

**MINUTES**  
**Mundelein Park & Recreation District**  
**Public Hearing**  
**December 13, 2021**

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The Public Hearing meeting of the Board of Park Commissioners of the Mundelein Park and Recreation District was called to order at 6:45 p.m.

President FRASIER directed the secretary to call the roll. Present were Commissioners DOLAN, McGRATH, ORTEGA and FRASIER. Commissioner KNUDSON was absent with prior notice. Staff present included Executive Director SALSKI. Visitor Present was Mike Flynn.

President FRASIER stated a motion is necessary to open the Budget and Appropriation Public Hearing. Commissioner ORTEGA moved to open the Budget and Appropriation Public Hearing second by Commissioner DOLAN. President FRASIER repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners ORTEGA, McGRATH, DOLAN and FRASIER voting yes.

President FRASIER asked if there were any comments from the public. Executive Director SALSKI stated that no one requested to be a part of the meeting or submitted a question.

President FRASIER asked if there were any comments for the Board Members. None.

President FRASIER stated a motion is necessary to close the Budget and Appropriation Public Hearing. Commissioner DOLAN moved to close the Budget and Appropriation Public Hearing second by Commissioner ORTEGA. President FRASIER repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners DOLAN, ORTEGA, McGRATH and FRASIER voting yes.

President FRASIER stated a motion is necessary to adjourn the Budget and Appropriation Public Hearing. Commissioner DOLAN moved to adjourn the Budget and Appropriation Public Hearing second by Commissioner ORTEGA. President FRASIER repeated the motion and asked if there were any questions and none were raised. A roll call vote was taken with Commissioners DOLAN, ORTEGA, McGRATH and FRASIER voting yes.

The Public Hearing adjourned at 6:58 p.m.

  
Secretary

**MINUTES**  
**Mundelein Park & Recreation District**  
**Committee of the Whole**  
**December 13, 2021**

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

President FRASIER directed the Secretary to call the roll. Present were Commissioners DOLAN McGRATH, ORTEGA and FRASIER. Commissioner KNUDSON was absent with prior notice.

Staff present included Executive Director SALSKI.

Executive Director SALSKI discussed the current vision, mission and values of the Park District and provided feedback. Commissioner ORTEGA suggested revising several words to incorporate "community." Commissioner DOLAN provided feedback on the vision statement wording to add, "for those we serve," because Steeple Chase has many non-residents. Executive Director SALSKI stated he will discuss with Commissioner ORTEGA and present revised language for the vision, mission and values.

Executive Director SALSKI presented the Emergency Crisis Management Plan and confirmed with Board Members the spokesperson is the Executive Director. Board Members agreed. Commissioner ORTEGA suggested redefining, "crisis." Commissioner DOLAN recommended removing employee names in the document and keeping position titles only so the Board doesn't need to approve revisions with any vacancies. Board Members agreed.

Executive Director SALSKI explained the current processes for the Museum. He started with Acquisition Policy and Procedure. Commissioner ORTEGA asked what items were considered loans. Mike Flynn clarified and mentioned there are three items: hose reel, rifle and lectern from church. Mike Flynn reiterated a donor fills out a Deed of Gift form which has language transferring the item(s) to the Mundelein Park and Recreation District.

Next, Executive Director SALSKI presented the Deaccession Policy and Procedures. He discussed the reasons for deaccessioning and the Historical Commission will revise its form for approval by the Park Board to include the reasons. He stated it will allow Board Members to better understand why item(s) were being deaccessioned. Commissioner DOLAN asked if the Museum adds new displays and how often. Mike Flynn stated the Museum is closed for the season and will change out key rooms. Mike Flynn explained all the items that were part of the original accession do not have Deed of Gift forms or names/phone numbers provided. Commissioner DOLAN explained his concerns for sensitivity whether a form was filled out or not. Mike Flynn agreed with being sensitive to past and current donors and provided recent examples of a wedding dress and plates. Executive Director SALSKI explained how the Mundelein Park and Recreation District will dispose of item(s) if a donor is unknown. He stated the district website will have information and Marketing Department will send out an eblast

asking if anyone may want the item(s) back. The District will hold for 45 days. For any item(s) with a donor name/address, Historical Commission will contact donor. Also, he stated specific items could go to a local Goodwill Store, be discarded and/or returned to archive. He mentioned some archival item(s) are documents and papers. He explained there are clothes that are ripped and/or disintegrated that may be discarded immediately after approval. Mike Flynn mentioned most original item(s) do not have donors names/phone numbers attached. Commissioner DOLAN agreed with all the procedures and felt it was important to make an effort due to the sensitivity. Mike Flynn stated a column would be added if the donor is known or unknown. Executive Director SALSKI mentioned the challenges with the current storage such as inaccessibility, current tenant needing more storage and inadequate size of space. Mike Flynn thanked the Board for addressing the processes. Board Members thanked Mike Flynn for his time and for attending the meeting to clarify and refine the policies and procedures.

Visitor: Mike Flynn

Commissioner McGRATH moved to continue the presentation and discussion in the Regular Meeting at 7:29 p.m. second by Commissioner ORTEGA. A voice vote was taken with all voting yes.

  
Secretary

**MINUTES**  
**Mundelein Park and Recreation District**  
**Regular Board Meeting**  
**December 13, 2021**

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

Staff present included Executive Director Salski.

President FRASIER requested a motion to approve the public hearing, committee and regular meeting minutes of November 22, 2021. President FRASIER had one correction. Commissioner McGRATH moved to approve the minutes of the Public Hearing, Committee Meeting, Regular Meeting from November 22, 2021 with the correction, second by Commissioner ORTEGA. President FRASIER repeated the motion, asked if there were any additional 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 DOLAN moved to approve Warrants 112621, 120421, 120521, 120621, 121021 and 121321 in the amount of \$538,318.35, second by Commissioner McGRATH. President FRASIER repeated the motion, asked if there were any questions. None were raised. A roll call vote was taken with Commissioners DOLAN, McGRATH, ORTEGA and FRASIER voting yes.

President FRASIER stated there was no correspondence or old business.

President FRASIER requested a motion for approval of Ordinance 21-12-01 – Tax Levy. Commissioner ORTEGA moved to approve Ordinance 21-12-01, second by Commissioner McGRATH. President FRASIER repeated the motion, asked if there were any additional corrections or additions. Commissioner DOLAN suggested reviewing all the dates. A roll call vote was taken to approve Ordinance 21-12-01 – Tax Levy with Commissioners ORTEGA, McGRATH, DOLAN and FRASIER voting yes.

President FRASIER requested a motion for approval of 2022 Budget. Commissioner DOLAN moved to approve the 2022 Budget, second by Commissioner McGRATH. President FRASIER repeated the motion, asked if there were any additional corrections or additions. None were raised. A roll call vote was taken to approve the 2022 Budget with Commissioners DOLAN, McGRATH, ORTEGA and FRASIER voting yes.

President FRASIER requested a motion for approval of Ordinance 21-12-02 – Budget and Appropriation Ordinance. Commissioner McGRATH moved to approve Ordinance 21-12-02, second by Commissioner ORTEGA. President FRASIER repeated the motion, asked if there were any additional corrections or additions. None were raised. A roll call vote was taken to approve Ordinance 21-12-02- Budget and Appropriation Ordinance with Commissioners McGRATH, ORTEGA, DOLAN and FRASIER voting yes.

President FRASIER requested a motion for approval of Ordinance 21-12-03 – Amending the Appropriation Ordinance for Fiscal Year 2021. Commissioner McGRATH moved to approve Ordinance 21-12-03, second by Commissioner DOLAN. President FRASIER repeated the motion, asked if there were any additional corrections or additions. None were raised. A roll call vote was taken to approve Ordinance 21-12-03 – Amending the Appropriation Ordinance for Fiscal Year 2021 with Commissioners McGRATH, DOLAN, ORTEGA and FRASIER voting yes.


President FRASIER requested a motion for approval of Resolution 21-12-02 – Museum Fund Balance. Commissioner McGRATH moved to approve Resolution 21-12-02, second by Commissioner ORTEGA. President FRASIER repeated the motion, asked if there were any additional corrections or additions. None were raised. A roll call vote was taken to approve Resolution 21-12-02 – Museum Fund Balance with Commissioners McGRATH, ORTEGA DOLAN, and FRASIER voting yes.

President FRASIER requested a motion for approval of Resolution 21-12-01 – 2022 Board Meeting Dates. Commissioner DOLAN moved to approve Resolution 21-12-01, second by Commissioner McGRATH. President FRASIER repeated the motion, asked if there were any additional corrections or additions. Commissioner DOLAN had questions about the March, November and December dates. Executive Director Salski explained the differences from prior year. Board Members discussed and agreed to keep March as stated in the resolution but revise November to 2<sup>nd</sup> and 4<sup>th</sup> Monday and December to 2<sup>nd</sup> and 3<sup>rd</sup> Monday. Commissioner DOLAN amended his motion and Commissioner McGRATH seconded the amended motion. A roll call vote was taken to amend the motion with Commissioners DOLAN, McGRATH, ORTEGA and FRASIER voting yes. A roll call vote was taken to approve Resolution 21-12-01 – 2022 Board Meeting Dates with Commissioners DOLAN, McGRATH, ORTEGA and FRASIER voting yes.

President FRASIER requested a motion for approval of Semi-Annual Executive Sessions. Commissioner DOLAN moved to approve keeping the minutes on file as stated in the memorandum, second by Commissioner McGRATH. President FRASIER repeated the motion, asked if there were any additional corrections or additions. None were raised. A roll call vote was taken to approve maintaining executive session minutes with Commissioners DOLAN, McGRATH, ORTEGA and FRASIER voting yes.

Visitors: None

There being no further business, Commissioner ORTEGA moved to adjourn at 7:45 p.m. second by Commissioner DOLAN. A voice vote was taken with all voting yes.

  
Secretary