

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

September 10, 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

Others Present: Catherine Barth Recording Secretary

APPROVAL OF AGENDA: Commissioner Smith made a motion to approve the agenda as presented; Commissioner Solbrig 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 August 13, 2019. Commissioner McCabe made a motion to approve the minutes of the Regular Meeting of the Board of Park Commissioners of August 13, 2019; Commissioner Smith seconded the motion. President Parkman declared the motion unanimously carried on a voice vote 5-0.

PUBLIC PARTICIPATION: Nothing to report.

TREASURER'S REPORT: Discussion and motion to approve bills presented for this meeting. Commissioner Stout presented the bill list for August 1, 2019, through August 31, 2019, in the total amount of \$222,078.98. Commissioner Smith made a motion to approve the bills presented for this meeting; Commissioner Stout seconded the motion.

ROLL CALL: Parkman Aye
Stout Aye
Solbrig Aye
McCabe Aye

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

Update Park District's finances and investments.

The Park District is currently through 1/3 of the fiscal year. The corporate account will see an adjustment regarding health insurance in December as a retired employee will no longer be receiving benefits. Parks Services will be affected as some park courts needs crack repairs. Due to seasonal staff leaving, contractual mowing now includes four of the most expensive parks. In terms of computer hardware and software, the District pays 1% for every transaction for use of Amilia. Finally, we are monitoring trips as they may be bringing in less revenue than the trip expenses, but this needs to be phased in. The district already subsidizes staff costs, fuel and vehicles for this account.

STAFF REPORTS:

Parks Department

Executive Director Mohr noted that Dennis Carroll, Jr., Parks and Grounds Operations Manager, reported that Meyers Beach needed work, the beach has essentially been redone. Soccer season started, and much of the time was spent getting those fields ready. Park maintenance has continued in terms of weed pulling, tree trimming, and pruning. Of extreme importance, the boardwalks at John Janega Park need to be replaced. Quotes on the John Janega projects are being gathered including the gazebo, with gazebo work expected to be completed before winter and next year, respectively. We have also received two quotes for filling cracks at some courts. Executive Director Mohr noted that Jacob Andersen, Facility and Vehicle Operations Manager, reported on the day-to-day maintenance and facility maintenance. New toilet paper dispensers have been installed at Mallard Ridge. Floors have been refinished in Multi A/B, the preschool, and the upstairs hallways. There were some clogged toilets after the Touch-a-Truck event, and Manager Andersen will follow up with Colette & Ano. Vehicles are up-to-date on maintenance and safety lane inspections. Finally, the splash pad is shut down and winterization is complete.

Recreation Department

Superintendent Vanderkamp noted that Katie Kozuch, Recreation Program Manager, reported that 7 programs ran throughout August with 27 total registrations for active programs through SRSNLC—Lindenhurst. The preschool 2019-2020 numbers are up from last year, and the preschool will be hosting a fundraiser through ButterBraid, which will run through October 7th. Superintendent Vanderkamp noted that Zac Reimer, Athletic Program Manager, reported that fall soccer currently has 553 players, which is an increase from last year, with the first games starting last week. Open gym numbers are also up. Superintendent Vanderkamp noted that Renee Metzelaar, Recreation Program Coordinator, reported that Superintendent Vanderkamp spoke to the Active Adult Coffee Club on August 12th, and the next meeting will be with State Bank of the Lakes Lindenhurst Branch Manager Connie Barszcz regarding Senior Money Smart Class. Finally, the Trips for All included Galena and Diamond Jo Casino and was fully registered. Superintendent Vanderkamp noted that Mackenzie Derrick, Special Events and

Dance Coordinator, reported that the Lindenfest parade included a beautiful new truck on the parade path. Also, Touch-a-Truck was a success with 11 vehicles appearing and over 1000+ participants. First American Bank provided free sno-cones, and Forest Orthodontics and Pediatric Dentistry came with their ice cream truck, handing out popsicles. The Haunted Trail and Bonfire is around the corner. Finally, 76 students have signed up for 12 dance classes. Superintendent Vanderkamp noted that Lisa Behnke, Registration and Rental Coordinator, reported on rentals for 2 nerf parties and 2 volleyball ½ gym rentals. Park rentals are at 18 for the month of August. Superintendent Vanderkamp finally noted that there is some fine tuning that needs to occur for financial reports for Amilia. There are also two new coordinators this year for Before and After Program, but they have experience at the Park District, so the transition has been going well. Thanks to Director Mohr, the switch to Durham (Lake Villa) has proven to be a success with excellent communication thus far.

Marketing Department

Director Mohr noted that, Kathy Kohler, Marketing and Community Relations Manager, has been working on press releases for upcoming special events and programs. She has sent dates to the Village for their newsletter. Little Trike Media was here for an event, which went very well. Manager Kohler has also submitted dates for the 2020 town calendar and is working on the 2020 winter program guide. Raymond Chevrolet was such a huge sponsor for the Music in the Park, so the District created a poster to thank them and delivered it along with t-shirts; Mr. Scarpelli personally crafted a Facebook message thanking the Park District. Finally, the Haunted Trail and Bonfire has been overwhelmingly received on Facebook, reaching over 24,000 people.

NEW BUSINESS: Phase 1 Bathroom renovation
Executive Director Mohr reported that he will be the construction manager on this renovation to save the District significant funds. He can personally hire subcontractors and forego the bid process in order to streamline the renovation. This project will move forward this winter in the hopes to be completed in a few months.

OLD BUSINESS: Update on Smart Approach to Resource Allocation and Cost Recovery project.
Executive Director Mohr reported that everything has been correctly inputted. He has started putting in ranges for each of the cost recovery service categories. He will also start to create policies to present to the Board, including the strategic direction, which can then be implemented. Based on the information collected, the spring/summer guide will begin to implement these policies and direction.

PRESIDENT'S REPORT: Commissioner's Report
Executive Director Mohr and Commissioner Parkman will be attending NRPA.

The fire district plan to hold a re-open of station 2 and showcase new ladder truck. They have also hired their first full-time staff, a battalion chief.

DIRECTOR'S
REPORT:

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

Executive Director Mohr reported that the roof of the gazebo at John Janega Park has been fixed. However, the boardwalk has become waterlogged over the years, so it needs to be completely replaced as it is quickly becoming a safety issue. The District is looking at various sustainable materials which to replace it as well as collecting information, getting estimates, and considering other various means of improvement, such as a fishing pier or lookout point. The playground was custom built and wrapped in wood, so it will need to be repainted. Executive Director Mohr has set a meeting with the IGA to talk about next year in hopes to scale back some expenses while maintaining variety for LMP. Regarding the audit, report is expected in the next two months. Finally, the District has been able to put additional items on the new website.

SAFETY
AND RISK
MANAGEMENT:

Monthly Report; Safety Coordinator

Director Mohr noted, Kristi Murray, Safety Coordinator, held fall safety training for staff, organized paperwork for document destruction, and reviewed staff safety training for new hires as well as safety orientation for volunteers.

Review Park District's Accident/Incident Reports

There was one incident report: a Jazzercise participant left class early after complaining of difficulty breathing and pain as well as vomiting. EMS was called. The District has checked on the participant who is doing fine.

CORRESPONDENCE: Village of Lindenhurst update; discussion.

Nothing to report.

Village of Lake Villa update; discussion.

Nothing to report.

Lake Villa Township Lions Club update; discussion.

The semi-annual pancake breakfast will be held in November. Also, February 15th will be Comedy Night.

Lindenhurst/The Lakes Kiwanis Club update; discussion.

Nothing to report.

Lake Villa District Library update; discussion.

The Open house and ribbon cutting for new library will be held Sunday, September 15, at 1:00pm.

ADJOURNMENT:

There being no further business to discuss, Commissioner McCabe made a motion to adjourn the meeting at 6:54; Commissioner Smith seconded the motion. President Parkman declared the meeting adjourned on a unanimous voice vote 5-0.

RESPECTFULLY SUBMITTED,

Catherine Barth
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