

**MINUTES**  
**Mundelein Park & Recreation District**  
**Special Committee of the Whole**  
**January 24, 2022**

---

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

Present were Commissioners DOLAN, KNUDSON, McGRATH, ORTEGA and President FRASIER.

Staff present included Executive Director SALSKI, Golf Operations Manager BROLLEY, Superintendent of Recreation LaPORTE, Marketing Manager LAWRENCE, Superintendent of Park and Facility Maintenance FOSTER and Superintendent of Business Services & Technology McINERNEY.

Executive Director SALSKI shared a power point presentation and agenda for the evening. He started with the Comprehensive Master Plan process and explaining the current plan expired in 2019. He explained it was not about Distinguished Accreditation as future planning was the key aspect to developing goals and objectives. He explained the process of retaining a consultant but did not hire as it would be a board decision. Commissioner DOLAN had concerns about retaining a consultant when most of the information was available and explained value versus expense of any consultant. Executive Director SALSKI mentioned a critical aspect of planning was related to space analysis. Superintendent LaPORTE explained staff doesn't have the time to complete many aspects of the Comprehensive Master Plan. Manager LAWRENCE expressed the importance of finding a unique way to capture public feedback which the consultant would conduct. Commissioner DOLAN appreciated the explanation. Commissioner KNUDSON expressed concern for the expense and understanding the scope of services. Executive Director SALSKI mentioned he wasn't prepared to answer all the questions and will present in more detail at another meeting.

Executive Director SALSKI shared the revisions of the vision, mission and values based on discussions at a prior Committee Meeting and more in-depth discussions with Commissioner ORTEGA and staff. The Board agreed with the revisions to reflect the following:

*Our Vision: To be the leader in environmental preservation, recreation activities and facilities.*

*Our Mission: Connecting the community with safe and quality recreation through diverse programs, facilities and open space.*

*Our Values:*

*Excellence: Offer a quality product at a great value*

*Fun: Provide an enjoyable, positive and pleasant experience*

*Honesty: Always strive to be straightforward and fair*

*Inclusive: Welcome those of all abilities and cultures*

*Integrity: Earn trust every day*

*Invested: Commit to improving our community*

*Respectful: Treat everyone with respect*

*Responsible: Adhere to fiscal sustainability and transparency*

Executive Director SALSKI presented the District “Draft,” Strategy. He suggested revising the Training strategy to Training and Development. He explained the word, “Development,” will be essential and beneficial for the District’s growth internally and externally. Commissioner DOLAN recommended revising the Internal Operations and Processes strategy. He recommended stating, “Execution,” as it will be important to have a strategy that keeps moving the District forward. Board Members and staff agreed.

Executive Director SALSKI presented the Organizational Chart as was requested by Commissioner ORTEGA when he was President. Commissioner DOLAN and KNUDSON had concerns about the number of staff being added to the Organizational Chart. Executive Director SALSKI stated the orange highlighted positions were color coded to indicate approved positions in the 2022 budget, and/or has a new title with expanded responsibilities and/or future positions desired over the next five years. Two positions were outlined for the future and his goal was attempting to balance the district and employee needs and budgets. He mentioned there are significant challenges with staff completing capital maintenance projects on time. As well, many staff have expressed the desire of work-life balance as the 50–60-hour work week for several years and beyond was a major challenge. Also, he mentioned the maintenance challenges of trying to clean and fix all the buildings plus there is no scheduled cleaning on the weekends. Commissioner McGRATH asked if the custodial needs on weekends were due to basketball. Executive Director SALSKI stated there were more people visiting our buildings but the facilities have always been busy since built. He stated the Monday shift has constant catch-up responsibilities and not able to take care of the Monday responsibilities.

Executive Director SALSKI shared a summary of the park system assets which required minimally \$1 – 1.2 million annually to keep pace. He mentioned the facilities were getting tired and a significant time period when improvements did not occur. He mentioned a former employee was responsible for constructing and improving all assets and retired in 2017. After 2017, the District went to contracting out and each building was responsible for its own repairs. He recommends centralizing maintenance to keep up with the improvements. Superintendent LaPORTE explained the challenges with operating a Dunbar Recreation Center and older facilities such as Diamond Lake Recreation Center, Kracklauer Dance Studio, Regent Center and MCC. Manager BROLLEY shared the major challenges with the Golf Clubhouse as funds have not been allocated to the Clubhouse besides the repairs i.e., roof and/or toilets.

Executive Director SALSKI presented a list of potential Capital Development Ideas and requested feedback. Commissioners had questions about the expanded golf deck at the Clubhouse. Commissioner KNUDSON asked if additional staff would be required to assist with operations and was the kitchen big enough to serve more people. Manager BROLLEY mentioned the kitchen was large enough and groups will usually cater due to the size of event. He mentioned staff would need to be added pending the types of events and/or offerings. Commissioner McGRATH suggested obtaining grants for any of the ideas.

Commissioner DOLAN recommended not going for grants because the District must come up with more funds. He suggested taking care of the current assets before any new projects are considered. Board Members agreed.

*Special Committee Meeting Minutes  
January 24, 2022*

Visitor: None

There being no further business, Commissioner KNUDSON moved to adjourn at 7:00 p.m. second by Commissioner ORTEGA. A voice vote was taken with all voting yes.



---

Secretary

**MINUTES**  
**Mundelein Park & Recreation District**  
**Committee of the Whole**  
**January 24, 2022**

---

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

Present were Commissioners DOLAN, KNUDSON, McGRATH, ORTEGA and President FRASIER.

Staff present included Executive Director SALSKI, Golf Operations Manager BROLLEY, Superintendent of Recreation LaPORTE, Marketing Manager LAWRENCE, Superintendent of Park and Facility Maintenance FOSTER and Superintendent of Business Services & Technology McINERNEY.

Executive Director SALSKI presented two options for the playground at the proposed Townes at Oak Creek. He stated his concerns for Option B with the playground closer to Rt. 60 and the gas station. Board Members agreed. Board Members agreed about having fencing around the playground. Board Members asked about fencing around the detention basin. Executive Director Salski stated it was explained during the initial discussions. Board Members asked about the number of townhomes and residents. Executive Director SALSKI stated 225 townhomes with an anticipated 523 residents. Board Members agreed to Option A.

Executive Director SALSKI shared the Diamond Lake Muskie Fishing Regulations and process to increase the size limit. Board Members had no questions.

Manager BROLLEY mentioned the simulators were being used regularly. Veterans from the Healthy Minds Healthy Bodies program, were using the simulators on Tuesdays. Superintendent FOSTER mentioned there was a leak in the hose bib line at Barefoot Bay which created an extensive expense close to \$10,000. Commissioner McGRATH suggested contacting the Village and requesting to reduce the expense as the Village has done previously. Executive Director SALSKI stated he will contact them. Superintendent LaPORTE summarized basketball and Rec Connection participation numbers. He mentioned Barefoot Bay passes are selling strong which was due to a different marketing approach with fees. He mentioned health and fitness center pass sales were strong as well. Commissioner ORTEGA asked the location for cameras at the Community Center. Superintendent LaPORTE mentioned there is only one camera which is located in the Kidz Centre (childcare room). Debbie presented her report and stated the preliminary fieldwork was scheduled for Tuesday, January 25 with a full audit the week of February 14. She acknowledged the efforts with first-aid and CPR training. Manager LAWRENCE provided an update on the brochure, videos, fitness membership campaign and agency showcase. She explained the reasons for fewer views of the brochure. Commissioner DOLAN had questions about the coupon for the new resident packet and reasons for change. Manager LAWRENCE stated the past approach was difficult to track and allows the opportunity

*Committee Meeting Minutes*

*January 24, 2022*

*Page 2*

to capture data. She mentioned it will be reevaluated after several months. Commissioner ORTEGA asked about District's capability of a survey to participants. Superintendent LaPORTE mentioned surveys were completed after programs to better understand how to improve. Commissioner McGRATH asked if District knew who came back. Superintendent LaPORTE stated it was not tracked.

Visitor: None

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

  
\_\_\_\_\_  
Secretary

**MINUTES**  
**Mundelein Park and Recreation District**  
**Regular Board Meeting**  
**January 24, 2022**

---

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, KNUDSON, McGRATH, ORTEGA and President FRASIER.

Staff present included Executive Director SALSKI and Superintendent FOSTER.

President FRASIER read the minutes from the prior Board Meetings needed to be approved. Commissioner DOLAN moved to approve the minutes of the Committee Meeting and the Regular Meeting of January 10, 2022, second by Commissioner McGRATH. 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 KNUDSON moved to approve Warrants 010722, 011122, 011822, 012122 and 012422 in the amount of \$280,655.70 second by Commissioner DOLAN. President FRASIER repeated the motion, asked if there were any questions. None were raised. A roll call vote was taken with Commissioners, KNUDSON, DOLAN, McGRATH, ORTEGA and President FRASIER, voting yes.

President FRASIER requested a motion for the financial report. Commissioner DOLAN moved to place the November and December Financial Report on file, second by Commissioner McGRATH. President FRASIER repeated the motion and asked if there were any questions. Commissioner DOLAN made a recommendation to add the ending date to the Year-to-Date Report. A roll call vote was taken with Commissioners DOLAN, KNUDSON, McGRATH, ORTEGA, and President FRASIER, voting yes.

President FRASIER requested a motion to file the Police report. Commissioner McGRATH moved to place the December Police Report on file, second by Commissioner KNUDSON. President FRASIER repeated the motion, asked if there were any questions. Commissioner ORTEGA asked about the number of false alarms. Executive Director SALSKI stated several were due to party balloons setting off the motion sensor. Superintendent FOSTER mentioned there was also a faulty component with the alarm code pad requiring a replacement part. A voice vote was taken with all voting yes.

President FRASIER acknowledged the Employee of the Year winners. Board Members congratulated all the employees.

President FRASIER requested a motion to approve the Turf & Landscape Services Bid 2022. Commissioner DOLAN moved to approve the Turf and Landscape Services Bid 2022, second by Commissioner ORTEGA. President FRASIER repeated the motion, asked if there were any questions. Commissioner KNUDSON asked the reasons for the bid being much lower than other companies. Superintendent FOSTER stated that the trimming makes it comparable and he checked references. He stated other government agencies had similar concerns but had no issues with services. Commissioner ORTEGA asked if the company is locked in for future years. Superintendent FOSTER stated the company was locked in only if District renews agreement. A roll call vote was taken with Commissioners DOLAN, ORTEGA, KNUDSON, McGRATH, and President FRASIER, voting yes.

President FRASIER requested a motion to approve Resolution 22-01-01 for NIMEC. Commissioner DOLAN moved to approve Resolution 22-01-01 - NIMEC, second by Commissioner ORTEGA. President FRASIER repeated the motion, asked if there were any questions. None were raised. A roll call vote was taken with Commissioners DOLAN, ORTEGA, KNUDSON, McGRATH, and President FRASIER, voting yes.

President FRASIER requested a motion to approve the Ballfield Sand Pro 3040. Commissioner DOLAN moved to approve the purchase of Ballfield Sand Pro 3040 through Sourcewell, 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, ORTEGA, KNUDSON, McGRATH, and President FRASIER, voting yes.

President FRASIER asked if there was any information under Board Business. None were raised.

President FRASIER acknowledged the service anniversaries.

Commissioner DOLAN moved to adjourn to Executive Session at 7:44 p.m. for discussion of Collective Bargaining 5 ILCS 120/2 (c)(2), second by Commissioner KNUDSON. A roll call vote was taken with Commissioners DOLAN, KNUDSON, McGRATH, ORTEGA and FRASIER voting yes.

Visitors: None

There being no further business, Commissioner DOLAN moved to adjourn at 7:58 p.m. seconded by Commissioner KNUDSON. A voice vote was taken with all voting yes.

  
\_\_\_\_\_  
Secretary