

**MINUTES**  
**Mundelein Park & Recreation District**  
**Committee of the Whole**  
**May 22, 2023**

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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 DOLAN, McGRATH, ORTEGA, and President FRASIER. Commissioner KNUDSON was absent with prior notice.

Staff present included Superintendent of Business Services & Technology McINERNEY, Golf Operations Manager BROLLEY, Superintendent of Park & Facility Maintenance FOSTER, and Recreation Programs Manager KASPAR.

President FRASIER asked if there were any agenda items to discuss.

Executive Director Salski recommended discussing Board Reports.

Executive Director SALSKI informed the Board of the SRACLC event on September 18. He asked if any board members were aware of prior year discussions about installing a traffic light at Diamond Lake Sports Complex as the traffic has been challenging after soccer games. Board Members were unaware of any prior discussions. Executive Director SALSKI explained the All-Inclusive Playground and other amenities such as tennis, pickleball, sensory garden, fishing station and bocce would be eligible for an OSLAD Grant.

Superintendent BROLLEY said Steeple Chase Golf Club had a great April with good margins. The month of May was above average of prior years. Pro Shop sales were good. He mentioned Jon Karl did a great job staying late to install the GolfNow software and point of sale system. The Club has been using the same system for 23 years. He stated the system was helpful for starters when golfers check in. He mentioned the golf course was in good shape.

Superintendent of Park & Facility Maintenance FOSTER stated all full-time positions are filled. He explained there was leakage in the autofill for the dive well at Barefoot Bay. Commissioner FRASIER said it was nice information about the sled library. Commissioner McGRATH suggested staff contact the family who has ties to Maurice Noll Park.

Executive Director SALSKI provided information about Barefoot Bay, Spray Park, and Diamond Lake. Manager KASPAR said Mundelein Park & Recreation District and Libertyville Senior Center partnered up to offer a fun night of dancing and dinner on May 12 for the Senior Prom. The event was sold out with 100 participants. Volunteers were good. Extended trips continue to be popular. There were a few last-minute sign-ups for the Canadian Rockies trip. Staff signed up to take an Alaskan Cruise with Premier World Discovery in July and will begin taking reservations for that shortly. There were 26 people registered for the Ragtime at the Metropolis on May 13 and 41 people registered for Rock River Valley on June 1, which are both sold out. There were 28 people registered for the Canadian Rockies June 21-27 and 17 registered for Ireland October 17-26. Trips are filling up, which is a new norm.

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Superintendent of Business Services & Technology McINERNEY said District was looking good with finances and staff was working diligently to demonstrate break-even financials for Corporate and Recreation Funds. Commissioner McGRATH asked if District was seeing a major decline in people paying with cash. She replied yes as most people pay with debit/credit cards. She explained the Audit and Treasurer's Report will be filed with Lake County during the week and once completed, the reports will be updated on the District's website. Employees will attend a meeting on Friday to learn about the updates to the Personnel Policy Manual. During this meeting, the main changes will be explained. The electronic sign off process will be reviewed. Seasonal staff will receive a printed copy of the policy manual and procedures. Sign off will occur in June and Personnel Policy Manual will be effective on July 1, 2023. The electronic Employee Information Form was rolled out on May 18. She explained the new electronic form was built in logic to reduce errors and include a workflow for approval and notifications which will greatly improve efficiency. Panic Buttons were installed at District facilities which include the Community Center, Dunbar, Barefoot Bay, Regent Center, Diamond Lake Beach, Steeple Chase Clubhouse, Kracklauer Dance Studio, and the Heritage Museum. The District received the first \$500 reimbursement for PDRMA's Risk Management Review Process. Reimbursements are issued three times per year based on meeting certain criteria.

President FRASIER asked if there were other reports regarding the memorandums. Executive Director SALSKI stated the District 75 agreement was a positive partnership. Manager KASPAR mentioned the recommendation will offer savings due to reduced staffing and lower supply needs.

Visitor: None.

There being no further business, Commissioner ORTEGA moved to adjourn at 7:30 p.m. second by Commissioner McGRATH. A voice vote was taken with all voting yes.



Secretary

**MINUTES**  
**Mundelein Park & Recreation District**  
**Regular Board Meeting**  
**May 22, 2023**

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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 DOLAN, McGRATH, ORTEGA and President FRASIER. Commissioner KNUDSON was absent with prior notice.

No visitors were present.

President FRASIER requested a motion to approve the minutes of May 8, 2023. Commissioner McGRATH moved to approve the minutes of the Committee Meeting, Regular Meeting and Executive Session from May 8, 2023, 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 McGRATH moved to approve Warrants: 051223, 051623 and 052223 in the amount of \$433,074.08, 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 McGRATH, ORTEGA, DOLAN, and FRASIER voting yes.

President FRASIER stated there was an IAPD Letter, Resident Thank You and Daily Herald Articles; Why some suburban Park Districts rely more on property taxes than others and All-Inclusive Playground.

President FRASIER stated there was no Old Business.

President FRASIER requested a motion for approval of Resolution 23-05-01-R – Local Government Efficiency (“Efficiency Committee”). Commissioner McGRATH moved to approve the Resolution 23-05-01-R – Local Government Efficiency (“Efficiency Committee”), second by Commissioner ORTEGA. President FRASIER repeated the motion, asked if there were any questions. A roll call vote was taken with Commissioners McGRATH, ORTEGA, DOLAN, and FRASIER voting yes.

President FRASIER requested a motion for approval of Intergovernmental Agreement with School District 75. Commissioner ORTEGA moved to approve the Intergovernmental Agreement with School District 75, second by Commissioner McGRATH. President FRASIER repeated the motion, asked if there were any questions. A roll call vote was taken with Commissioners ORTEGA, McGRATH, DOLAN and FRASIER voting yes.

President FRASIER asked if there was any Board Business. There was none.

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Service Anniversaries: Jon Karl 23 years, Michaelene Amedio 17 years, Nathan Neuwirth 14 years, Karyna Vickers 4 years, Ron Salski 3 years.

Visitors: None.

There being no further business, Commissioner ORTEGA moved to adjourn at 7:36 p.m. seconded by Commissioner McGRATH. A voice vote was taken with all voting yes.



Secretary