

MINUTES
Mundelein Park & Recreation District
Committee of the Whole
April 22, 2024

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 Manager BANNON, Director BERG, Director FOSTER, Director KARL, Manager LAWRENCE, Director McINERNEY, and Executive Director SALSKI.

Visitors: Keith Gray, Lisa Woolford, Jeff Sirt

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

Executive Director SALSKI introduced Keith Gray and Lisa Woolford of ILM Environments. Mr. Gray discussed the information in the Sediment Investigation Report – Diamond Lake. He explained there was a “mismatch” of shoreline improvements over the years that had no impact. He doesn’t know how this happened. The Tributary should be a clean channel that leads to the lake. Mr. Gray discussed page 9 that showed the sediment as measured in foot depth. The channel was between less than a foot of sediment and up to 3.7 feet of sediment. On page 10, the depth of the channel was 1.4 feet at its lowest. Commissioner ORTEGA asked how long after removing the sediment would the channel improve in water quality. Mr. Gray replied that ILM needs to address the inlet and take precautions. It could last another 40 years. Commissioner KNUDSON asked how the shoreline would get fixed. Mr. Gray responded that it was a challenge because homeowners want different things and a budget would have to be decided. Director FOSTER added that the homeowners were responsible. Commissioner McGRATH agreed that they were and we knew of their concerns previously. Ms. Woolford added that the easiest and cheapest option would be to pull back the channel and plant new native plants that would help filter the water and prevent erosion. The District could apply for a DNR grant. Commissioner KNUDSON asked how much a sea wall might cost. Mr. Gray replied about \$200 per linear foot. Mr. Gray said Round Lake Park District had a shoreline guide and a cost share program. Commissioner McGRATH asked if the District had multiple options and added that a grant was a good idea. Ms. Woolford said there is no money for dredging or a sea wall. Commissioner BURTON said that she had overseen projects using multiple methods over the past 35 years. One of them was Biodredge and asked if it would work in this situation. Mr. Gray replied that they are familiar with Biodredge. Commissioner BURTON asked if it made sense in the short term. Mr. Gray said it is a slow-going process. Commissioner KNUDSON asked if it is like dirt. Mr. Gray replied that he would get soil samples. Commissioner KNUDSON then asked if it could be dumped somewhere such as Beelow Farm. Mr. Gray said possibly yes. Commissioner BURTON asked how they determine what method to use. Mr. Gray replied the feasibility study would dictate that. The discussion was continued in the Regular Meeting.

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


Secretary

MINUTES
Mundelein Park & Recreation District
Regular Board Meeting
April 22, 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 Manager BANNON, Director BERG, Director FOSTER, Director KARL, Manager LAWRENCE, Director McINERNEY, and Executive Director SALSKI.

Visitors: Keith Gray, Lisa Woolford, Jeff Sirt.

President FRASIER allowed Mr. Gray to continue speaking about the ILM Sediment Study. He provided more details of the options. Ms. Woolford suggested going to the ILM website. Executive Director SALSKI suggested to the Board to allow visitors to ask questions now instead of waiting until the end of the meeting. President FRASIER allowed Jeff Sirt to ask questions. Mr. Sirt asked how long a feasibility study would take. Ms. Woolford responded four weeks. Mr. Sirt commented that he heard landscapers put leaves in the lake. He added that the shoreline is a concern for him and other Diamond Lake residents. Commissioner BURTON said surveys have been sent to residents and everyone has different opinions. The Board thanked Mr. Sirt for his comments.

President FRASIER requested a motion to approve the minutes of the Committee, Regular, and Executive Session meetings on April 8, 2024. Commissioner KNUDSON moved to approve the minutes of the Committee, Regular, and Executive Session meetings on April 8, 2024, second by Commissioner BURTON. President FRASIER repeated the motion, asked if there were any 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: 041224, 041624 and 042224 = \$402,958.21 second by Commissioner KNUDSON. President FRASIER repeated the motion, asked if there were any questions. A roll call vote was taken with Commissioners McGRATH, KNUDSON, BURTON, ORTEGA, and President FRASIER voting yes.

President FRASIER asked for an approval of March Financial Report. Commissioner McGRATH moved to place the March Financial Report on file, second by Commissioner ORTEGA. President FRASIER repeated the motion and asked if there were any questions. Executive Director SALSKI commented that the District is off to a good start. 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 March Police Report. Commissioner ORTEGA moved to place the March Police Report on file, second by Commissioner KNUDSON. President FRASIER repeated the motion and asked if there were any questions. None were raised. A roll call vote was taken with Commissioners ORTEGA, KNUDSON, BURTON, McGRATH, and President FRASIER voting yes.

Executive Director Salski presented an article from the Daily Herald about non-tax revenue at park districts in the area. Commissioner KNUDSON asked where the Mundelein Park & Recreation District stands compared to these other districts. He was surprised by the numbers. Director McInerney agreed.

President FRASIER stated there was no Old Business.

President FRASIER requested a motion to approve Administration Policy Manual – Section 4.26 Social Media – Amendment. Commissioner BURTON moved to approve Administration Policy Manual – Section 4.26 Social Media – 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 BURTON, McGRATH, KNUDSON, ORTEGA, and President FRASIER voting yes.

President FRASIER requested a motion to approve Deed of Gifts – Mundelein Heritage Museum. Commissioner KNUDSON moved to approve Deed of Gifts – Mundelein Heritage Museum, 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 to approve Bid 23-13145 Longmeadow Park: Woodland Trail. Commissioner McGRATH moved to approve Bid 23-13145 Longmeadow Park: Woodland Trail, 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 to approve American Youth Soccer Organization (AYSO) Donation Agreement. Commissioner BURTON moved to approve American Youth Soccer Organization (AYSO) Donation Agreement, second by Commissioner McGRATH. President FRASIER repeated the motion, asked if there were any questions. Commissioner BURTON asked when the District inspects the goals. Director Foster replied staff did inspections monthly. Director Berg added that there was a list of rules involving ownership of the goals. The District would take on liability. A roll call vote was taken with Commissioners BURTON, McGRATH, KNUDSON, ORTEGA, and President FRASIER voting yes.

President FRASIER requested a motion to approve UKG Agreement. Commissioner BURTON moved to approve UKG Agreement, second by Commissioner McGRATH. President FRASIER repeated the motion, asked if there were any questions. Director McINERNEY added UKG offered a more efficient system and ACA tracking will be automated including payroll. Commissioner KNUDSON wondered if the company was holding the District hostage. Director McINERNEY replied no and that technology changes quickly. Commissioner McGRATH asked if they offered other modules. Director McINERNEY replied yes, but the staff was not purchasing them at this time. She said the District currently processed payroll in-house. However, UKG offered the option to continue processing in-house or to outsource to them. Commissioner ORTEGA asked how old UKG was. Director McINERNEY replied that the merger between Ultimate Software and Kronos was five years ago in 2020. A roll call vote was taken with Commissioners BURTON, McGRATH, KNUDSON, ORTEGA, and President FRASIER voting yes.

President FRASIER requested a motion to approve Resolution 24-04-01-R – Recognition of Bill Brolley. Commissioner McGRATH moved to approve Resolution 24-04-01-R – Recognition of Bill Brolley, 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.

Director SALSKI shared pictures of the visits to several Dynadomes in South and North Carolina. Board Members asked if it is in the District's best interest to continue with due diligence. Executive Director SALSKI stated it has a lot of opportunities, but a feasibility study would be necessary. He suggested two locations and Board Members were concerned about the locations. Executive Director SALSKI mentioned there were small leaks at two of the facilities but was not sure if it was due to condensation. Commissioner KNUDSON asked if there were concerns with leaks. Executive Director SALSKI said the staff and he would address the owner. Commissioner ORTEGA asked about the type of surface. Director BERG stated a Sport Court was the preferred option after visiting the sites. Board Members agreed to keep moving forward.

Director KARL presented the Steeple Chase Golf Club – Golf Operations & Maintenance Report. President FRASIER asked if Director KARL had heard back from the State of Illinois about video gaming. Director KARL replied that all the documents were submitted and waiting for a response from the Gaming Board. Commissioner KNUDSON asked what is happening with gift cards. Director KARL responded that the gift card promotion went well and ended on March 15. Commissioner McGRATH asked are golf lessons listed as golf revenue. Director KARL replied group lessons were included but not private lessons. He said private lessons were on the instructor's own time.

Director FOSTER presented the Park & Facility Maintenance Report. He said a bid for paving, drainage and grading will open on May 1. He thanked Director BERG for assistance with Barefoot Bay.

Director BERG presented the Recreation & Facility Services Report. He said the Diamond Lake Beach / Recreation Center / Boat Launch RFQ for master planning services submission deadline was Wednesday, March 27. The District received and reviewed 9 submissions. A group of 6 qualified firms were selected to continue forward to the RFP process. The RFP submission deadline was Tuesday, April 30. Concerning Athletics, field permits were being reserved for spring through fall months. There was an increase in inquiries compared to prior years. Director BERG suggested there was a need for indoor space. In Dance, upcoming events are Picture Day on May 18 and the Mundelein School of Dance spring recital on June 1 and 2 at Mundelein High School. Online ticket sales opened April 17. Registration enrollment for the 2024 Trails and Odyssey camp was currently full except the week of July 4 and the last week. There was a total of 365 campers enrolled in Trails Day Camp and Odyssey Experience. There was an increase of five campers since the last report. The total projected revenue for camps thus far was \$630,000 (Trails \$555,000 and Odyssey \$75,000). The revenue may fluctuate during the summer due to vacation withdrawals. Last year's revenue total was \$445,000. Trails Camp had 17 new counselors making 32 counselors so far. The goal was to have 40 counselors; therefore, eight additional counselors are needed. Odyssey Camp had two counselors and one director. Commissioner KNUDSON asked what the field trip was during spring break week. Director BERG replied it was a field trip for a school day off. He said Big & Little Child Development Center planned to open the new toddler classroom in mid-June. Staff were working diligently to prepare for this new challenge. Big & Little will adjust rates in June to promote financial sustainability. The rate changes would include the introduction of Resident/Non-Resident pricing. Learning Center enrollment was near capacity and numbers were ahead compared to this time in 2023. The Aquatic Facilities looked good. Director BERG gave credit to Director FOSTER's team. Barefoot Bay Membership totals had a favorable increase from last year. Staff had extended the early bird rates and offered two guest passes. This offer was extended into March. The Recreation Advisory Committee was supposed to meet on April 24 but was delayed until May to match up with the Diamond Lake RFP process.

Director McINERNEY presented the Business Services & Technology Report. The audit was ongoing. Final bound copies were expected in early May with a presentation to the board on May 13, 2024. Human Resources was very busy with new hires and the annual merit increases. All evaluations were due to Human Resources by April 22. Manager BANNON and Director McINERNEY conducted an extensive evaluation of a new time and attendance program due to the discontinuation of the current product. IT continued to work on the Microsoft 365 Migration project. The email portion of the upgrade was completed the week of April 29. Director McINERNEY and IT Specialist Guidry attended an IT conference specifically geared for government. She said the conference was fantastic and they met good contacts and learned about free services. A fire drill was held at the Community Center on April 12. Fire extinguisher training took place on May 1. The training was conducted by the Mundelein Fire Department. The installation of panic bars on outdoor gates was almost complete. Panic bars were installed at Diamond Lake Beach, Spray Park, and Barefoot Bay. There was one remaining bar to be installed at Barefoot Bay which will be completed before the facility opens for the season.

Manager LAWRENCE presented the Marketing & Communications Report. She said she was assisting the Mundelein Parks Foundation with marketing. The analytics for the brochure were 50% higher than last year. Commissioner BURTON complimented Manager LAWRENCE on the great video of the District and thanked the department for their work.

President FRASIER acknowledged the Service Anniversaries of Steve Yeazell 25 years, William Brolley 24 years, Kyunga Woo 20 years, Nicole Schaller 6 years, Laura Cavazos 3 years, Dawn Dahl 2 years, Moises Herrera 1 year, and Abraham Cruz Martinez 1 year.

Commissioner KNUDSON made a motion to go into Executive Session for Personnel 5 ILCS 120/2 (c)(1) and for Purchase or Lease of Real Estate 5 ILCS 120/2 (c)(5). The motion was second by Commissioner ORTEGA at 8:48 p.m. A roll call vote was taken with all voting yes.

The Board came out of Executive Session into Regular Meeting at 9:27 p.m. President FRASIER asked if there were any other topics from the Regular Meeting agenda to discuss. None was raised.

There being no further business, Commissioner BURTON moved to adjourn at 9:28 p.m. seconded by Commissioner McGRATH. A voice vote was taken with all voting yes.

A handwritten signature in cursive script, appearing to read "Ron Salskin", written over a horizontal line.

Secretary