

**MINUTES**  
**Mundelein Park & Recreation District**  
**Committee of the Whole**  
**March 25, 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, McGRATH, ORTEGA, and President FRASIER.

Staff present included Director BERG, Manager BROLLEY, Director FOSTER, Director McINERNEY, and Executive Director SALSKI.

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

Executive Director SALSKI suggested adding language to the Sponsorship and Advertising Policy. He mentioned that Ron Greenberg had suggested adding the verbiage "District reserves the right to approve all content, images, and logos" under the last paragraph. Commissioner ORTEGA asked how we address political advertising. Executive Director SALSKI responded that we have political or elected officials at special events sponsoring a table but do not allow them to gather signatures. Commissioner ORTEGA was concerned about political messages. Executive Director SALSKI said if it doesn't fit the mission, vision, and values that he would not approve. Commissioner KNUDSON asked how we handle a sponsor table that was collecting information and selling information. He said he was inundated with phone calls. Executive Director SALSKI said he was not sure of the process but would look into it and get back to him.

Executive Director SALSKI discussed Naming Rights. Commissioner ORTEGA asked whether the board needed four-fifths vote for naming rights when the discussion relates to money. Commissioner McGRATH asked what we currently do for agreements such as RUSH Physical Therapy. Executive Director SALSKI said it was a simple majority of three board members voting yes. He suggested a four-fifths vote instead since the dollar amount could be significant. However, it makes sense if it is consistent with typical financial transactions such as agreements and contracts. Commissioner BURTON agreed. Commissioner ORTEGA suggested adding "with a simple majority vote," at the end of number five in the policy.

Executive Director SALSKI mentioned that Manager LAWRENCE put together a pamphlet about the digital brochure. He emphasized that it was a draft and required more revisions. He reminded the board that the pamphlet was created because the Board was concerned with sharing the message that the brochure was going digital. Commissioner ORTEGA asked for the cost savings. Executive Director SALSKI replied an estimated \$20,000 to \$30,000 for not printing the entire brochure. He said many Districts just give a postcard but our staff wanted to market it differently than other Districts. Board Members liked the pamphlet. Commissioner ORTEGA mentioned some of the QR Codes did not work. Executive Director SALSKI said it was in a draft form. Commissioner ORTEGA asked for it to be double-checked.

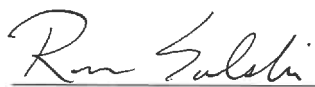
Manager BROLLEY said the golf course was up and running and opened on March 26. He said the course was filling up on Friday, Saturday, and Sunday of the week. Commissioner KNUDSON asked if people were choosing between simulator #1 or #2. Bill said, "no," except for one group.

Director FOSTER presented the Facility and Park Maintenance report. He stated park maintenance staff were ahead for spring cleanup. He said facility maintenance staff were ahead on Barefoot Bay maintenance. The Longmeadow Park playground was demolished in preparation for the new playground construction. Maurice Noll Park had new posts and temporary pickleball lines installed. Commissioner McGRATH asked how many pickleball courts there were. Director FOSTER replied with eight courts. Executive Director SALSKI stated there were eight dedicated courts and 10 courts with movable nets.

Director BERG presented the Recreation report. He stated the Diamond Lake Beach/Recreation Center/Boat Launch RFQ for master planning services submission deadline was Wednesday, March 27. He said responses from firms had been overwhelmingly positive. He explained the RFP process would follow shortly after the deadline for RFQ submissions. He mentioned the District offered support to residents impacted by the apartment building collapse by offering a free one month membership to the Mundelein Community Center. A total of eighteen people from five families took advantage of the offer. Commissioner McGRATH exclaimed that was a great community gesture. Director BERG mentioned a survey would be sent to youth basketball participants. He said the results will be used to enhance the program in the future. He presented total revenue for the 2024 basketball season was \$63,721 compared to \$53,496 in the 2023 season. He said March 16 was Cottontail Trail with 350 kids enrolled with the total amount collected was \$3,500. He shared that there was a total of 360 campers enrolled in Trails & Odyssey Camp. Commissioner KNUDSON asked if the camps were at capacity. Director BERG replied the camps were at capacity with optimal space and staff levels. Director BERG stated that many of the Barefoot Bay staff had returned from last year. He said membership numbers were also the same or higher than last year. Director BERG thanked the Board for approving the MBSA and AYSO Affiliate Agreements on the agenda. He explained AYSO could not find the paper trail of who owns the goals. He said the Starguard Elite Lifeguard Services Agreement would be a 3-year agreement and would be on the April agenda. Commissioner McGRATH asked to repeat the comment. He said the District has been approving annual agreements with price increases and a three-year agreement would keep the pricing fixed. He stated the next quarterly meeting of the Recreation Advisory Committee would be held Wednesday, April 24 at the Mundelein Community Center. He said the Committee members have been tasked with reviewing the Comprehensive Master Plan and communicating feedback, ideas, and/or suggestions for future consideration and potential updates. Commissioner KNUDSON mentioned that a lot of the locks don't work in the locker room. Commissioner BURTON asked about possibly renting out locks. Director BERG mentioned staff was seeking estimates on a variety of health and fitness center options and lockers were included. He said new lockers would be expensive.

Visitors: Ron Greenberg

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**  
**March 25, 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, McGRATH, ORTEGA, and President FRASIER.

Staff present included Director BERG, Manager BROLLEY, Director FOSTER, Director McINERNEY, and Executive Director SALSKI.

President FRASIER requested a motion to approve the minutes of the Public Hearing on February 26, 2024, and the Committee and Regular meetings on March 11, 2024. Commissioner BURTON moved to approve the minutes of the Public Hearing on February 26, 2024 and Committee and Regular meetings on March 11, 2024, 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: 031424, 031524, and 032524 = \$378,230.19 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 KNUDSON, ORTEGA, BURTON, McGRATH, and President FRASIER voting yes.

President FRASIER asked for an approval of February Financial Report. Commissioner McGRATH moved to place the February Financial Report on file, second by Commissioner ORTEGA. President FRASIER repeated the motion and asked if there were any questions. None were raised. A roll call vote was taken with Commissioners McGRATH, ORTEGA, BURTON, KNUDSON, and President FRASIER voting yes.

President FRASIER requested a motion to file the February Police Report. Commissioner KNUDSON, moved to place the February Police Report on file, second by Commissioner McGRATH. President FRASIER repeated the motion and asked if there were any questions. None were raised. A roll call vote was taken with Commissioners KNUDSON, McGRATH, BURTON, ORTEGA, and President FRASIER voting yes.

Executive Director SALSKI discussed an article about Cottontail Trail at Dunbar Recreation Center in the March 21, 2024 Chicago Tribune. It highlighted the positive aspects of the District's community outreach. Executive Director SALSKI shared two additional articles from the Fox Lake and Wauconda Park Districts and their plans for waterfront facilities and recreation.

President FRASIER stated there was no Old Business.

President FRASIER requested a motion for approval Ordinance 24-03-01-O – Declaration of Surplus Personal Property. Commissioner KNUDSON moved to approve Ordinance 24-03-01-O – Declaration of Surplus Personal Property, 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 KNUDSON, McGRATH, BURTON, ORTEGA, and President FRASIER voting yes.

President FRASIER requested a motion for approval of Administration Policy Manual – Section 4.8 Naming Rights Policy – Amendment. Commissioner KNUDSON moved to approve Administration Policy Manual – Section 4.8 Naming Rights Policy – Amendment, 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 KNUDSON, McGRATH, BURTON, ORTEGA, and President FRASIER voting yes.

President FRASIER requested a motion for approval of Administration Policy Manual – Section 4.41 Sponsorship and Advertising Policy Commissioner McGRATH moved to approve Administration Policy Manual – Section 4.41 Sponsorship and Advertising Policy, second by Commissioner BURTON. President FRASIER repeated the motion, asked if there were any questions. None were raised. A roll call vote was taken with Commissioners McGRATH, BURTON, KNUDSON, ORTEGA, and President FRASIER voting yes.

President FRASIER requested a motion for approval of Mundelein Baseball and Softball Association (MBSA) Affiliate Agreement. Commissioner McGRATH moved to approve Mundelein Baseball and Softball Association (MBSA) Affiliate Agreement, 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, BURTON, ORTEGA, and President FRASIER voting yes.

President FRASIER requested a motion for approval of American Youth Soccer Organization (AYSO) 372 Affiliate Agreement. Commissioner ORTEGA moved to approve American Youth Soccer Organization (AYSO) 372 Affiliate Agreement, second by Commissioner BURTON. President FRASIER repeated the motion, asked if there were any questions. None were raised. A roll call vote was taken with Commissioners ORTEGA, BURTON, KNUDSON, McGRATH, and President FRASIER voting yes.

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

President FRASIER asked for Staff Reports.

Director McINERNEY shared a draft management letter that had a note about going over budget in capital account. She stated it was due to the addition of simulators and golf carts and accounting properly for the trade-in of golf carts. She thought the budget and appropriation ordinance covered the amount but from an accounting perspective, the District needed to amend the budget per the auditors. She said the accounting for the golf cart trade-in was important as it accounted for the net of the trade-in, not the full expense. She said it was an oversight. Director McINERNEY asked if the Board wanted to amend it at this stage in the process or accept the comment. Commissioner KNUDSON asked where the management letter would be published. Director McINERNEY replied it was for internal use only. Commissioner KNUDSON felt it wasn't transparent to amend the 2023 budget in 2024 which may create more confusion. Commissioner BURTON agreed and understood, she could go either way. Executive Director SALSKI said he was undecided as it was important to be transparent but a minor oversight. After listening to the Board, Commissioner KNUDSON felt it was best to follow the District's value of being responsible and transparent. He asked if there would be a staff response in the report. Director McINERNEY stated there would be a response that the District would incorporate. Executive Director SALSKI reiterated that the Board approved all purchases and went through the appropriate process. He said the accounting for the trade-in was the main reason and would develop a procedure to avoid a similar situation. Board Members agreed to accept the comment with a staff response. Director McINERNEY said the performance evaluation process started and would finish in May. She said staff was working on policies for Artificial Intelligence, but it was difficult as it was ever changing. She explained the Illinois Department of Public Health has declared COVID over and employees do not need to report any positive tests.

President Frasier acknowledged the Service Anniversaries of Christa Lawrence 9 years, Debbie Chin 8 years, Debbie McInerney 8 years, Heather Avis 4 years, Geovany Albavera 3 years, Chris Cronkhite 3 years, Jennifer Palomo Lira 2 years, and Jason Wylie 2 years.

Visitors: Ron Greenberg

There being no further business, Commissioner ORTEGA moved to adjourn at 7:55 p.m. seconded by Commissioner McGRATH. A voice vote was taken with all voting yes.

  
Secretary