

MINUTES
Mundelein Park & Recreation District
Committee of the Whole
June 24, 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.

He then directed the secretary to call the roll. Present were Commissioners BURTON, FRASIER, McGRATH, ORTEGA, and President KNUDSON.

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

Executive Director SALSKI started the discussion of the Future Vision for 2025-2030. He focused on the Vision Statement and explained it may be outdated. He explained that to be a leader in environmental preservation would require changing the District's direction, goals, objectives and initiatives. He stated if it was the board's desire to be the leader that he would adjust staffing, budgets and priorities. He mentioned that the Lake County Forest Preserve was usually the leader in environmental preservation and not park and recreation agencies. Commissioner BURTON mentioned that she didn't believe it was a top priority as the agency's focus should be parks and recreation. Commissioner ORTEGA agreed and stated environmental preservation was listed first, making it perceived as a top priority. He suggested language such as parks and recreation will preserve the environment and not necessarily define it. Executive Director SALSKI suggested that he gather other agencies' Vision Statements before revising but it was important to educate the Board on the Vision Statement.

Executive Director SALSKI discussed the Review of Comprehensive Master Plan revisions from the prior meeting. Commissioner ORTEGA suggested spreading out the initiatives and focusing on the Revenue Strategic Initiatives before committing to projects. He would like to see more balance. Executive Director SALSKI mentioned it was important to include community projects that were not revenue generating. He said that Districts have Strategic Plans and/or Comprehensive Master Plans, and he recommended a Comprehensive Master Plan that included many initiatives. He said that Manager Lawrence would be able to design to distinguish the different types of initiatives. President KNUDSON asked if the District should consider an annual revenue generating event. Director BERG explained the difference with events. Executive Director SALSKI suggested that there was phrasing for researching the feasibility of organizing a large revenue event. Board Members agreed. Commissioner BURTON suggested revising, "add bathrooms in specific parks." She mentioned developing criteria for including bathrooms in parks. Staff and board agreed. She suggested taking out specific examples such as installing a picnic table at Fairhaven Park and be broader. She said to focus on achieving the ADA Transition Plan which includes the picnic table. Board Members and staff agreed.

President KNUDSON suggested to move to staff reports starting with Administration. He discussed Mr. Kozionnyi's request to purchase property. He stated the Attorney recommended not to consider an easement agreement especially with the amenities indicated. Board Members agreed and directed Executive Director SALSKI to contact Mr. Kozionnyi. Executive Director SALSKI mentioned the Longmeadow Park project was closer to being completed and would open the park before the Ribbon Cutting. He said that staff could organize the Ribbon Cutting while he was out of the office. Commissioner ORTEGA suggested waiting until the Executive Director gets back as the neighbors would like to greet him. Executive Director SALSKI mentioned that he was trying to schedule a Local Efficiency meeting for the July 22 meeting.

Director KARL stated the golf club was operating well and the weather was up and down in June. He said YTD revenues were ahead of budget. He mentioned there were issues with the walk-in cooler and refrigerator and they may need to be replaced since they were the original equipment. He added he didn't want to risk the inventory. He explained staff was working on edging bunkers and planned to reduce the size of the bunker on Hole 14 close to the green. He stated reducing the sand dimensions would speed up play, reduce staff, and sand expenses. Commissioner McGRATH agreed with the project. President KNUDSON had concerns taking it out. Director KARL said the picture doesn't accurately reflect the project and suggested visiting the site with him and Superintendent KIVISTO. Commissioner McGRATH complimented staff about the loyalty program and simulator which has helped with long-range planning. Director KARL stated the golf course had 4.5 inches of rain and was able to manage around Hole 4 by the bridge. He said the course was able to absorb the rain and tee times were filled.

Visitors: Ron Greenberg

There being no further business, Commissioner FRASIER 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
June 24, 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 KNUDSON 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, FRASIER, McGRATH, ORTEGA, and President KNUDSON.

Staff present included Director BERG, Manager CRONKHITE, Director KARL, Director McINERNEY, and Executive Director Salski.

President KNUDSON requested a motion to approve the minutes of the Committee and Regular meetings on June 10, 2024. Commissioner FRASIER moved to approve the minutes of the Committee and Regular meetings on June 10, 2024, second by Commissioner McGRATH. President KNUDSON 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 KNUDSON read the Warrants needed to be approved. Commissioner BURTON moved to approve Warrants: 061924, 062124 and 062424 = \$926,096.90 second by Commissioner ORTEGA. President KNUDSON repeated the motion, asked if there were any questions. A roll call vote was taken with Commissioners BURTON, ORTEGA, FRASIER, McGRATH, and President KNUDSON voting yes.

President KNUDSON asked for an approval of May Financial Report. Commissioner ORTEGA moved to place the May Financial Report on file, second by Commissioner McGRATH. President KNUDSON repeated the motion and asked if there were any questions. A roll call vote was taken with Commissioners ORTEGA, McGRATH, BURTON, FRASIER, and President KNUDSON voting yes.

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

President KNUDSON asked if there was any correspondence. There was none.

President KNUDSON stated there was no Old Business.

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

President KNUDSON requested a motion to approve Ordinance 24-06-01-O – Declaration of Surplus Personal Property and Authorization for Sale, Trade-In or Disposal. Commissioner FRASIER moved to approve Ordinance 24-06-01-O – Declaration of Surplus Personal Property and Authorization for Sale, Trade-In or Disposal, second by Commissioner McGRATH. President KNUDSON repeated the motion, asked if there were any questions. Commissioner ORTEGA asked if the District goes to auction or trades-in. Executive Director SALSKI stated it depends on equipment and value. A roll call vote was taken with Commissioners FRASIER, McGRATH, BURTON, ORTEGA, and President KNUDSON voting yes.

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

President KNUDSON asked for Staff Reports.

Director BERG stated District staff met with Diamond Lake Master Plan Consultants and it was a great first step. He mentioned the strategy to focus on Cost-of-Service had added \$157,000. Executive Director SALSKI provided history on the Cost-of-Service philosophy and that a few years ago the District had retained Jamie Sabbach. Director BERG said Regent Center rentals were below budget therefore he was looking at new opportunities. He stated there has been growth in many areas, especially dance. He said there was a maximum capacity crowd for a recent show. The Dance Company has gone from 55 to 65 dancers. He said foot traffic at Maurice Noll has grown by 50%. He mentioned Day Camp had 370 kids which is the most it can take with the program space there is. Staff levels are sufficient to handle the campers. He said Big & Little opened a Toddler Room to retain participants. Barefoot Bay was doing very well despite a slow start due to weather. He explained membership was 89% of budget, admissions were \$24,000 ahead, and concessions were \$6,000 ahead. He also provided beach and spray park data. He responded to Commissioner ORTEGA's question from the last meeting about rounding up when registering. He confirmed the system does prompt to opt in to round up for the Foundation. Commissioner McGRATH asked if it specified where the rounding up goes. Director BERG stated he would check. Commissioner McGRATH asked if it could be more specific such as scholarships. Director BERG said he would follow up. Commissioner ORTEGA asked why he thought Beach Bash was successful compared to attendance on a regular day. Director BERG said he wasn't sure, but the data showed people came for programming such as free activities. Executive Director SALSKI mentioned that he wanted to revise the statement about the Spray Park. He suggested including a strategic initiative to research pricing. Commissioner McGRATH asked for all costs associated with the Spray Park when a memorandum was presented. Executive Director SALSKI stated he would provide all costs including maintenance.

Director McINERNEY said revenue was growing which kept staff processing transactions. She mentioned Andy Dreyer was hired as the new Assistant Finance Director. She explained staff developed a New Hire Orientation video which was automatically assigned to new hires. She said it has saved time for the Human Resources Division. She mentioned the Fun & Wellness Committee was ready for a staff Shout Out Card Program and barbeque. She said the staff Shout Out Card Program was popular last year. She stated the new timekeeping started and IT continued to work on Microsoft 365. She explained Risk Management was developing safety flip books to be kept by employee desk phones. She said CPR/AED was being implemented district wide. Commissioner KNUDSON asked if the facility cameras went right to the Police. Director McINERNEY said the cameras don't, but Police have the password. Commissioner BURTON complimented staff on a great job with the New Hire Orientation Video. She asked if Assistant Finance Director DREYER came from the public or private sector. Director McINERNEY replied private sector but he caught on quickly.

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Commissioner BURTON asked Director BERG if Big & Little was missing a full-time staff employee. He replied Big & Little was, but a new hire started today.

President KNUDSON acknowledged the service anniversaries of Tiffani Kivisto 1 year and Andrew Silva 1 year.

Visitor: Ron Greenberg. He stated it was great seeing the growth of programs. President KNUDSON mentioned putting Statement of Visitors at the beginning and asked for his feedback. Mr. Greenberg said it was a good idea to allow visitors to comment on agenda topics before a vote would be taken.

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



Secretary