental Employee Tort Immunity Act, 745 ILCS 10/1, et seq.
- B. The Consultant (the "Indemnifying Party") agrees to fully indemnify, defend and hold the Client, its directors, officers, employees, crew members (if applicable), representatives, agents and parent, subsidiary and affiliated companies of all of the aforementioned entities and individuals (the "Indemnified Party") harmless from and against any and all third party liabilities, damages, injuries, claims, suits, judgments, causes of action and expenses (including reasonable attorneys' fees, court costs and out-of-pocket expenses) suffered or incurred by the Indemnified Party as a result of: (i) any act or omission of the Indemnifying Party or its employees, agents, independent contractors representatives or affiliates which is negligent or willful misconduct; (ii) breach of any representation, warranty or other obligation under this Contract by the Indemnifying Party; (iii) any allegation that the Indemnified Party's use in accordance with this Contract infringes or violates any patent, copyright, trademark or other third party intellectual property right; or (iv) a violation of any law, rule or regulation by the Indemnifying Party or its employees, agents, representatives or affiliates related to this Contract.

#### 16. Dispute Resolution

A. The Parties shall engage in non-binding mediation to resolve any dispute arising from or relating to this Contract or the performance of the Services. Unless the Parties mutually agree otherwise, the mediation shall be conducted through the American Arbitration Association or its successor. Request for mediation shall be filed in writing with the American Arbitration Association or its successor, with a copy to the other Party. The Parties shall share the mediator's fee and any filing fees equally. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof. If mediation is unsuccessful, either Party may commence a civil action.

#### 17. No Third-Party Beneficiaries

This Contract is entered into solely for the benefit of Consultant, Client and, indirectly, PDRMA, and nothing in this Contract is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to this Agreement, or to acknowledge, establish or impose any legal duty to any third party.

#### 18. Notice

A. Any notice required under this Contract shall be in writing and hand delivered or sent by certified/registered mail, return receipt requested, to the address set forth below each Party's respective signature. A notice sent by certified/registered mail is deemed given when received, or three (3) business days after the date sent, if not accepted by the Party to whom it was sent, whichever is earlier.

#### 19. Authority to Act

By signing below, Client and Consultant represent that he/she has read, and fully understands all terms and conditions of this Contract, and, that he/she has full legal authority to act on behalf of, and legally bind the entities that are parties to the Contract.

IN WITNESS WHEREOF, the Parties have signed this Contract.

FOR THE CLIENT		FOR THE CONSULTANT		
Mundelein Park & Recreatio	n District	StarGuard Elite, LLC., a Florida Lir Liability Company		
		Wess Long, President		
Signature	Doto	Cianotura	Date	
Signature	Date	Signature	Date	
Notice Address:		Notice Address:		
1401 N. Midlothian Rd.		13506 Summerport Vil	lage Parkway	
Mundelein II 60060		#810 Windermere FI	34786	

#### LIST OF ANNEXES

Annex A: Scope of Services

Annex B: Fixed Costs Schedule and Additional Services Price List

# Annex A

## **Scope of Services**

#### **Training**

- Consultant to provide training services for Client lifeguards (train the trainer/instructor development)
- Consultant to provide a certification and license upon completion of an approved course.
  - These courses shall be as agreed between Client and Consultant and may include, but are not limited to these courses at participant, instructor, and instructor trainer levels:
    - StarGuard Lifeguard Instructor Training & Certification
    - StarGuard Lifeguard Training & Certification
    - ELITE Dispatch Training & Certification
    - ELITE Supervisor Training & Certification
    - STAR Basic Life Support (Safety Training Aquatic Rescue)
- Consultant will provide electronic StarGuard textbook access to Lifeguard or Lifeguard Instructor candidates via the Lifeguard Portal online.

#### **Audits & Preseason Consultation**

- As requested, Consultant can provide annually onsite unannounced safety audits billed at the rate listed in Annex B Section 2.
- Audits will include at a minimum: observations (lifeguard, dispatch, and supervisor), skills assessments, documentation review, and physical facility review.
- Audits are based on industry standard of care, location operating guidelines, and StarGuard training guidelines.

#### Portal

 Consultant will provide a software license to the proprietary SGE Portal for the Client to manage the lifeguard training program including licenses, audits, in-service training, online documentation, and more.

#### **Accident Investigation and Litigation Support**

- By direction of Client, Client may name the Consultant lead investigator of any aquatic event.
- Consultant agrees to provide one initial investigation per year at no cost excluding pre-approved travel and out of pocket expenses.
  - o Any additional investigations or consulting will be billed per Annex B
- Consultant will provide any requested documentation requests based on the Client's safety records in a reasonable time frame based on the size of the request.

#### CAMP

- Facility representative can register for Consultant's annual Conferences for Aquatc Management Professional (CAMPs).
- Registration will be at preferred rates.
- Travel to and from the venue is not included. Venue may change annually.
- CAMPs typically occur in the spring season of each calendar year.

# **Annex B**

# Flat Rate and Incremental Pricing Sheet

## 1. Items included in the Annual Flat Rate of \$13,700

License	Quantity
SGE Portal Software License	<u>1                                    </u>
StarGuard & ELITE Dispatch Certifications	<u>100</u>
StarGuard Instructor Certifications	<u>3</u>
ELITE Supervisor Certifications	<u>10</u>
StarGuard Electronic Textbook	<u>Unlimited</u>
On-site Aquatic Safety Audit	5 total (3 combined & 2 single)
Chicago CAMP Registrations	2

## 2. Incremental Pricing (not included in Flat Rate)

Certifications and Services	Unit Price
StarGuard (New)	\$50.00
StarGuard (Renewal)	\$50.00
Elite Dispatch (New/Renewal)	\$25.00
STAR/BLS (New/Renewal)	\$25.00
ELITE Supervisor (New/Renewal)	\$25.00
StarGuard Instructor (New)	\$425.00
StarGuard Instructor (Renewal)	\$200.00
On Site Audits (additional visits)	\$1,000 (\$1200 combined)
Annual Site Visit (additional visit)	<u>\$1,000</u>
Consultant Facilitated Training Class	<u>\$3,495</u>



#### **BOARD MEMORANDUM**

#### May 20, 2024 Regular Board Meeting Agenda Item

**To:** Board of Commissioners

**From:** Ron Salski, Executive Director

Kyle Berg, Director of Recreation & Facility Services

**Date:** May 15, 2024

**Subject:** Approve of Diamond Lake Master Plan Services – Gewalt Hamilton and Lamar

Johnson Collaborative

#### **Background**

Within the past several years, the District completed a Community Wide Survey and Comprehensive Master Plan which indicates a high priority to improve Diamond Lake Recreation Center, beach, and boat launch. The Diamond Lake properties are ranked as the third highest priority among District properties, following Longmeadow Park and Kracklauer Park as well as the second highest district-wide asset to prioritize and improve.

The Comprehensive Master Plan 2023-2028 highlights the urgent need to explore, reimagine, and develop the Diamond Lake Recreation Center, Beach & Boat Launch. The Comprehensive Master Plan has a key initiative to develop a business plan to offer services for at least six months of the year at Diamond Lake Beach. The District budgeted \$35,000 for initial phases.

#### **Analysis/Considerations**

The District conducted an extensive Request for Qualifications (RFQ) and Request for Proposals (RFP) process to identify the firm best suited to undertake the Diamond Lake Recreation Center, Beach & Boat Launch Master Plan process. The Selection Committee, comprising of District staff and a community member, reviewed submissions and conducted interviews with numerous highly qualified firms before making a recommendation.

Gewalt Hamilton Associates, Inc., in collaboration with Lamar Johnson Collaborative, emerged as the most strategic, creative, capable, and aligned firm to handle the scale and complexity of this Master Plan. These firms' industry expertise, immense creativity, diversity, and community-oriented approach were deemed essential by the Selection Committee. Gewalt Hamilton will focus on grants, transportation, roadways, landscape architecture, water resources and more while Lamar Johnson Collaborative will focus on the input gathering, surveys, concept designs, and alignment with long-term Diamond Lake area and road improvements. Additionally, these firms have extensive experience with industry wide agencies and municipalities locally, statewide, nationally, and international projects which will be highly beneficial to this generational project.

The District has worked closely with Gewalt Hamilton Associates, Inc. on a variety of projects and performed exceptionally. In 2022, Lamar Johnson Collaborative was the recommended firm to complete a district-wide Comprehensive Master Plan, but staff and board agreed to complete in-house to save expenses during COVID. Lamar Johnson Collaborative had terrific ideas and spent countless hours researching the Mundelein Park & Recreation District.

#### Recommendation

Executive Director Salski and Director Berg recommend approval of the proposal for work not to exceed \$35,000 for specific tasks related to master plan services for Diamond Lake Recreation Center, Beach & Boat Launch. The approved amount will fund work identified as part of Phases I & II of the Diamond Lake Recreation Center, Beach & Boat Launch Master Plan process which includes staff, board, and focus group input. Phase III will consist of significant community input which may not occur until early 2025.

## **Action and Motion Requested**

Move to approve the proposal for work not to exceed \$35,000 by Gewalt Hamilton Associates, Inc., in collaboration with Lamar Johnson Collaborative, for Diamond Lake Recreation Center, Beach & Boat Launch Master Plan services with Attorney and Executive Director approval.

March 27, 2024



625 Forest Edge Drive ■ Vernon Hills, IL 60061 847.478.9700 ■ GHA-Engineers.com

# Kyle Berg, M.S., CPRP, CPO Director of Recreation & Facility Services

Mundelein Park & Recreation District 1401 N. Midlothian Road Mundelein, IL 60060

Re: REQUEST FOR QUALIFICATIONS – Master Plan Services

Diamond Lake Recreation Center, Beach & Boat Launch

GHA Proposal No. 2024.SD032

Dear Mr. Berg,

The Mundelein Park & Recreation District is seeking qualified professionals to provide professional master planning services to comprehensively renovate the area's iconic Diamond Lake. Our team at Gewalt Hamilton Associates, Inc., in collaboration with Lamar Johnson Collaborative, is well-equipped to provide the professional master planning services needed for this endeavor. This team has a longstanding history of successful partnerships and a wealth of experience that uniquely position us to contribute significantly to the success of this project.

Gewalt Hamilton Associates, Inc. and Lamar Johnson Collaborative have collaborated extensively on similar projects, consistently delivering exceptional outcomes. Our teams are not only highly experienced and qualified but also deeply aligned with the goals and vision of the Mundelein Park & Recreation District. With a mission focused on connecting the community through safe and quality recreation, combined with restoring the natural aesthetics and habitat of Diamond Lake, this collaborative approach fosters innovation and ensures that every aspect of the project is carefully planned and executed to achieve the desired outcomes.

Our collective expertise in architecture, engineering, landscape architecture and master planning aligns perfectly with the District's vision for this project. We are committed to designing spaces that not only meet the highest standards of quality and functionality but also becomes a cherished asset for the community for years to come. Our commitment to excellence, attention to detail, and proactive problem-solving approach will be invaluable in overcoming challenges and maximizing the project's success.

Our approach emphasizes comprehensive planning, environmental sustainability, and community engagement to ensure that the Diamond Lake Recreation Center becomes a premier destination for swimming, boating, recreational events, and more. From concept development to execution, we are dedicated to delivering results that align with the District's mission and enhance the overall recreational experience for residents and visitors alike.

We appreciate the opportunity to be considered for this important project and are ready to discuss how our team can tailor our services to meet the specific needs and goals of the Mundelein Park & Recreation District. Thank you for your time and consideration.

Sincerely,

Gewalt Hamilton Associates, Inc.

Tom Rychlik, P.E., LEED AP

847.821.6230 | TRychlik@GHA-Engineers.com

FIRM BRIEF Page 0



#### **COST OVERVIEW**

The chart below outlines our estimated time allocations for the tasks outlined in the RFP, with a general understanding of the roles of the associated staff members from both Gewalt Hamilton and Lamar Johnson Collaborative at the time of proposal. We recommend structuring the initial two phases of the master plan as a time and materials contract with a projected budget.

The proposed approach offers a distinct advantage by incorporating flexibility, adaptability, and efficiency into the project management framework. By structuring the initial two phases of the master plan as a time and materials contract with a projected budget, we ensure responsiveness to potential variations in task complexity,



particularly within the first five or six tasks. This adaptable budget framework allows us to make real-time adjustments as needed throughout the planning process, resulting in optimized resource allocation and potential cost savings. Moreover, with monthly invoicing, both Gewalt Hamilton and the Mundelein Park & Recreation District can easily track actual time expenditures against the anticipated schedule, enabling transparent monitoring and timely adjustments to ensure project success.

													-
	LJC-1 Neil	LJC-2 Eli	LJC-3 Victor	LJC-4 Anezka	Sr. PM II Tom	ENG I John	EC II Karo <b>l</b> ina	ET II	LA Janet	AD I Barb	Total		
	\$250	\$155	\$210	\$145	\$240	\$142	\$150	Corey \$126	\$180	\$92			Fee
		,	,	,	,	,	·		\$100	\$92	Hours		166
Diamond Lake Recreation Center, Beach & Boat Launch													
I. Category - Data Gathering				1			1			1	,		
Review goals, needs, results	1	2	2	8					2		15	\$	2,500
Recommend stakeholders			4	4					2		10	\$	1,780
Develop Master Plan Schedule				2	1				3		6	\$	1,070
Existing Site Analysis			4		4	8	20		20		56	\$	9,536
Internet Surveys	1	8	2	24					2		37	\$	5,750
Meeting 1 - Staff Planning			2		1				2		5	\$	1,020
Meeting 2 Leadership Team Planning-1			2						2		4	\$	780
Meeting 3 Leadership Team Planning-2			2						2		4	\$	780
Meeting 4 Department Head Planning-1			2		1				2		5	\$	1,020
Meeting 5 Department Head Planning-2			2						2		4	\$	780
Meeting 6 Board Meeting 1		4	4		3				3		14	\$	2,630
Meeting 7 Recreation Advisory			2		1				2		5	\$	1,020
Meeting 8 Village of Mundelein			2		1				2		5	\$	1,020
Meeting 9 Directors Meeting-1			2		1				2		5	\$	1,020
Meeting 10 Directors Meeting-2			2		1				2		5	\$	1,020
I. Category Subtotal	2	14	34	38	14	8	20		50		180	\$	31,726
II. Category - Initial Recommendations													
Compile Phase 1 information	1	4	4	40	2						51	\$	7,990
Develop Needs Analysis	4	8	8	80	2				4		106	\$	16,720
Three Vision Options	4	16	16	40	2			8	40		126	\$	21,328
II. Category Subtotal	9	28	28	160	6			8	44		283	\$	46,038
Total Labor 463									\$	77,764			
Reimbursable Expenses									\$	1,800			
Total Labor + Reimbursables										\$	79,564		

COST OVERVIEW Page 3



FIRM BRIEF

#### **GEWALT HAMILTON ASSOCIATES, INC.**

625 Forest Edge Drive Vernon Hills, IL 60061 847.478.9700 • GHA-Engineers.com

#### LEADERSHIP

CEO: Todd Gordon, P.E., MBA President/COO: Arthur Penn, P.E.

#### **ABOUT US**

Gewalt Hamilton Associates, Inc., an employee-owned company, is a multidisciplinary civil engineering and surveying firm which represents a diverse group of clients that include municipalities; county and state agencies; school districts; hospitals; community colleges; park districts; senior care facilities and private developers, offering a wide range of professional civil engineering, surveying, landscape architecture, transportation, stormwater, environmental and geographic information services.

Our team has been working with local municipalities for 40+ years. From a small home office in Lake Bluff, Illinois, the firm began with two engineers, Dave Gewalt and Bob Hamilton, driven to deliver engineering service that exceeded clients' expectations by always seeking efficiencies to contain costs and fresh options that reduce risk.

#### SITE DESIGN

Civil Engineering Site Design has long been a core service at GHA, so we are well-suited to provide the solutions needed for important site design assignments.

Areas of our expert knowledge and experience include:

- ✓ Site Due Diligence
- ✓ Site Planning
- ✓ LEED Certified Site Planning ✓ Water Resources
- ✓ Preliminary Engineering
- ✓ Final Engineering
- ✓ Permit Acquisition
- ✓ ADA Compliance





Our site design team approaches every site improvement project with the intent that it will serve as an example of stewardship within the community. We take pride in our work and the legacy each project leaves behind. Our familiarity with the approval process allows us to prepare plans that address regulatory requirements up front and facilitate quick turn-around.

While keeping our clients' goals as the focus, we work closely with local officials, and county, state and federal agencies to ensure compliance with stormwater management, floodplain development, zoning and other applicable regulations.

Areas of our expert knowledge and experience include:

- Site Due Diligence
- Site Planning
- LEED Certified Site Planning
- Preliminary Engineering
- Public Presentation & Hearings
- Grant Assistance
- Final Engineering
- **Permit Acquisition**
- Water Resources



FIRM BRIEF Page 2

# Welcome to Lamar Johnson Collaborative

Lamar Johnson Collaborative is a full-service architecture, and design firm committed to creating and enhancing the quality of the human experience and improving how design and architecture can impact each individual's emotional well-being. Youthful in outlook, seasoned in experience, and innovative in approach, LJC offers its clients a diverse portfolio of expertise across a range of project scales and typologies, including commercial, industrial, institutional, residential and public realm and open spaces. At LJC, we believe our work is a fundamental expression of our optimism for the future, and that design is a means to effect positive, enduring change.

Institutional | Commercial | Industrial | Residential | Public Realm & Open Spaces



# Public Realm & Open Spaces

We design for **life**We are **passionate** about improving the quality of people's lives through the **spaces we create** for them.

# What drives us

To be the most sought-after friendship of creative thinkers in the architecture of improving life by design.

Our culture is based on designing more than structures. We believe our projects are building communities, and that our role doesn't stop when the project is complete.

# **Our services**

- Public Space & Landscape Design and Documentation
- Site Design
- Campus Planning
- Ecosystem Restoration
- Stormwater Strategies
- Vision & Strategic Planning

- Design Guidelines
- Public Engagement
- Regulatory Agency Approvals
- Master Planning
- Urban Design
- Campus Planning
- Regional & Community Planning

# 6 Offices 230+ Projects

#### **CHICAGO**

35 E Wacker Dr. Suite 1300 Chicago, IL 60601

#### **DENVER**

1801 California St. Suite 2400 Denver, CO 80202

#### KANSAS CITY

2101 Broadway Blvd. Suite 22 Kansas City, MO 64108

#### LOS ANGELES

8590 National Blvd. Culver City, CA 90232

#### **PHOENIX**

4300 E. Camelback Rd. Suite 300 Phoenix, AZ 85018

#### OVERLAND

2199 Innerbelt Business Center Dr. Overland, MO 63114

FIRM BRIEF Page 3



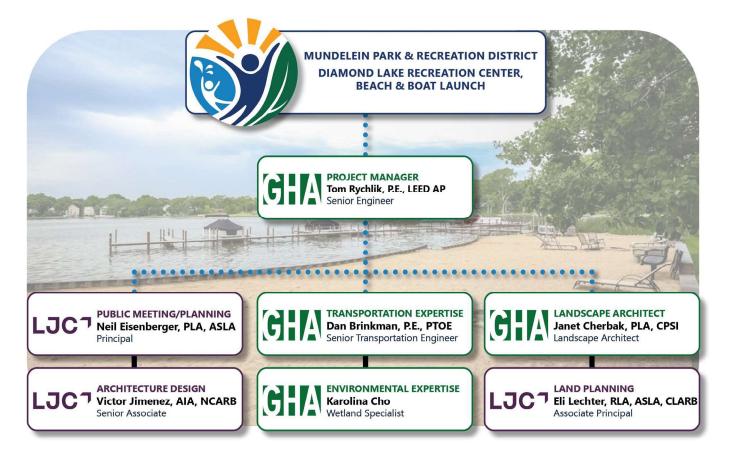
#### PROJECT TEAM

As Gewalt Hamilton Associates, Inc. and Lamar Johnson Collaborative join forces, we bring a unique blend of expertise, creativity, and shared passion to the forefront of the Mundelein Park and Recreation District's vision for the Diamond Lake Recreation Center, Beach, and Boat Launch. The client's description of Diamond Lake as a cherished cornerstone of the community resonates deeply with us, and we are committed to not just meeting but exceeding your expectations.

Our collaboration is not just about two firms working together; it's about creating a harmonious partnership that leverages the strengths of both teams to deliver outstanding results. Gewalt Hamilton's prowess in architecture and engineering, coupled with Lamar Johnson Collaborative's expertise in master planning and lakefront projects, positions us as the ideal team for this endeavor.

We understand the client's emphasis on creativity, expertise, and experience in developing a master plan that connects the community through quality recreation while preserving natural beauty and sustainability. Our joint efforts reflect a true team spirit, where ideas flow seamlessly, and solutions are born from collective innovation.

Together, we are embracing a shared responsibility as stewards of Diamond Lake's legacy. Our commitment extends beyond design and planning; it embodies a dedication to enhancing the lives of the community members who cherish this remarkable destination. With Gewalt Hamilton and Lamar Johnson Collaborative at the helm, the Mundelein Park and Recreation District's vision for Diamond Lake will not only come to fruition but will set new standards for excellence in recreational development.



PROJECT TEAM Page 4

#### **WORKLOAD CAPACITY**

GHA and LJC are committed to serving our existing clients and we carefully monitor the current and projected workload for each of our employees. We understand the importance of being responsive to our clients' needs, and we always consider the impact an awarded project will have on the workload of our staff.

Workload responsibilities of all proposed team members have been reviewed, and the team presented in this statement can fully accept the responsibility of your project. We are confident that – with our resources, experience, and manpower – we will provide you with successful, efficient, and cost-effective engineering services that are completed on time and within budget.

Personnel	Current Responsibilities	Level of Effort	Date of Expected Completion
Tom Rychlik	Various Management	50%	Ongoing
Neil Eisenberger	Project Management	20%	Ongoing
Janet Cherbak	Various Management	50%	Ongoing
Dan Brinkman	Traffic Operations	20%	Ongoing
Victor Jimenez	Project Architect	50%	Ongoing
Karolina Cho	Environmental and Regulatory projects	20%	Ongoing
Eli Lechter	Planning	50%	Ongoing

PROJECT TEAM Page 5



#### **Education**

Bachelor of Science Civil Engineering, Iowa State University, 1997

Masters in Business Administration, Lake Forest Graduate School of Management, 2012

#### **Professional Registration**

Illinois Licensed Professional Engineer #062-056334

US Green Building Council LEED Accredited Professional

FAA Remote Pilot #4179633

#### Memberships

American Society of Civil Engineers

American Public Works Association

Past-President, Illinois Branch Sports Turf Manager's Association

Plan Commission Member, Village of Hawthorn Woods

## Thomas A. Rychlik, P.E., LEED AP

## **Senior Engineer**

Gewalt Hamilton Associates, Inc., Vernon Hills Office Direct: 847.821.6230 TRychlik@GHA-Engineers.com

#### **Experience**

Since 1997, Mr. Rychlik has been practicing as a Civil Engineer with Gewalt Hamilton Associates, Inc., with emphasis on site design, roadway and subdivision design, and construction engineering. Mr. Rychlik serves as Project Manager for a variety of projects, specializing in natural and synthetic turf and sustainable designs.

#### **Park District Master Plans**

Senior Project Engineer as part of a planning team for various park district master planning initiatives. Projects involve collecting and analyzing data to develop goals, policies and standards for the park district systems, open space, trails, recreation facilities and program development. All projects emphasize public participation, including community meetings, focus groups, and involvement with the park district boards.

- Park District of Highland Park Development of a Comprehensive Master Plan for 600+ acres in 44 park areas.
- Northbrook Park District Development of a Park Master Plan for the District's three largest and most visited parks: Meadowhill Park, West Park, and Wood Oaks Green.
- Winnetka Park District Lakefront Master Plan Development of a Lakefront Master Plan for the District's five lakefront park sites totaling approximately 26 acres and over 2,000 feet of lakefront: Tower Road Park and Beach, Lloyd Park and Beach, Maple Park and Beach, Elder Park and Beach, and Centennial Park and Beach.

#### Willow Stream Park Pool, Buffalo Grove Park District

Project Manager for site improvements associated with the renovation of Willow Stream Park Pool, including parking lot improvements to provide additional parking while improving circulation, drop off capacity, and pedestrian safety. The site is located within a regulated floodplain under the jurisdiction of the Lake County Stormwater Management Commission. Accordingly, GHA prepared a hydrologic model and a stormwater management report in accordance with the Lake County Watershed Development Ordinance. For the parking lot improvements, GHA assisted with securing \$75,000 through the Illinois Green Infrastructure Grant (IGIG) Program for the proposed parking lot along Farrington Ditch, which utilizes permeable pavers to improve water quality. GHA services included supplemental topographic surveying; schematic design; construction documents; an Engineer's Opinion of Probable Cost; permitting through the Village, Illinois Department of Public Health, and Lake County Stormwater Management Commission; preparation of a SWPPP and NPDES documentation; assistance during bidding and negotiation, and NPDES and soil erosion and settlement control observation services.

PROJECT TEAM Page 6



# **Education**University of Illinois, Bachelor of Landscape Architecture

# Professional Registration

State of Illinois Licensed Professional Landscape Architect #157-000862

State of Illinois

Certified Playground Safety Inspector #52909-125

# Memberships Illinois Landscape Contractors Association

# Landscape Architect/Lead Designer

# Janet Cherbak, PLA, CPSI

**Landscape Architect** 

Gewalt Hamilton Associates, Inc., Vernon Hills Office

Direct: 847.821.6228

JCherbak@GHA-Engineers.com

# **Experience**

Janet Cherbak is experienced in creating aesthetically pleasing, yet practical solutions for public, commercial and residential spaces. Ms. Cherbak is proficient in providing cost-effective and maintenance driven design solutions and seeing these opportunities through the construction phase. With previous roles as park planner and project manager, Ms. Cherbak works within GHA's Site Design Division optimizing her skills and knowledge in the field of Landscape Architecture.

# **Park Planner & Natural Resource Manager**

Capital planning representative of administrative team, in-house design and master planning of capital projects, and oversight of publicly bid construction projects, and prescribed burns at Park District's natural areas. Facilitator/leader of master planning teams, both within organization and multi-agency.

# Spring Creek Greenway Master Plan, Forest Preserve Dist. of Will Co

This document was written by staff over a period of time while Ms. Cherbak led the team as facilitator while at the Forest Preserve District of Will County. With an overarching goal to preserve and enhance wildlife habitat, regional park sites were designed and unified by the multipurpose trail that runs through the greenway. This master plan was awarded the American Planning Association's National Planning Excellence Award for Implementation.

# **Montgomery Park, Fox Valley Park District**

Designing and assisting with construction management of this publicly bid park renovation, this existing park is situated on the west side of the Fox River. New asphalt walking paths with decorative pavers on the park's south perimeter draw visitors in. A circular path with generously sized benches flanking the outer edge, invite people to relax. The renovation also features a masonry seat wall built next to the state-of-the-art playground, and a custom-made picnic shelter. Ms. Cherbak worked closely with Cedar Forest Products to design this "first of it's kind" *Split Gable* Open Timber Truss Shelter. The following year a photo of Montgomery Park's shelter was featured on the manufacturer's brochure, and increased its popularity.



# **Education**

Bachelor of Science Environmental Science Taylor University, 2020

Master's in Plant Biology and Conservation Northwestern University, 2021

#### Certifications

Certified Wetland Specialist in Training

**DECI** in training

CSI (Certified Stormwater Inspector)

# Environmental Expertise/Permitting

# Karolina Cho, CSI Wetland Specialist

Gewalt Hamilton Associates, Inc., Vernon Hills Office

Direct: 847.821.6273

KCho@GHA-Engineers.com

# **Experience**

Ms. Cho, an Environmental Consultant, graduated from Northwestern University's Master's in Plant Biology program before joining the firm full-time in August 2021; after completing an internship at the Chicago Botanic Gardens. With nearly three years of experience, Ms. Cho's focus has been on wetland delineation and MS4 program management, alongside providing services such as GIS mapping, soil erosion and control inspections, NPDES inspections, and handling permits including Army Corps, Lake County, and IDNR permits.

# **Wetland Delineations and Permitting**

Ms. Cho is working toward her CWS and has accumulated 192 hours of wetland delineation work since starting back in August 2021. She has completed numerous delineations of waters of the United States as well as isolated waters assisting Joseph Hmieleski, a Professional Wetland Scientist (PWS) and CWS, and completed more than 15 delineations this past summer under the guidance and supervision of both Joe Hmieleski and Jedd Andersen (CWS, PWS) of Christopher Burke Engineering. She has also been a part of various permitting processes including exclusions, Nationwide Permit submittals (NWP), wetland impact evaluations (WIE) and 401 water quality certifications (WQC) through IEPA.

# MWRDGC Wetland Delineation and Permitting for Prairie Creek Flood Control Project

As part of the 1.5-million-dollar stream restoration project along Prairie Creek in Park Ridge and Maine Township, Karolina performed a wetland delineation at 4 locations. Each project location included both naturalized and concrete stabilized stretches of creek, detention basins, and associated wetlands located along the creek and adjacent to roadways on which work is to be performed. Furthermore, she has coordinated with USACE and IEPA for permitting including NWP's (13, 14, 43, 58) and individual 401 WQC, respectively.

# **MS4 Program Coordination/NPDES Inspections**

At the start of joining the firm, Ms. Cho became coordinator of the MS4 program for 16 clients (municipalities and townships alike). She now oversees the program for 17 clients by coordinating inspections done by interns over the summer, attending watershed workgroup meetings, and writing the annual report due to IEPA by June 1<sup>st</sup> of each year. Additionally, Ms. Cho coordinates NPDES permitting and associated inspections. Water quality testing is required for two of our MS4 communities for which she coordinates lab testing for 6 parameters with a local lab. She has been inspecting sites both NPDES and LCSMC permitted for Soil Erosion and Sediment Control since September 2021 and is working toward her DECI.



# **Education**

Bachelor of Science in Civil Engineering, University of Illinois at Chicago, 1996

NHI/FHWA – National Environmental Policy Act (NEPA) and the Transportation Decisionmaking Process, June 2018

# Professional Registration

State of Illinois Licensed Engineer #062-55293

Professional Traffic Operations Engineer (PTOE) #1253

#### Memberships

Institute of Transportation Engineers (ITE)

American Society of Civil Engineers (ASCE)

ASCE Transportation and Development Institute (T&DI)

International Municipal Signal Association (IMSA)

# Transportation Expertise

# **Daniel P. Brinkman, P.E., PTOE**

# **Senior Transportation Engineer**

Gewalt Hamilton Associates, Inc., Vernon Hills Office

Direct: 847.821.6222

DBrinkman@GHA-Engineers.com

# **Experience**

Daniel P. Brinkman is a Licensed Professional Engineer with 28 years of experience in the traffic engineering and transportation planning fields. His experience covers both the public and private sectors, with clients including municipalities, retail and residential developers, school districts, park districts and hospitals/medical centers. Mr. Brinkman holds additional certification as a Professional Traffic Operations Engineer and currently serves as the Assistant Director of Transportation Services. Additionally, Mr. Brinkman serves as the Phase I Manager for Gewalt Hamilton, overseeing Preliminary Engineering efforts associated with State and Federally Funded projects requiring Design Approval from the Illinois Department of Transportation's Bureau of Local Roads and Streets.

# **Transportation Planning/Municipal Consulting**

Managed comprehensive planning and corridor studies, conducted development reviews, and performed special topic investigations for many municipalities, including Arlington Heights, Burr Ridge, Crystal Lake, Deerfield, Grayslake, Lake Forest, Lisle, Long Grove, Mundelein, Northbrook, Riverwoods, Skokie and Volo. Supports GHA staff that serve as Municipal Engineers for over a dozen communities, primarily in the Lake and north Cook County area.

## **Traffic Engineering**

Conducted Traffic Impact Studies (TIS) in over 60 Illinois municipalities, primarily in the six-county Chicagoland area. Evaluated and designed site plan elements (e.g. parking facilities, access intersections, and internal circulation) for retail/commercial centers, residential communities, office parks, industrial/business parks, school districts, hospitals/medical centers, mixed-use developments, and recreational facilities.

# Pedestrian Facilities/Pedestrian Flashers and RRFB

Completed multiple studies associated with new and modernized pedestrian crossings with and without pedestrian flashers. Completed literature review and assisted with recommended mid-block pedestrian crossing policy for local municipal roadways. Experienced with various types of pedestrian crossing flashers including beacons and RRFB installations.

# Neil Eisenberger PLA, ASLA

# Principal Principal in Charge



NEIL HAS 21 YEARS OF EXPERIENCE IN THE DESIGN INDUSTRY As a Principal and Senior Project Manager, Neil is a team builder, critical thinker, and mentor. Neil focuses on design implementation and management of projects, and he has been a leader on local and international projects. His projects range from small community parks, urban plazas, streetscapes, greenways, and extensive community master planning. Many of his projects have involved community engagement with residents and stakeholders, a process in which Neil enjoys as consensus building from the surrounding communities makes for successful projects.

#### **EDUCATION**

Bachelor of Landscape Architecture | University of Arkansas

#### **REGISTRATIONS/CERTIFICATIONS**

Registered Landscape Architect in the States of Arkansas, Illinois, Missouri, Oregon, Pennsylvania, and Virginia

Council of Landscape Architectural Registration Board (CLARB) Certified

# PROFESSIONAL ORGANIZATIONS

Professional Advisory Board | University of Arkansas Fay Jones School of Architecture

American Society of Landscape Architects, Member

# PROJECT EXPERIENCE Tower Grove Park East Stream Restoration

ST. LOUIS, MO | 12 AC

A homage to the history of the Osage Nation was brought back to life by restoring a buried stream within the park. The new stream mimics the original alignment and includes bridge crossings, pathways, play areas, outdoor rooms, and a natural landscape.

# Trojan Park

WELLSTON, MO | 1 AC

New 1 acre park constructed by the National Recreation and Parks Association that includes a splash pad, shade pavilion, and open space programs that bring an entire community together.

# Katherine Ward Burg Garden

ST. LOUIS, MO | 0.5 AC

The plaza is the first step in the

redevelopment plan of the St. Louis Riverfront as it serves as the gateway to the new riverfront park. The public park is a social destination complete with bike rentals, dining terrace, and an observation deck of the river.

# North Riverfront Open Space and Redevelopment Plan

ST. LOUIS, MO | 180 AC

Riverfront park and development master plan connecting the Arch grounds to the North Riverfront trail for urban revisualization

# Mississippi River Greenway Park Master Plan

ST. LOUIS, MO | 21 AC

The park master plan is the second phase of the North Riverfront Open Space and Redevelopment Plan along the Mississippi River. The linear park envisions the development of active spaces that promote user experiences and connectivity linking a future greenway within the city.

#### **Brickline Greenway**

ST. LOUIS, MO | 20 MILES

A framework study for a 20-mile urban greenway that not only knits together a wide range of St. Louis' multicultural resources destinations, and neighborhoods in new and exciting ways, but also socially and economically knits together diverse communities throughout our city.

#### **Halpin Park**

ST. LOUIS, MO | 0.5 AC

Conceptual Master Plan for a neighborhood park with open spaces, community gardens, and play areas.

# St. Vincent Greenway

PAGEDALE, MO | 7 MILES

Trail alignment study and master planning design for new trail through Pagedale / Wellston.

PROJECT TEAM Page 10

completed while at another firm

# Eli Lechter RLA, ASLA, CLARB

# Associate Principal Project Manager



ELI HAS 15 YEARS OF EXPERIENCE IN THE DESIGN INDUSTRY Award winning Landscape Architect with demonstrated experience and education in sustainability, Low Impact Design, regional and master planning. Accomplished in documenting and implementing built work. Effective at developing and maintaining outstanding collaborative partnerships toward mutual goals in sustainable design.

#### **EDUCATION**

Bachelor of Science Landscape Architecture University of Wisconsin-Madison

Bachelor of Science Horticulture University of Wisconsin-Madison

#### REGISTRATIONS/CERTIFICATIONS

Registered Landscape Architect in the state of Texas (#2681)

CLARB

#### PROFESSIONAL ORGANIZATIONS

American Society of Landscape Architects, Member

Lake Michigan Trails, Member

City Open Workshop, Member

OTIS Fresh Farm, Member

#### PROJECT EXPERIENCE

## **Ottawa Jackson Street Event Plaza**

OTTAWA, IL | ONE CITY BLOCK | 28,000 SF LJC worked with the City of Ottawa to transform a traditional street into an urban plaza that supports all forms of mobility, facilitates weekly and annual events, and addresses connectivity and parking needs. The new plaza utilizes paving materials, lighting, gateway art, planting signage, and furniture to create a welcoming environment that honors the history of Ottawa.

## **Ottawa Waterfront Park Master Plan**

OTTAWA, IL | 17 AC

In order to be more resilient and to respond to the historic flooding event brought on by climate change, LJC partnered with the City of Ottawa to design a new park and establish a new downtown center. Anchored by a central amphitheater and a new YMCA, this multi-season park provides much needed space for active and passive recreation in downtown and completes the west leg of the river walk.

#### **North Grove Redevelopment Area**

ELGIN, IL | 34 ACRES

The North Grove Redevelopment is a framework to guide growth, development, and physical improvement in the Downtown District of the City of Elgin. The plan supports priorities for defining and implementing future growth in the Downtown and along the Fox River.

# St. Charles Riverpointe Master Plan

ST. CHARLES, MO | 82 ACRES

A multi-use development of office buildings, apartments, hotel units, and retail that overlooks an existing slough of the Missouri River that will be revitalized into a wetland and lake amenity. The community living, working, and visiting the development will have access to the wetland and lake through kayaks, paddleboards, a boardwalk, bridges, and other features.

#### Meadowhill Park Master Plan\*

NORTHBROOK, IL

A future plan for the largest and most visited parks in the Meadowhill District. The plan made efforts to reduce flooding, increase environmental services, and provide new programs to residents.

## Freeport Park District Master Plan\*

FREEPORT, IL

A system-wide master plan that gave the park district a living document to grown and evolve to support the community and preserve the countless amenities.

# Victor Jimenez AIA, NCARB

# Senior Associate Project Architect



VICTOR HAS 17 YEARS OF EXPERIENCE IN THE DESIGN INDUSTRY

Victor has built a solid reputation as a skilled design architect with a diverse portfolio of award-winning global projects. He has designed buildings for various projects, including commercial, residential, educational, transit, aviation, and industrial. He has extensive experience with design tools to communicate and collaborate with key stakeholders effectively. Victor is passionate about teaching the next generation of design thinkers and has served as an Adjunct Professor at the Illinois Institute of Technology, participated in studio design reviews at various universities, and has mentored as part of the Engineering Futures and ACE Mentor Programs.

#### **EDUCATION**

Master of Architecture
Illinois Institute of Technology

Bachelor of Architectural Studies University Illinois, Urbana-Champaign

# REGISTRATIONS/CERTIFICATIONS

Registered Architect in Illinois NCARB Certificate

#### **COMMUNITY ENGAGEMENT**

ACE Mentor Program, Mentor and Team Leader

Engineering Futures Program, Mentor

Illinois Institute of Technology, Former Adjunct Assistant Professor

#### PROJECT EXPERIENCE

#### Cleveland Heights Neighborhood Plan\*

KANSAS CITY, MO | 30 ACRES Conceptual master plan for a mixed-income neighborhood development.

#### **Dorchester Art + Housing Collaborative\***

CHICAGO, IL | 48,000 SF | 32 TOWN HOMES Redevelopment of townhomes and a new community arts center.

#### **Buffet Place\***

ELMHURST, IL | 30,000 SF | 51UNIT Conversion of an existing hotel into a sustainable transit-oriented housing development

#### Seventy-Five North Revitalization Plan\*

Omaha, NE | 35 ACRES Master redevelopment plan of a vacant public housing site into a sustainable, mixed-income community.

# **Woodward Lincoln Campus\***

FORT COLLINS, CO | 480,000 SF Co-led the design of a 3-story, 60,000 square foot global corporate headquarters and adjacent manufacturing facility on a 100-acre site.

# Confidential Research and Development Campus\* USA | 1.1M SF

Senior Designer on a campus modernization project for 4 interconnected research and development buildings to support the client's operational growth.

Work completed while at another firm



# CAPABILITIES AND EXPERIENCE

# **CAPABILITIES**

# **Grant Acquisition Process**

GHA's long-standing connection to park development projects has afforded us a high level of expertise in the often-confusing process of **determining the right grants and creation of high-likelihood applications.** This is the case across a very wide range of grants offered by an equally wide variety of agencies. Each has its own requirements, timelines, nuances, and approaches including the following grants GHA most commonly helps to acquire.

# DEPARTMENT OF NATURAL RESOURCES

# **Illinois Department of Natural Resources**

- Open Space Lands Acquisition & Development Grant
- Recreational Trails Program
- ➤ Illinois Bicycle Path Grant Program



Metropolitan Water Reclamation District



IL Dept. of Commerce & Economic Opportunity



**United States Army Corps** of Engineers



**Community Development Block Grant** 



DuPage Co Water Quality Improvement Program

# Adding Value Through Design

GHA creates creative, well-considered designs that enhance the human experience with well thought out environments. Our designs help articulate our client's values and contribute to establishing a strong, distinct identity. We understand how to orchestrate a project through a complex design, construction and approval process.

# **Solutions that Last**

Over the course of four decades, numerous Parks Departments and Park Districts in Northern Illinois have come to appreciate the valuable contributions that GHA brings. We are deeply committed to an ongoing quest, tirelessly seeking opportunities to not only **optimize project expenses but also streamline project timelines.** We understand the multifaceted considerations that underpin the success of developments, infrastructure enhancements, and the repurposing of projects, each of which carries profound and enduring impacts on the community they serve.

# **Public Relations | Communications**

Managing the experience of the public is imperative to ensuring a positive perception of improvement. That is why our team employs a comprehensive in-house Public Relations Plan which provides objectives, guidelines, strategies, and processes to establish realistic public expectations of construction impacts.

Our goal is to provide useful project information to stakeholders in a timely manner, via a medium that is convenient for them.

Our Public Relations Plan outlines multiple communication and media options which can be selected à la carte to best meet the community's needs. Tools include, but are not limited to, Public Meetings, Press Releases/Media Relations, Resident Notifications, Flyers/Newsletters, Business and School Surveys, Project Websites, and social media. **Sharing information is only part of the process. Listening and responding to stakeholder concerns is crucial**.

# **EXPERIENCE**

With a rich history spanning four decades, our firm has consistently delivered high quality services to numerous Park Districts throughout the Chicagoland area. Our active list of clients with similar needs includes:

Park [	Districts	Forest Preserve
Barrington Park District	Northbrook Park District	Chicago Botanic Garden
Bloomingdale Park District	Northfield Park District	Government/Township
Buffalo Grove Park District	Palatine Park District	Antioch Township Hwy Dept
Crystal Lake Park District	Park District of Highland Park	Avon Township
Deerfield Park District	Schaumburg Park District	Ela Township
Des Plaines Park District	Skokie Park District	Fremont Twp Hwy Dept
Glenview Park District	Streamwood Park District	Grant Township
Greater Libertyville Soccer Assoc.	Waukegan Park District	Grant Township Hwy Dept
Gurnee Park District	Western Springs Park District	Libertyville Township Hwy Dep
Itasca Park District	Wheeling Park District	
Long Grove Park District	Wilmette Park District	
Mundelein Park District	York Center Park District	

As a respected leader in park master planning and development, Gewalt Hamilton Associates (GHA) brings a wealth of expertise and a proven track record of successful collaborations in the field of landscape architecture and engineering. Our team's dedication to creating innovative and sustainable outdoor spaces has been demonstrated through our involvement in various high-profile projects. Leveraging our experience and commitment to excellence, GHA has consistently delivered comprehensive master plans that align with client visions, community needs, and environmental stewardship goals. Below are a few key projects where GHA played an integral role in shaping impactful and visionary park master plans for diverse communities.

# Comprehensive Master Plan for the Park District of Highland Park, IL

GHA played a pivotal role in developing the Comprehensive Master Plan for the Park District of Highland Park, IL. The project involved a system-wide assessment of parks, facilities, open spaces, and amenities to formulate actionable goals, policies, and guidelines. Through extensive data collection and analysis, GHA contributed to defining strategies that will guide the District's development and redevelopment efforts over the next several years. The plan, crafted in collaboration with community stakeholders and Park District officials, ensures a well-balanced distribution of facilities and amenities across the District.

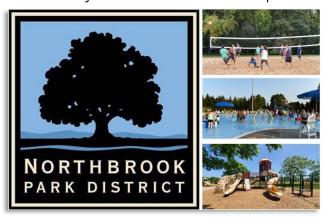


CAPABILITIES AND EXPERIENCE Page 14

# Park Master Planning, Northbrook Park District, IL

GHA was instrumental in crafting the Park Master Plan for three major parks-Meadowhill Park, West Park, and Wood Oaks Green-within the Northbrook Park District. The objective was to create a blueprint for

development based long-term park on comprehensive Needs Assessment Survey and environmental sustainability goals. GHA actively engaged with residents, Park District staff, and the Board of Commissioners to analyze existing facilities, propose development strategies, prioritize projects, estimate costs, and identify funding options. The resulting plan emphasizes optimizing park usage, environmental stewardship, enhancing and improving overall connectivity park and functionality.



# Lakefront Master Plan, Winnetka Park District, IL

GHA collaborated with the Winnetka Park District to develop a Lakefront Master Plan encompassing five park sites along Lake Michigan. The plan focused on evaluating current park conditions, addressing runoff areas, preserving natural features, and enhancing visitor amenities. GHA actively engaged the community, conducting public meetings, focus groups, and discussions with Park District officials to ensure alignment with community needs and expectations. The resulting plan provides short-,



medium-, and long-term improvement strategies, detailed budgets, and potential funding sources, reflecting GHA's commitment to sustainable and community-oriented park planning.

# PROJECTS COMPLETED WITHIN BUDGET REQUIRES ACCURACY OF COST ESTIMATING

Ensuring adherence to client budgets requires a thorough understanding of unit pricing and a dedicated stewardship approach to site design. Landscape architects and engineers must oversee their designs from conception to construction, a task impossible without taking budget constraints seriously. **Attention to detail is paramount in delivering projects within budget, and this fiscal responsibility hinges on staying abreast of recent pricing trends.** 

Today, maintaining this expertise demands unwavering diligence and continuous research into publicly available bid unit pricing. Given our integral role in the bidding process and daily exposure to such data, we possess the necessary resources for this task. However, merely possessing intuitive design skills isn't enough. The design process necessitates frequent takeoffs to ensure precise cost estimation, culminating in a successful design that aligns with budgetary constraints.

Combining financial acumen with creative site design is the cornerstone of achieving successful outcomes. Beyond mere commitment, achieving this goal entails a series of rigorous cost estimating exercises and regular meetings to remain vigilant of financial objectives. By leveraging these parameters, we can explore more innovative design solutions, ultimately delivering projects that exceed expectations while staying within budgetary limits.

CAPABILITIES AND EXPERIENCE Page 15



# REFERENCES AND PERSONNEL EXPERIENCE









# LAKE SHERMERVILLE SHORELINE IMPROVEMENTS | Northbrook Park District

Gewalt Hamilton Associates, Inc. (GHA) provided the Northbrook Park District civil engineering services to design the restoration of the shoreline at Lake Shermerville. The existing sheet wall at Lake Shermerville moved and was leaning from a plumb position due to pressure from ice and age. On the west side of the Lake, the existing pond shore was heavily eroded.

Shoreline work included replacement of the sheet pile wall and native shoreline restoration. GHA proposed the use of Rosetta Outcropping stone for areas that will still have a shoreline suitable for pedestrian access. Construction of new pathways and fishing piers were also included.

Completed in 2022, Total \$1.5M

# **SCOPE OF SERVICES**

Shoreline Improvement
Stormwater Improvement
Topographic Survey
Grant Coordination
Pathways | Fishing Piers
Wetland Delineation
Final Engineering
Water Resources
Sustainable Design
Construction Observation
As-Built Survey

REFERENCE: Nicole Wrobel, Northbrook Park District • 847.291.2960 | nbuch@nbparks.org









# GILLSON BEACH | Wilmette Park District

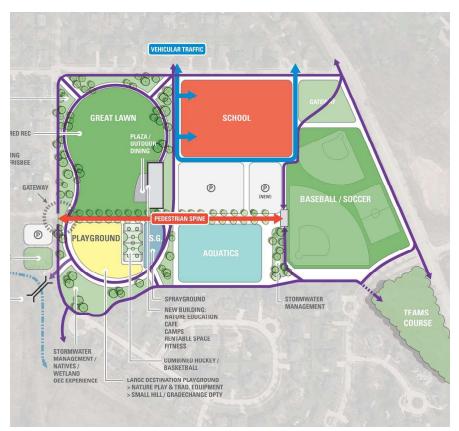
Wilmette Park District's Gillson Park spans 60 acres of prime parkland along the Lake Michigan shoreline, offering the community both park and beach amenities within a singular site. The project utilized the beach house and its adjacent parking lot as the mediator between two unique landscapes, creating a threshold between the park and the beach. Using dunes that were established decades ago as inspiration, the dunescape was extended north, parallel to the beach, and the beach house meanders along the shoreline.

A new parking lot of permeable pavers and planting zones extends the dunescapes, accommodating 325 cars while simultaneously resolving drainage issues by allowing water to percolate into the sand below, further improving the visitor experience.

## **SCOPE OF SERVICES**

Boundary Survey
Topographic Survey
Conceptual Planning
Preliminary & Final
Engineering
Construction Observation
Parking Lot Review
Survey
Bike Path design, including
ADA compliance
Permitting Assistance
Water Main Improvements
Stormwater Report
Resident Notifications

REFERENCE: Steve Wilson, Wilmette Park District • 847.256.9617 | swilson@wilpark.org









# PARK MASTER PLAN | Northbrook Park District

Gewalt Hamilton Associates (GHA) and Eli Lechter of Lamar Johnson Collaboration (LJC) were both part of the consultant teams selected to partner with the Northbrook Park District to develop a comprehensive Master Plan for the District's 3 largest and most visited parks: Meadowhill Park, West Park, and Wood Oaks Green.

GHA focused on conducting a detailed Needs Assessment Survey and analysis of existing site facilities, conditions, and programs within the parks. GHA's contributions included developing recommendations for long-term park development, prioritizing phases and timelines, estimating costs, and identifying funding sources. Sustainable design materials and techniques were emphasized to advance environmental stewardship within the community.

Eli Lechter's team was specifically tasked with revitalizing Meadowhill Park, incorporating stakeholder and community input to shape the park's future. This work aimed to reduce flooding, enhance environmental services, and introduce new programs while preserving the park's historical appeal. Notably, the designs highlighted the outdoor velodrome as a unique feature, leveraging strategies to elevate its status and attract new cycling users.

Together, the collaborative effort resulted in a holistic Master Plan that addresses park usage patterns, preserves active areas, renovates aging facilities, improves connectivity of trails, enhances circulation for vehicles, bicycles, and pedestrians, and evaluates utility and drainage systems. The project reflects a balanced approach to sustainable development, community engagement, and recreational enhancement tailored to the Northbrook Park District's needs and goals.

REFERENCE: Nicole Wrobel, Northbrook Park District • 847.291.2960 | nbuch@nbparks.org



# **Halpin Park**

# Park Master Plan

The design team prepared a series of park plan options for a small neighborhood park in the underserved community of Ferguson, Missouri. During the discovery phase of the project the design team prepared a visual survey of the site to determine slope, solar aspect, views and existing vegetation prior to development of the plan. The team also reviewed the program and activities list provided by the community to insure what was being planned was desirable to the residents. Upon evaluation of the site and the program desires the design team developed park options that could be phased over time. The base option being a clean-up site with new landscape, an flexible open lawn and a walking path including seating and fencing.

Additional phases provided a picnic shelter, tot-lot, and the full-build out option that also included a children's play area. Cost estimates were also prepared for each option to assist the city in determining next steps. Additionally a plan option for a community garden was prepared which included a variety of places to grow vegetables, flowers as well as a small orchard. All options were presented to the community during an open house and the community provided their feedback and direction. Funding is currently being pursed to begin final design and construction.

# **LOCATION**

Ferguson, MO

#### SIZE

0.5 AC

# **SERVICES**

Planning Landscape Architecture



# Freeport Park District Master Plan\*

# System-wide Master Plan

In 2019, Eli and his team updated the Freeport Park District's system-wide master plan. The community is fortunate to have an extensive system of parks and open spaces with a rich history. The park system includes multiple nature preserves, an extensive trail system, three legacy regional parks, as well as numerous neighborhood parks and countless amenities. Through an extensive public process and close collaboration with Park staff, the team crafted a plan that gives the park district the means to continue to support their community and the region for years to come. This living document is structured to grow an evolve with the Park District as they implement the first phase of improvements.

The team conducted this master plan simultaneously with the City's Comprehensive plan, allowing for unique collaboration and synergy between the two plans and scales.

The Park District System Master Plan also addressed historical challenges with flooding and under-served neighborhoods. The strategies outlined in the document will help the Park District not only improve the physical spaces, but address the needs the of the ever-changing city.

\*RELEVANT EXPERIENCE COMPLETED BY ELI LECHTER WHILE AT A PRIOR FIRM

# **CLIENT**

City of Freeport

# **LOCATION**

Freeport, IL

## **SERVICES**

Planning Landscape Architecture



# **BOARD MEMORANDUM**

# May 20, 2024 Regular Board Meeting Agenda Item

**To:** Board of Commissioners

From: Bob Knudson, President

**Date:** May 16, 2024

**Subject:** Approve of Executive Director Compensation

# **Background**

Annually, the Board of Commissioners completes an Executive Director Performance Evaluation and approves a merit increase, if justified. The District has adhered to 5 ILCS 120/7.3.

# **Analysis/Considerations**

The Board of Commissioners has met two times to discuss the performance and compensation of the Executive Director. The Board of Commissioners is finalizing discussions with the Executive Director.

# Recommendation

The Board of Commissioners will approve the Executive Director's compensation in open session at the May 20 meeting.

# **Action and Motion Requested**

Move to approve a specific merit increase percentage for the Executive Director as agreed upon by the Board.



# **ADMINISTRATION**

**To:** Board of Commissioners

From: Ron Salski, Executive Director

**Subject:** Board Report – May 2024

#### Kracklauer Park

Executive Director Salski decided to extend the bid deadline to the end of May due to only two companies picking up bid packets.

# **Mundelein Parks Foundation**

The Foundation will be holding a "Lucky Duck Race" at Barefoot Bay on Sunday, June 9. Ducks may be purchased online in advance for \$5 or \$10 on race day.

# IAPD Legislative Conference

Commissioners Knudson, Ortega and Frasier, Manager Lawrence, Director Berg and Executive Director Salski attended the conference. The District did a great job being in front of the Legislators and sharing future projects. We want to thank Senators Adriane Johnson, Senator Dan McConchie and Representative Didech for spending time with District representatives and advocating for the park and recreation industry.

# **Local Government Efficiency Committee**

Executive Director Salski would like to schedule a meeting for June 24 and again in August or September for the approval of a final report.

# **NRPA** Conference

NRPA will be held in Atlanta on October 8-10, 2024. Please inform Executive Director Salski or Dawn Dahl if you plan to attend the conference.



# STEEPLE CHASE GOLF CLUB – GOLF OPERATIONS & MAINTENANCE

**To:** Board of Park Commissioners

From: Jon Karl, Director of Golf

**Subject:** Board Report – May 2024

		2024	Budget	2023
Golf Revenue	April Totals	\$118,735	\$108,089	\$123,605
Merchandise	April Totals	\$13,743	\$12,066	\$14,725
Food & Beverage	April Totals	\$16,989	\$14,405	\$17,521
Loyalty Program	April Totals	\$2,735	\$2,500	\$4,040
Simulator Rental	April Totals	\$1,870	\$4,500	\$0
Other Revenue	April Totals	\$2,139	\$2,802	\$3,632
Gift Card	April Totals	<i>\$17,043</i>	<u> </u>	<i>\$7,239</i>
Total Revenue	April Totals	\$156,211	\$144,362	\$162,018
Golf Revenue	5/1 - 5/14	\$91,688		\$85,734
Merchandise	5/1 - 5/14	\$6,119		\$6,345
Food & Beverage	5/1 - 5/14	\$12,526		\$12,790
Loyalty Program	5/1 - 5/14	\$1,275		\$975
Simulator Rental	5/1 - 5/14	\$230		\$0
Other Revenue	5/1 - 5/14	\$1,666		\$1,505
Gift Card	5/1 - 5/14	<u>\$2,987</u>		<u>\$1,655</u>
Total Revenue	5/1 - 5/14	\$113,504		\$107,349
Golf Revenue	YTD	\$235,733		\$211,804
Merchandise	YTD	\$29,524		\$38,769
Food & Beverage	YTD	\$34,043		\$30,955
Loyalty Program	YTD	\$7,160		\$8,165
Simulator Rental	YTD	\$8,100		\$0
Other Revenue	YTD	\$3,928		\$6,503
Gift Card	YTD	<i>\$68,903</i>		<i>\$35,884</i>
Total Revenue	YTD - 5/14	\$318,528		\$283,190
Paid Rounds	April	2,241		2,617
Paid Rounds	May 1 - 14	1,689		1,695
Paid Rounds	YTD	4,428		4,355

# **April Comparison for the Past 4 Years**

	<b>2021</b>	<u>2022</u>	<u>2023</u>	<u> 2024</u>
Total Rev.	179,455	95,463	160,883	156,211
Rounds	3,127	1,551	2,617	2,261

In 2023, Steeple Chase had its best revenue year on record. Through May 14, Steeple Chase is outpacing 2023 year to date by over \$35,000. This positive trend can be attributed to slight modifications in rate structure such as moving back the weekend special price break from 11 a.m. to 12 p.m. and having an earlier start to the season in March 2024 compared to 2023. Staff intend to continue to modify certain rate structures in the future if the demand for those times remains. At the end of April, the Club is \$12,712 ahead of the budget year to date.

On May 1, Bill Brolley officially retired as the long time Golf Operations Manager at Steeple Chase Golf Club. Staff were able to host a retirement party for Bill on Thursday April 25. Board Members, select Park District staff, and a few representatives of the Grand Dominion community were in attendance to wish Bill a happy retirement. The event went well and there will be a plaque displayed in the Pro Shop commemorating Bill on his 24 years of service at Steeple Chase. His leadership and experience will be greatly missed by staff and customers alike.

As of March 12, Steeple Chase has begun to offer 15-minute reservations by appointment to use the simulators to warm up prior to one's tee time. The fee for a 15-minute session will be \$10.00 and is in line with the clubs' hourly rate of \$40.00. Staff have begun to market the warmup sessions first to loyalty members and league groups via email. Information is available on the Steeple Chase website as well as being posted in the Pro Shop and simulator room itself.

To become more efficient and provide a safer alternative to customers, Steeple Chase is in the process of modifying the procedure in which drinking water is provided for the customers at the Club. The current system of having four water coolers located throughout the golf course has become outdated and has become more difficult for staff to monitor and ensure water is always provided. This will strengthen service. It can take key staff several hours to remove, clean and take out and often, it is the mechanic who is trying to fix the machines as all other staff are preparing the course. Plus, staff has to refill consistently because golfers now use big water bottles on the course. Staff are planning to provide a drinking water cooler only at the first tee only and in the clubhouse. Pro Shop staff and starters will notify customers that drinking water will not be provided on the course, but golfers are then welcome to use the water bottle filling station in the clubhouse that was installed last season. Or golfers can obtain a complimentary glass of water from the bar. If customers forget to refill a water bottle prior to tee off, a water cooler will be located at the first tee to fill up prior to tee off if needed. Due to the proximity to the clubhouse, the water cooler at the first tee can be monitored closely and refilled quickly by clubhouse staff. The coolers can be returned to the clubhouse on a nightly basis to be cleaned properly and be returned to the first tee the following morning with fresh, cold water. Additionally, beverage cart service will continue having bottled water. Finally, staff will purchase a cooler that fits in the dishwasher instead of cleaning by hand. For 2025, the Club will research costs to sell a Steeple Chase water bottle or provide as an incentive to loyalty members.

# **GOLF MAINTENANCE**

Greens have been sprayed with both the 2nd annual bluegrass seed-head suppression as well as the second wetting agent application. Additionally, fungicides have been applied to the greens, tees, and fairways to prevent any pathogens from developing. In addition to fungicides, greens, and tees, fairways have had regular applications of wetting agents, growth regulator, insecticide, and nutrients.

Staff have been mowing rough on a regular basis to allow Assistant Superintendent Paul Wiskerchen to finish spraying weeds. He is currently in the process of hand-spraying the tougher areas to reach that are difficult to spray with the boom sprayer.

On May 6, all approaches were aerified and tees were verti-cut twice then mowed. The second scheduled top-dressing was completed after greens were verti-cut on May 13. Greens are being mowed regularly in conjunction with rolling during the week.

Staff resumed the bunker sand replacement that started midway through the season last year. Both greenside bunkers at the chipping green and greenside bunker on #6 were completed the last week of April. The old sand was removed, the existing drain line was flushed and replaced, and new sand was added. Staff will continue to monitor sand depth and work on bunkers throughout the remainder of the season on an as-needed basis.

Highly played areas that were damaged last year by excessive amounts of traffic were located and identified. Staff have started the labor-intensive process of sodding these damaged areas. Foreman Sizemore has been overseeing this project delegating the responsibility to our more seasoned staff. Staff have already laid five pallets of sod this month and have fixed most of the damaged areas.

In addition to the maintenance performed on the course, time has been used throughout the week on the shop drainage project. Foreman Sizemore has been completing most of the work with Assistant Superintendent Wiskerchen. The washpad drain spills out daily onto the existing gravel creating huge ruts and holes. Over the course of the year, any rain will also continually wash out the existing gravel. Staff extended the shop drainage an additional 300 feet under the driveway to remove water from the unpaved portion. 50 tons of CA-6 gravel has been added to the last unpaved area. Staff then smoothed out the driveway and compacted the material using the track loader.



## PARK & FACILITY MAINTENANCE

**To:** Board of Commissioners

From: Rob Foster, Director of Park & Facility Maintenance

**Subject:** Board Report – May 2024

# **Facility Maintenance**

- Barefoot Bay had three leaks repaired in large pipes located in the pump house. One of the
  leaks was in a large pipe that gets a lot of water hammer when the pump turns on. Variable
  frequency drives controllers (VFD's) are a good solution to the water hammer problem.
  Staff will research what is involved in getting VFD's installed. This will be part of staff's
  capital discussions this fall.
- Barefoot Bay is operating smoothly overall. The improvements and repairs that have been made over the last few years are paying dividends this spring.
- The Boat Rangers have been hired for the season. There are four returning employees and four new hires. Training and orientation of the new hires will start soon.

# **Park Maintenance**

- Weed control in parks has improved over the last few years. There are a few parks that need improvement. This spring, staff are touching up hot spots as time allows.
- The 2024 Pavement Improvement bid went very well. There were four bids submitted. The lowest bid came in favorable to budget.
- Staff had several requests from patrons for lights to be installed at Memorial Park tennis court and basketball court area.
- Three donation trees were planted by staff. The next planting will take place in the fall.
- Parks staff set up a tent for the Meat Raffle event. The event was a huge success.



## RECREATION & FACILITY SERVICES

**To:** Board of Commissioners

From: Kyle Berg, Director

Melinda Agosto, Child Development Director

Erica DeLuca, Manager Kelsey Fuller, Manager

**Subject:** Board Report – May 2024

# Miscellaneous

• Staff took part in a celebration for the solar eclipse on April 8.

- Diamond Lake Beach / Recreation Center / Boat Launch RFP for master planning services submission deadline was Tuesday, April 30. The District received and reviewed five submissions. A group of three qualified firms were selected for an in-person interview completed Thursday, May 9. After reviewing all materials and interview content, the Selection Committee recommends the board select Gewalt Hamilton and Lamar Johnson Collaborative as the best firm to pursue this project.
- Cost recovery strategies implemented thus far have produced a positive financial result for the District.
- The Recreation Innovation Committee is evaluating five ideas for future implementation.

# **Programs**

## **Active Adults 50+**

- On April 30, the Regent Center hosted Leslie Goddard as Elenor Roosevelt and 105 participants attended the program.
- The seniors took a trip to Potawatomi Casino with 29 participants.
- Summer rentals at the Regent Center are filling up quickly.
- Participation in the Active Adult program at the Regent Center is up 46% since April 2023.

# **Athletics**

- Summer program registration is going great for athletics.
- The pickleball program is very popular and continues to fill up. Some new and exciting pickleball classes will be offered this summer and fall 2024.
- Basketball FUNdamentals started again in April. This has become a staple program.
- Men's Softball league on Tuesdays begins mid-May. There are seven teams registered which is a reduction in teams compared to 2023.

# **Events**

- The walls of Dunbar Recreation Center heard hours of laughter from almost 70 kids attending Kids Night Out on April 5. Participants sang karaoke, made slime, ate pizza, played games, had sundaes, enjoyed a bounce house, and raced with scooters and plungers.
- On Arbor Day, the District engaged the community in planting the seeds of change and nurturing a greener, healthier future by giving away saplings and seeds. In total, the staff gave away 150 Red Oak saplings and over 200 Butterfly Seed packets. The saplings are part of the Million Tree Project initiated by the Living Lands & Water Organization. The seed packets celebrated the 70th year as a Park District.

# **Cultural Arts**

- Kind Club, a program focused on demonstrating kindness towards others and serving as the cornerstone for constructing a more compassionate world, delivered flowers to the Regent Center.
- A 13-week theatre class wrapped up in April with a show for family and friends based on the movie "The Descendants." All the actors did a fantastic job.

# **Dance**

- Mundelein Dance Company competed at *Talent on Parade*, April 26-28, at the Genesee Theatre in Waukegan.
- The dancers were recognized with several awards including four 1st Overall High Score Awards, two 2nd Overall High Score Awards, and several other Top Score and Judge's Awards.
- Sophie Volk was awarded Top Starz Senior Dancer and Matilda Pimentel was awarded Top Starz Teen Dancer. Dancers Bella Mele and Camryn Plohr won scholarships to attend Dance Directives master classes.
- Upcoming events include Picture Day on May 18 and the Mundelein School of Dance spring recital on June 1 and 2 at Mundelein High School. Currently, 431 tickets have been sold during the online presale which closed May 14. Tickets will be available at the door for \$20 for each performance.

# Mundelein Trails Day Camp & Rec Connect

- The last day of school is May 23 and Rec Connect students will have a half-day. Staff are planning some fun-themed extracurricular activities for a last-day celebration.
- On May 6, early-bird Rec Connect registration began for the 2024-2025 school year. The current families will get a \$25 discount on their registration fee if they complete their registration by May 31. On June 1, Rec Connect registration will be open to all new families.
- Enrollment for the 2024 Trails Camp and Odyssey Experience is currently full at 361 participants. As spots become available, families are called from the waitlist.
- Trails Camp has a total of 40 counselors hired. Odyssey Experience has two counselors and one director.
- Plans for camp training are in progress. Camp training will start on May 24.

# Big & Little & Learning Center

# **Big & Little Child Development Center**

- Enrollment is currently 80 students with 22 two-year olds, 20 three-year olds, and 38 four-year olds. The two-year-old classroom has a full roster with an extensive waitlist. The three and four-year-old classes have a limited number of spaces available.
- Big & Little Child Development Center plans to open the new toddler classroom in mid-June. Staff are working diligently to prepare for this new challenge.
- Big & Little will adjust rates in June to promote financial sustainability. The rate changes will include the introduction of Resident/Non-Resident pricing as well as a tiered pricing structure based on age group.
- Graduation is scheduled for Friday, May 31 at the Regent Center.

Big & Little Child Development Center	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24
Classroom Breakdown						
2-3 Year Old Classroom	21	21	23	22	22	22
3-4 Year Old Classroom	19	19	20	20	20	20
4-5 Year Old Classroom	35	38	38	38	38	38
<b>Total Annual Enrollment</b>	75	78	81	80	80	80
	May 22	May 23	May 24			
Breakdowns Based on Year						
2-3 Year Old Classroom	29	20	22			
3-4 Year Old Classroom	25	39	20			
4-5 Year Old Classroom	21	22	38			
<b>Total Annual Enrollment</b>	75	81	80			

# **Learning Center**

- The Learning Center ends the year with enrollment near maximum capacity and numbers are ahead compared to this time in 2023.
- Graduation is scheduled for Thursday, May 23 at Diamond Lake Recreation Center.
- Maintenance will begin moving Learning Center items at the end of the month. They will continue
  to move items throughout the summer in preparation for the opening of the Learning Center at MCC
  in fall 2024.
- Preschool Camp enrollment opened April 17 and all spots were filled by 9:00 a.m. A waiting list will be maintained by staff and registrants will be contacted if availability opens.

# **Aquatic Facilities**

# **Aquatic Operations**

- Season passes and guest passes are available for pick up at the Community Center until June 1.
- Summer training schedule began May 10 with three lifeguard training blocks and two cashier & concession blocks. There are two all-staff training orientations for seasonal staff on May 18 and May 31. Staff will receive an MPRD towel and sunglasses.
- Manager Cavazos will hold five CPR training courses for all cashiers and concession staff this month.
- The concession stand will serve pizza from Jimano's Pizzeria for the 2024 season.

# **BFB Membership Totals**

Package Name	Quantity Sold	Revenue
2024 Barefoot Bay All Access Season Pass	395	\$ 37,025.00
2024 Barefoot Bay All Access Season Pass (4+)	888	73,775.00
2024 Diamond Lake Beach Season Pass	3	115.00
2024 Diamond Lake Beach Season Pass (4+)	4	120.00
Total:	1,290	\$ 111,035.00

• This is a favorable increase compared to last year's revenue of \$88,095 YTD. Staff had extended the early bird rates and offered two guest passes which boosted sales.

# **Swim Lesson Registration**

			#	Enrollment	
Season	Cycle	Run Dates	Enrolled	Max	Capacity
Winter/Spring	Sat Cycle 2	Mar 2 - Apr 27	92	96	96%
Winter/Spring	Tu/Th Cycle 4	Apr 2 - Apr 25	58	62	94%
Summer	Tu/Th Cycle 1	May 7 - May 30	52	62	84%
Summer	Sat Cycle 1	May 11 - Jun 29	70	121	58%
		Total:	272	341	80%

- The winter/spring season of swim lessons concluded on April 27 and summer season began May 7. As of now, summer swim lesson registration has taken a slight dip compared to spring. Tu/Th class registration is down 10%.
- Saturday class registration is down to 58% capacity. However, most of this difference is due to the additional classes that staff added on Saturday. Saturday lessons now run 30 minutes longer and have added an additional 21 spots.

# **Health & Fitness Center**

E. M. I. I. M. (II. D. 4.				
Fitness Membership Monthly Reporting	1 2024	E 1 2024	NA 2025	A 2024
	<u>Jan 2024</u>	<u>Feb 2024</u>	<u>Mar 2025</u>	<u>Apr 2024</u>
Active Annual Membership Breakdown				
Individual Fitness	773	776	774	775
Fitness Two or More	764	739	734	722
Student Monthly - Non-Committal Membership	187	175	208	182
Short-Term Membership - Non-Committal Membership	114	118	110	95
Track Only	195	192	196	199
Fitness 10 Visit	117	120	120	123
НМНВ	14	13	16	15
Jr. Mustang Parent Memberships	7	11	11	5
Fitness - Seminary	5	4	4	5
Total Annual Memberships	2,176	2,148	2,173	2,121
Usage Breakdown				
Member Visits	12,058	11,187	11,307	11,005
Group Exercise				
In Person	2,144	2,329	2,180	2,518
Zoom	80	73	47	61
Monthly Group X Participation	2,224	2,402	2,227	2,579
Age Breakdown				
12 - 17	118	121	126	116
18 - 24	128	112	139	115
25 - 34	246	243	250	236
35 - 44	261	258	259	259
45 - 54	311	310	305	294
55 - 61	274	271	263	263
62+	838	831	829	837
Average Age	52.2	52.4	51.1	52.6
Demographic Analysis				
Male	1,046	1,029	1,031	996
Female	1,130	1,116	1,140	1,122
Unspecified	3	3	3	3
Nonresident	834	821	829	805
Mundelein Resident	1,342	1,327	1,344	1,316

1	Membership Totals				
	2024	2023			
Jan	1,857	1,812			
Feb	1,825	1,824			
Mar	1,846	1,845			
Apr	1,794	1,790			
May		1,816			
Jun		1,816			
Jul		1,761			
Aug		1,732			
Sep		1,692			
Oct		1,721			
Nov		1,773			
Dec		1,837			
*Does not include Track or 10 Punch Passes					

	Member Usage Numbers Yearly Comparison				
	2024	2023			
Jan	12,058	12,386			
Feb	11,187	10,654			
Mar	11,307	11,796			
Apr	11,005	9,857			
May		9,661			
Jun		10,018			
Jul		9,030			
Aug		9,506			
Sep		8,440			
Oct		9,302			
Nov		9,782			
Dec		10,522			
Oct Nov		9,302 9,782			

# **Membership Operations**

• Membership has continued to stay steady. There will be an uptick in memberships in May due to college students being home.

# **Group Exercise**

- The Training team received 10 equipment orientation/consultation requests in April.
- Paid program classes began the week of April 22. Hard Core Training, 2 TRX Barre, Cycle and TRX, and Tai Chi are running for five weeks.
- The Fitness team has finalized a Summer GX schedule that includes additional senior classes to accommodate the growing participation as well as another AM strength class per member requests. The CIRCL format will be taken off the schedule until fall 2024.

# **Community Center**

- A CS Staff meeting was held on Tuesday, April 16 in preparation for the upcoming Summer Connections Brochure.
- RFP packets for the Diamond Lake Beach/Recreation Center project have been received at the Front Desk.
- The April "Share the Positive" winners are Alex and Sindy. Sindy shared how much she appreciates Alex's hard work closing the pool at night because it makes Sindy's job of opening the pool much easier. Congratulations to both of them!

# Registration

- Three families have been approved for financial aid for camp and two families have been approved for financial aid for activities. Registration for camp and activities is underway and ongoing.
- There are currently 20 shelter rentals scheduled this year.
- The District will be working with the Mundelein Arts Commission again this year to provide meeting room space for play rehearsals for an August performance. Dates have been reserved for May-August.
- A Kracklauer Gazebo Rental application was received from Santa Maria del Popolo for a September Festival.

# **Recreation Advisory Committee**

• The next meeting is scheduled for June 5.



## **BUSINESS SERVICES & TECHNOLOGY**

**To:** Board of Commissioners

From: Debbie McInerney, Director of Business Services & Technology

**Subject:** Board Report – May 2024

# **Finance**

The Audit and Treasurer's Report will be filed with Lake County before the end of the month. Once that is complete, the information will also be updated on the website.

Finance staff will be assisting with training seasonal staff on cash handling procedures.

Business Services Manager Schleiden completed payroll for the following:

Pay Period	Number of Employees
04/07/24 - 04/20/24	206
04/21/24 - 05/04/24	210

# **Human Resources**

Human Resources is nearing completion of the merit increase process and new hire processing. This is always a challenging time of year and Director McInerney commends Manager Bannon and Generalist Brewer for their hard work and dedication.

The Fun & Wellness Committee's next event is Donut Day on June 7.

The second and third seasonal orientations will be held May 18 and May 21 at the Regent Center.

Benefit meetings and new hire orientations are ongoing each month. A video is being created for New Hire Orientations. Staff have been creative and informative with this new format.

The next major focus for Human Resources will be the implementation of UKG Ready. This is expected to be a 6-8 month process.

There is an open part-time position for an Athletic Program Attendant, and an open seasonal position for Facility & Aquatics Maintenance Attendant.

# <u>IT</u>

IT continues to work on the Microsoft 365 Migration project. IT Specialist Guidry worked with the District's IT consultant to successfully migrate email and all office apps to Microsoft 365. This was quite the undertaking, and their hard work is very much appreciated.

Training was conducted to educate employees on Microsoft Teams and its capabilities.

An outdoor security camera has been installed for Steeple Chase.

Most new credit card readers have been deployed around the District.

All computers and peripherals are set up and ready to be deployed for the 2024 Barefoot Bay season.

The annual Aquatics IT training is scheduled for Tuesday, May 21st. The training will offer beach and shift managers troubleshooting instructions and an introduction to the new credit card readers.

# Risk Management

The Safety Committee met on Tuesday, April 30th at Steeple Chase Golf Club. The Committee discussed the results from the 2023 Risk Management Review, which focused on slips, trips, and falls, to help plan for future training or projects. The next Safety Committee meeting is Tuesday, June 25.

Fire extinguisher training was conducted by the Mundelein Fire Department on May 1 at Dunbar Recreation Center.

The upcoming safety training focuses on working in hot conditions and heat related illnesses. This training will be completed by July 1.

CPR/AED and First Aid training will be conducted throughout the months of May and early June, primarily for seasonal staff.

# **Property Loss and Vehicle Accident Report Summary**

Date	Location	Property & Description of Damage	Cost	EMS/	PDRMA
				Police	
April	Diamond	Glass of single door on water side of	\$455.93	Yes	Yes
28	Lake Beach	building shattered. It is unknown as to what			
		caused the glass to shatter. Police responded			
		to building alarm call.			

# **Incident/Accident Report Summary**

Date	Location	<b>Description of Incident/Accident</b>	EMS	PDRMA
April 12	Regent	Adult female tripped over chair leg and fell. Hit	Yes	Yes
	Center	face on floor resulting in small cuts above and		
		below right eye. 911 was called and patron was		
		transported.		
April 28	MCC Gym	Adult male tripped on floor/own feet and fell	No	No
		hitting head on the ground. First aid provided,		
		refused 911.		

# **Employee Injury Report Summary**

Date	Location	Description of Injury/Illness	EMS	PDRMA
April 16	Paris,	Employee was walking when a skateboarder ran	No	No
	France	into them knocking them down. Scraped knees		
		and hands. Minor first aid.		