

**MINUTES**  
**Mundelein Park & Recreation District**  
**Special Board Meeting**  
**November 16, 2023**

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The Special Board meeting of the Board of Park Commissioners of the Mundelein Park & Recreation District, Mundelein, Lake County, Illinois, was called to order at 12:00 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 KNUDSON, McGRATH, and President FRASIER. President FRASIER asked for a motion for Commissioner ORTEGA to attend remotely due to a family emergency, Commissioner KNUDSON moved to include Commissioner ORTEGA remotely, second by Commissioner McGRATH. A roll call was taken with Commissioner KNUDSON, McGRATH and FRASIER voting yes.

Staff present included Executive Director SALSKI, Superintendent McINERNEY, Superintendent FOSTER, Manager NEUWIRTH, and Manager CRONKHITE.

President FRASIER requested a motion to approve the minutes of the Special Board Meeting October 23, 2023. Commissioner KNUDSON moved to approve the minutes of the Special Board Meeting from October 23, 2023, 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 McGRATH moved to approve Warrants: 102723, 110423, 110623, 110823 and 110923 = \$873,265.16 second by Commissioner KNUDSON. President FRASIER repeated the motion, asked if there were any questions. None were raised. A roll call vote was taken with Commissioners McGRATH, KNUDSON, ORTEGA and President FRASIER voting yes.

President FRASIER stated there was no correspondence. Executive Director SALSKI mentioned there was a last-minute email concerning changes to Regent Center fitness classes. He said that Superintendent BERG will explain at the next meeting.

President FRASIER stated there was no old business.

President FRASIER requested a motion for approval of Delegate(s) for IAPD Credentials Certificate. Commissioner KNUDSON moved to approve Delegate(s) for IAPD Credentials Certificate, second by Commissioner McGRATH. President FRASIER repeated the motion, asked if there were any questions. A roll call vote was taken with Commissioners KNUDSON, McGRATH, ORTEGA, and President FRASIER voting yes.

Executive Director SALSKI explained the 2024 Capital Maintenance expenses. Superintendent McINERNEY provided reasons for the increased expenses which were timing and transfers from the Corporate/Recreation Funds. Commissioner KNUDSON had questions about the information in the memorandum regarding the All-Inclusive Playground. He mentioned it seemed as though more was coming out of the Capital Fund. Superintendent McINERNEY explained the memorandum didn't explain how the Special Recreation Fund would be decreased; therefore, \$100,000 will be coming out of the Capital Fund. Commissioner KNUDSON stated it seemed as though there was more in the Special Recreation Fund than realized. Commissioner McGRATH agreed. Superintendent McINERNEY stated that the District levies the full amount of the four cents, and it was important to reduce sooner than later. She said adding more funds to the All-Inclusive Playground and other ADA Transition Projects would leave a small fund balance and it would be built up in the 2025 Budget. Commissioner KNUDSON stated it was good to reduce the balance. Superintendent McINERNEY agreed as the Special Recreation's purpose was to spend the funds appropriately and there was an opportunity for the District. Commissioner KNUDSON asked about the OSLAD Grant for Kracklauer. Executive Director SALSKI explained the elements included and stated the District may not have to use the \$200,000 but suggested Phase 2 which includes outdoor bathrooms. Commissioner ORTEGA asked if the District could apply for different grants to construct bathrooms. Executive Director SALSKI stated that would be a good idea. Commissioner KNUDSON had questions about the mower for natural areas. Superintendent FOSTER explained its functions and how it operated. Manager NEUWIRTH explained from a safety perspective. Executive Director SALSKI stated it could be used on the golf course where it would take multiple staff and days to complete a project. Commissioner McGRATH asked about the timing of Dunbar Recreation Center debt. Superintendent McINERNEY stated it would be important to have discussions about the debt coming off and reissuing for future Capital Maintenance projects as impact fees and capital fund balance will be slowly decreasing.

Executive Director SALSKI explained the importance of the timing for approval of the Tax Levy. He mentioned staff included historical data of the Consumer Price Index especially since taxes will be rising even though the District is a small portion of a parcel comparative to other agencies. Superintendent McINERNEY explained the 2023 Tax Levy and reasons for showing a large increase in the notice such as growth. She mentioned the District will only allow to collect the five percent and County designated growth. She explained assessments would be increasing which added to the growth figure. Commissioner KNUDSON asked if the growth was due more to new development or assessment. Superintendent McINERNEY said it was a combination. Commissioner ORTEGA asked if the Wirtz property was included. Executive Director stated that the District may not see growth for several years as the land was probably designated as farmland. He mentioned that the Beelow property recently annexed was probably part of the growth. Commissioner McGRATH asked whether the District was conservative when budgeting the levy. Superintendent McINERNEY explained the District used to be more conservative but tightened the levy to reflect a clearer picture of the revenues more accurately. President FRASIER requested a motion for approval of 2023 Tax Levy amount and request staff to hold a public hearing and finalize a Tax Levy Ordinance for approval.

Commissioner KNUDSON moved to approve the 2023 Tax Levy amount and request staff to hold a public hearing and finalize a Tax Levy Ordinance for approval., second by Commissioner McGRATH. President FRASIER repeated the motion, asked if there were any questions. None were raised. A voice vote was taken with all voting yes.

Executive Director SALSKI explained the philosophy of staff working together and meeting with Superintendent McINERNEY about the draft 2024 Budget Report. He stated that he was proud of the entire team as employees tightened numbers allowing for a more balanced budget. Superintendent McINERNEY provided insight into the process and gave examples of staff going back after discussions to adjust revenues more positively. Commissioner McGRATH asked if the budget was conservative. Superintendent McINERNEY explained the budget was much tighter than prior years. Executive Director SALSKI stated there were triggers allowing the budget to adjust if necessary. He stated it was appreciative that the Board allowed to request unbudgeted projects towards end of the fiscal year. He mentioned it was difficult for staff to complete unbudgeted projects in six months, so staff were trying to be proactive. Superintendent McINERNEY explained the process to balance the Corporate and Recreation Fund and for 2024, staff was able to achieve. However, he explained the 2024 Budget does not show it due to reducing the Special Recreation Fund balance for the All-Inclusive Playground and ADA Transition Plan. Otherwise, it would be balanced. President FRASIER asked if the Board should approve now. Executive Director SALSKI suggested approving at the next meeting allowing for Board Member comments as the Board just received.

Executive Director SALSKI explained 2024 Budget and Appropriation Ordinance 23-11-02-O was posted to meet the 30-day requirement. Commissioner KNUDSON had a question about the total amount compared to the previous year and it seemed a lot higher. Superintendent McINERNEY stated it was higher due to the OSLAD Grant project at Longmeadow and All-Inclusive Playground; otherwise, it would be consistent with 2023. Commissioner McGRATH stated revenues continually increase offsetting the increased expenses.

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

Staff Reports: There were none.

Visitors: Ron Greenberg

There being no further business, Commissioner KNUDSON moved to adjourn at 1:01 p.m. second by Commissioner McGRATH. A voice vote was taken with all voting yes.

  
Secretary

