

**LINDENHURST PARK DISTRICT
REGULAR MEETING OF THE BOARD OF PARK COMMISSIONERS
COMMUNITY CENTER BOARD ROOM**

August 13, 2019 - 6:00p.m.

CALL TO ORDER: The Regular Meeting of the Board of Park Commissioners of the Lindenhurst Park District was called to order by President Parkman at 6:00 p.m.

PLEDGE OF ALLEGIANCE: President Parkman led the group in the Pledge of Allegiance.

ROLL CALL:

Commissioners Present:	Dean Parkman	President
	Todd Solbrig	Vice President
	James Stout	Treasurer
	Victoria McCabe	Commissioner
	Sean Smith	Commissioner
Park District Staff:	Dave Mohr, Jr.	Executive Director/ Park Board Secretary
	Matthew Vanderkamp	Superintendent of Recreation Park and Grounds
	Dennis Carroll	Operations Manager Facility and Vehicle Operations Manager
	Jacob Andersen	Recreation Program Manager
	Katie Kozuch	Athletics Program Manager
	Zac Reimer	Safety Coordinator/ Recording Secretary
	Kristi Murray	
Others Present:	Irene Williams	Lindenhurst Resident

APPROVAL OF AGENDA: Commissioner Stout made a motion to approve the agenda as presented; Commissioner Smith seconded the motion. President Parkman declared the motion unanimously carried on a voice vote 5-0.

REVIEW OF MINUTES: Regular Meeting of the Board of Park Commissioners Minutes of July 9, 2019. Commissioner Smith made a motion to approve the minutes of the Regular Meeting of the Board of Park Commissioners of July 9, 2019; Commissioner Solbrig seconded the motion. President Parkman declared the motion unanimously carried on a voice vote 5-0.

PUBLIC PARTICIPATION: Mrs. Williams visited to discussion concerns about Meyers Beach condition. Mentioned that in her opinion, the beach has been declining since April and that the safety of the beach is a concern.

TREASURER'S
REPORT:

Discussion and motion to approve bills presented for this meeting.

Director Mohr presented the bill list for July 1, 2019 through July 31, 2019 in the total amount of \$123,693.51. Commissioner Solbrig made a motion to approve the bills presented for this meeting; Commissioner McCabe seconded the motion.

ROLL CALL:	Parkman	Aye
	Solbrig	Aye
	Stout	Aye
	McCabe	Aye
	Smith	Aye

President Parkman declared the motion unanimously carried on a roll call vote 5-0.

Update on Park District's finances and investments.

STAFF REPORTS: Parks Department

Dennis Carroll, Jr., Parks and Grounds Operations Manager, thanks the district for additional summer staff which allowed the completion of many projects throughout the summer, including in-house mowing on Monday and Wednesdays. All summer staff are finished working, and mowing has been turned back over to contractor. Working on mulching parks and designing soccer fields for fall season.

Jacob Andersen, Facility and Vehicle Operations Manager reported that he replaced a light in the hallway near the track. American Electric provided a quote to replace under track lighting, however additional work will need to be done to retrofit new lighting so the project is on hold for now. Originally purchased lights were returned. All vehicles are up to date with maintenance and safety lane. Sprinkler system in Phase 1 is no longer leaking; no further maintenance will be required at this point. Part-time custodial position is open.

Recreation Department

Katie Kozuch, Recreation Program Manager, reported that SRSNLC went to Waterford Wisconsin for their annual summer camp trip at an old boy scout grounds. Early childhood numbers have been down for music classes, but Friday classes are still going strong. Safety Town camp ended July 22nd and featured safety topics by local presenters. Little Crossing summer camp had 16 in 4-year-old and 8 in the 3-year-old camp. Preschool program only has 9 available spaces remaining for the school year.

Zac Reimer, Athletic Program Manager, reported that soccer ended in June. T-ball registration is at 67 children. Coaches meeting was hosted and there are 45-50 teams. Looking for additional coaches for teams and will be sending communications to that effect. Practice begins on August 19; games on Sept. 7.

Director Mohr reported that Renee Metzelaar, Recreation Program Coordinator, has had strong participation in Thursday cards, but lower numbers for aerobics. July 8th hosted Public Works guest speakers at Coffee Club where they discussed environmental topics. Director Mohr, Superintendent Vanderkamp and Coordinator

Murray attended a Coffee Club to assist in creating Amilia registration accounts. Added an additional date for the Gangster Cruise due to popularity. There were no Trips for All in July; August has Galena and Diamond Jo Casino. Shooting Stars Theatre Camps – Mary Poppins and Aladdin were well attended this summer.

Director Mohr reported that Mackenzie Derrick, Special Events & Dance Coordinator, had Movin' Monday on July 15th where attendees walked 1.5 miles at Oak Ridge. Looking to boost attendance in the GO Lindenhurst Program moving forward. Bubble Bash on July 18th filled with 40 attendees – much positive feedback and will definitely be doing again. Touch a Truck is on August 24th; trucks will be in the upper parking lot this year. Attended Lindenfest Parade with a superhero theme. Beginning to plan for Haunted Trail. Make up concert on August 21 at Parkman Pavilion will be Sushi Roll. Dance classes begins in September with 66 students currently registered.

Director Mohr reported that Lisa Behnke, Registration and Rental Coordinator, had 5 Community Center rentals in the month of July and 29 parks/shelter rentals. Registration statistics will be reviewed after the first month of Amilia usage.

Director Mohr reported that Matthew Vanderkamp, Superintendent of Recreation, attended multiple Amilia status and training calls in the month of July in preparation for going live with the software. He also attended various meetings throughout the month, including the SRSNLC board meeting and a Cost Recovery import meeting.

Marketing Department

Director Mohr noted that, Kathy Kohler, Marketing and Community Relations Manager, managed new press releases and flyers for programs and events in the Fall guide. Ordered 19,500 guides which were sent to 60046 plus fringe towns in Gurnee, Antioch and Spring Grove. Unplug Illinois campaign was highlighted on social media but received information too late to include in spring/summer guide. Assisted with launch of retro-fit website.

NEW BUSINESS: No new business.

OLD BUSINESS: Update on Smart Approach to Resource Allocation and Cost Recovery project. Executive Director Mohr reported that all data has been inputted but the software doesn't seem to be calculating properly. He has been working with the company to rectify the situation, but it has prevented him from having the Cost Recovery meeting.

PRESIDENT'S
REPORT:

Commissioner's Report

President Parkman attended the IAPD Legislative meeting at Thunderhawk in July. Commissioner McCabe appreciated the updated mobile website navigation.

DIRECTOR'S
REPORT:

Update of various administrative activities; capitol and safety improvements, legal updates, intergovernmental cooperation, annual audit, website, registration software etc.

Executive Director Mohr reported that the lower parking lot construction is complete. Concrete replacement and landscaping restoration has been finished. Next projects will be to discuss Tot Lot surfacing and Phase 1 bathroom updates. Governor signed in seven bills to law, none of which will apply directly to LPD. Intergovernmental cooperation has been successful again this summer with enhanced concert participation. Suggestion to add additional port-o-lets at the Lehmann location to accommodate attendees. IGA participants will need to further discussion the future of the fireworks. Annual audit questionnaire was mailed to Board Members and should be completed and submitted. District will consider an RFP for next year's audit. Post-employment retirement benefit study will not be necessary. Website retrofit is active and working well. Website is secure and mobile-friendly, and very user-friendly for staff and customers. Registration software transition began on July 30 – registration begin for residents on August 6. Software has been a very simple navigation for staff and customers; we are still working through kinks but staff are very pleased with transition. DCFS visited on July 24th with a complaint about or preschool program, Director Mohr also contacted Ancel/Glink at the time of the visit. Communication from our lawyer was given to the DCFS staff at that time, and they would also be contacting the State's Attorney's office. DCFS had contacted us asking for materials for registration of the two-and-half-year-old program, which staff provided to them.

SAFETY
AND RISK
MANAGEMENT:

Monthly Report; Safety Coordinator

Kristi Murray, Safety Coordinator, reported that she distributed communication to over 3000 active Park District customers that would assist them in creation of new accounts in Amilia. Assisted Director Mohr with review of new website as well as Amilia content to ensure accuracy for customer use. Worked with PDRMA to finalized claim for District van incident from April. Reviewed and updated training documents for upcoming Lunch and Learn as well as Fall Safety training for part time staff.

Review Park District's Accident/Incident Reports

There were six accident/incident reports for the past month. On July 1, a summer camp participant hurt their ankle by jumping from a piece of playground equipment. On July 11, a summer camp participant hit his head on the ground while playing catch. On July 11, a summer camp participant hit his head while running at the splash pad. On July 12, a summer camp participant received a bloody nose after falling at Meyers Beach. On July 15, a summer camp participant hit his head and bit his lip after falling under the camp tent. On July 19, Coordinator Metzelaar backed bus #31 into a pile of mulch, thereby detaching the exhaust pipe from the vehicle.

CORRESPONDENCE: Village of Lindenhurst update; discussion.

Waste water treatment plant pipe replacement was approved at the August meeting. ERIN program won the Illinois Community Safety and Service recognition award in over 100 entries. Lindenfest had some small changes but moved forward with the festival and overall event went off without a hitch. Had additional police presence from Lindenhurst as well as under cover Lake County Sheriff department. Route 45 project is expected to be complete by fall; Grand Ave project is behind completion deadline.

Village of Lake Villa update; discussion.

Nothing to report.

Lake Villa Township Lions Club update; discussion.

Nothing to report.

Lindenhurst/The Lakes Kiwanis Club update; discussion.

Nothing to report.

Lake Villa District Library update; discussion.

New library opened August 5.

ADJOURNMENT: There being no further business to discuss, Commissioner McCabe made a motion to adjourn the meeting at 7:03p; Commissioner Smith seconded the motion. President Parkman declared the meeting adjourned on a unanimous voice vote 5-0.

RESPECTFULLY SUBMITTED,

Kristi Murray
Recording Secretary

David Mohr, Jr.
Executive Director & Park Board Secretary

Approved by me this _____ day of _____, 2019.

Dean A. Parkman – President
Board of Park Commissioners