

**MINUTES**  
**Mundelein Park & Recreation District**  
**Committee of the Whole**  
**July 22, 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, FRASIER, McGRATH, ORTEGA, and President KNUDSON.

Staff present: Director FOSTER, Director KARL, and Director BERG. Manager LAWRENCE, Director McINERNEY, and Executive Director SALSKE were absent with prior notice.

Visitor present: Ron Greenberg

Director BERG delivered an overview of the OSLAD Grant concept design for Keith Mione Park as presented in the packet. Director BERG identified the new location for the ice rink, hard surface for multi-sport use, network of paved paths (including switchback components for ADA accessibility), chalk art frames, and a new location for the playground. Commissioner BURTON recommended identifying the accessible sport/wheelchair use of multi-sport hard surface on the concept map. Commissioner McGRATH expressed that the water in the field to the west of Dolan Recreation Center would be a major project. Commissioners FRASIER, ORTEGA, McGRATH, and President KNUDSON expressed concern for how the flooding in the playground area would be addressed. Director BERG agreed and indicated that solving the flooding issue would be a focus of the project.

President KNUDSON asked if there were topics from the Regular Meeting agenda to discuss. Director BERG shared that it is the responsibility of the board to review and approve new positions and job descriptions for all District positions. The Board approved the position titles and organization chart at the December 11, 2023 meeting. No significant changes have been made to the job descriptions in 2024 except for the creation of Assistant Finance Director.

Director KARL presented the Golf Report. He stated the club experienced its best June on record with golf operations exceeding budgeted revenue by \$30,323 and exceeding the budgeted bottom line by \$35,028 for June. He calculated projections for July based on available information and indicated the club is trending ahead of budget for the month. The weather, while wet, has not impacted club performance overall. A leaky discharge pipe from the pump house was fixed last week. The cart path expansion project has begun near the putting green and is expected to be completed July 24. Strong club performance has encouraged staff to look at future potential projects like an expansion of the clubhouse deck. The concept includes entrances to/from the deck, a pergola or extended roof from clubhouse (more expensive option), a unique 18<sup>th</sup> hole view that would benefit food & beverage sales, and a cart fleet storage area below the deck. The project would also create a space for hosting golf outings. President KNUDSON acknowledged the new data in the report and applauded the performance year-to-date. Commissioner FRASIER asked how the gaming machines are coming along. Director KARL replied that the gaming board meeting was pushed to September, but that will allow more time for the gaming room door to be completed. He stated a gaming company representative reviewed the site recently and everything was in order.

Director FOSTER presented the Parks and Facility Maintenance Report. He stated staff completed the annual indoor pool shutdown last week after painting the pool deck with a durable epoxy paint and repainting the inside of the pool, installing a new pump and filter, and replacing the pool drain valve. Both indoor pool and Barefoot Bay are working well. Joe Schaul will join the facility maintenance team after working for park maintenance for several years. Joe cross trained in the facility maintenance area in 2023 and earned his aquatics certification. Longmeadow Park playground opened today, July 22, but the basketball court will remain closed until it can be painted. The company that paints the lines is booked solid until fall. Commissioner BURTON asked if the basketball court could be opened without lines until the company is available to complete the project. Director FOSTER replied he would speak with the team to determine if that was feasible. Director FOSTER said the path at Wilderness Park was in the process of being paved as part of a larger paving project across multiple properties. Commissioner McGRATH asked if the project was being completed internally. Director FOSTER replied that it was not, the project was outsourced and part of work at Steeple Chase and other parks.

Director BERG presented the Recreation Report. He stated that Margaritaville was held Saturday, July 20 at Barefoot Bay and there were 434 guests compared to 370 in 2023. Over \$15,000 in revenue was generated by the event. Staff was finalizing fall brochure and mailer documents. Recreation Fund has experienced a \$333,000 revenue increase relative to 2023 and a \$129,000 revenue increase over budget. The Recreation Fund net total year-to-date is up \$262,000 compared to 2023 after removing the fund transfer. Active Adults recently returned from an Alaskan Cruise. Mundelein Dance company participation has exploded and the Dance Company has 11 additional dancers in 2024-25 (66 total). Pickleball leagues have been very successful and additional programming is planned for the fall. Beach Bash and Freedom Classic 5k went very well. Freedom Classic 5k participation was likely impacted by the day of the week (Thursday) and is expected to increase in 2025. Summer Camp revenue was up \$65,000 compared to budget. Big & Little is performing well and the waiting list is long. Staff has instituted a dynamic price structure for classrooms to reflect the differences in age and staff requirements. Pricing for all current families is unchanged until the child ages into older rooms.

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**  
**July 22, 2024**

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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 KNUDSON and he asked the assemblage to rise and recite the Pledge of Allegiance.

Staff present included Director FOSTER, Director KARL, and Director BERG. Manager LAWRENCE, Director McINERNEY, and Executive Director SALSKI were absent with prior notice.

Visitor present was Ron Greenberg. He stated the concept for the OSLAD grant and discussion of the Steeple Chase clubhouse deck expansion that occurred during the Committee Meeting were exciting.

President KNUDSON requested a motion to approve the minutes of the Committee and Regular meetings on July 8, 2024. Commissioner ORTEGA moved to approve the minutes of the Committee and Regular meetings on July 8, 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: 071724, 071924 and 072224 = \$546,912.96 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 approval of the June Financial Report. Commissioner McGRATH moved to place the June Financial Report on file, second by Commissioner FRASIER. President KNUDSON repeated the motion and asked if there were any questions. Director BERG stated the District is favorable YTD by \$975,005 and staff are projecting to end the year \$938,861 better than budget. This success was from a combination of controlling expenses and pursuing revenue. This was noteworthy because of the aggressive budget set by staff for 2024. The projected surplus highlights potential opportunities to consider undertaking projects. President KNUDSON asked if the surplus was typically rolled over into the capital fund for the following year or used for unplanned expenses. Director BERG responded that it is used for both. It was a matter of balancing what capital money is needed for the future against projects under consideration. Projects with potential for revenue production could be particularly worthwhile to the District as a whole. Commissioner McGRATH shared that the comment section in the projections was very helpful to better understand substantial changes from budget or projections. A roll call vote was taken with Commissioners McGRATH, FRASIER, BURTON, ORTEGA, and President KNUDSON voting yes.

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

President KNUDSON asked if there was any correspondence. Director BERG presented a letter from the American Legion – Post 867 thanking Mundelein Park & Recreation District for a donation to their annual fundraiser. Director BERG shared three emailed letters from residents to Executive Director SALSKI which arrived too late to add to the agenda. The first email complimented the staff at Barefoot Bay. The second complimented the staff and course at Steeple Chase. And the last complimented the weed removal treatment at Diamond Lake.

President KNUDSON stated there was no Old Business.

President KNUDSON requested a motion to approve Semi-Annual Review of Job Descriptions. Commissioner BURTON moved to approve Semi-Annual Review of Job Descriptions, second by Commissioner ORTEGA. President KNUDSON repeated the motion, asked if there were any questions. None were raised. A roll call vote was taken with Commissioners BURTON, ORTEGA, FRASIER, McGRATH, 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 continued his Recreation Report by saying Barefoot Bay and Mundelein Community Center (MCC) were performing very well. MCC continues to offer Group X classes and memberships during normally quiet months. There were twenty-five (25) shelter rentals scheduled this year to date with fifteen (15) scheduled in the future. Director BERG continued the discussion from the Financial Report related to projects for consideration. The MCC needs updates to fitness equipment, flooring, and locker rooms. The community use of MCC has been strong and investment is needed to maintain membership and draw in new members. He added that flooring in the fitness and weights areas could be updated to match throughout to give a more cohesive appearance. Fitness equipment has been replaced in small quantities previously and much is now beyond their useful life or no longer repairable. Commissioner McGRATH asked if the District has budgeted for equipment replacement historically. Director BERG responded that typically \$10,000 - \$15,000 is budgeted annually, but the needs exceeded that. The amount would normally account for one or two machines but there were more than five machines that needed to be replaced.

Director BERG shared there were opportunities to invest in a new group of machines to bring technology and Artificial Intelligence (AI) into the fitness experience. The machines would allow the user to sign in and automatically adjust to fit their height, weight, and fitness goals. Then the user could use the app to bring fitness home with them. Commissioner McGRATH indicated that the project may be a tough sell to members, especially older members. Director BERG agreed, yet also acknowledged that the machines researched have had success with older populations and have shown improvement to their mental health and overall wellness. He added that sharing the benefits with members through messaging would be crucial to the success of the project. Director BERG continued with a Regent Center project, and the opportunity to bring dance programming into the facility. The dance program has grown so much that demand exceeds opportunity. Use of the Regent Center would allow classes to increase maximums without increasing staff requirements. The project would involve adding mirrors, a wall in the multi-purpose room, and a moveable dance floor to Rooms A & B. The drop ceiling may also be removed. The project would operate in parallel with the Regent Center Active Adult use – causing no negative impact. President KNUDSON asked if the multi-purpose room floor would be suitable. Director BERG answered yes. Commissioner FRASIER asked if rentals would be impacted at Regent Center. Director BERG answered that it would not necessarily have an impact. The hours would happen outside of dance programs. The revenue and program opportunity would be projected to exceed previous rental income. Director BERG finished by sharing that staff will return to the Board with more information in the future about all projects, including costs and potential revenue.

Director BERG summarized Director McINERNEY's Business Services & Technology report. He asked if there were any questions. None were raised.

Director BERG summarized Manager LAWRENCE's Marketing & Communications report. He shared that Manager LAWRENCE is working with members of the Recreation staff to utilize the District's registration platform, ActiveNet, to more effectively track customer engagement metrics. Director BERG explained that the metrics currently available to Manager LAWRENCE do not indicate conversion rate between marketing efforts and registration. This is an opportunity for exploration and improvement in the future.

President KNUDSON acknowledged the service anniversaries of Scott Schleiden 23 years, Nadia Guidry 3 years, and Sandra Fonseca 3 years.

There being no further business, Commissioner ORTEGA moved to adjourn at 8:05 p.m. seconded by Commissioner McGRATH. A voice vote was taken with all voting yes.



Secretary