

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

**November 12, 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
	Sean Smith	Commissioner
	Victoria McCabe	Commissioner
Park District Staff:	Dave Mohr, Jr.	Executive Director/ Park Board Secretary
	Kristi Murray	Superintendent of Recreation & Risk Management
Others Present:	Catherine Barth	Recording Secretary
	Dawn Suchy	Park Board Liaison/Village Trustee
	George Weckbacher	Lindenhurst Resident

**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 October 8, 2019. There was a correction made to the minutes of October 8, 2019: the marketing department reported that something new for the Holiday Tree Lighting will be a dressed-up yeti and elf (not inflatable as was reported). Commissioner Smith made a motion to approve the minutes of the Regular Meeting of the Board of Park Commissioners of October 8, 2019; Commissioner Solbrig seconded the motion. President Parkman declared the motion unanimously carried on a voice vote 5-0.

**PUBLIC PARTICIPATION:** Lindenhurst resident George Weckbacher inquired about the status of the preschool program. President Parkman responded to the inquiry that the program is running. Resident Weckbacher inquired if the District has applied for a license. President Parkman responded to the inquiry that the District has not applied for a license as they do not need one as advised by legal counsel. The District will continue to run the program. Neither party has heard back from state's attorney's office.

TREASURER'S  
REPORT:

Discussion and motion to approve bills presented for this meeting.

Commissioner Stout presented the bill list for October 1, 2019, through October 31, 2019, in the total amount of \$94,213.85. Commissioner Smith made a motion to approve the bills presented for this meeting; Commissioner McCabe seconded the motion.

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

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

STAFF REPORTS:

Parks Department

Executive Director Mohr noted that Dennis Carroll, Jr., Parks and Grounds Operations Manager, reported that the Haunted Trail was incredibly successful. Parks and Grounds spent an inordinate amount of time getting the trail ready for the event, and it showed. They continue with park maintenance, pruning trees when time permits. The boardwalks at John Janega Park are still being monitored; the District is awaiting a quote but still ensure that it is safe to cross. Furthermore, the gazebo roof replacement has begun. Parks and Grounds have started to get ready for the Holiday Tree Lighting. With the change in weather, salt spreaders and plows have been attached to the trucks. Executive Director Mohr noted that Jacob Andersen, Facility and Vehicle Operations Manager, reported that they are working on maintenance in the building. The roof repairs are complete. Of utmost importance was the discovery of water coming into the preschool closet A; there was a leak in the women's bathroom and has been leaking for quite some time. Those bathrooms will need to be refinished sooner rather than later. Executive Director Mohr recommended that Camosy be the lead on this project if possible so it can be completed in a timely manner. Furthermore, regular maintenance has been performed on the busses and wheelchair lifts. Safety lane inspections for all trucks has been completed. Finally, some of the trucks have had recalls, and all have been repaired.

Recreation Department

Superintendent Murray reported that Amelia is working really well with what the customers see, but it is not as clear when it comes to reporting. Superintendent Murray is working with Amelia customer service who have proven to be quite helpful. Furthermore, the winter program guide was reviewed and went to print. Additionally, open enrollment began for insurance. Regarding the Before and After School Program, there is a new PM coordinator, which also allows the opportunity to retrain and get all staff on track with this transition. A goal with this transition is to separate the children into age brackets and rotate activities appropriate for each bracket. Finally, the District has been working closely with Durham to allow families that need flexible care to use the District as a bus stop. Superintendent Murray noted that Katie Kozuch, Recreation Program Manager, reported that the SRSNLC annual Halloween Barn Bash was successful, even without the hayride due

to weather. The volleyball season ended at the fall games tournament in Rockford with a third-place achievement. In terms of the Early Childhood Program, preschool enrollment is up from the past year, emphasizing how successful the program has been. The Butter Braid fundraiser raised over \$2,000 for the program, and rather than the traditional glove and hat drive, the Engle Junction Preschool in conjunction with the Park District will run a Toys for Tots collection. The Village will check if they can put a box there, as well. Superintendent Murray noted that Zac Reimer, Athletic Program Manager, reported that fall soccer had to cancel some of the games due to weather and poor field conditions; however, most teams played 5/7 or 6/7 games. Spring season information is out, and registration has started. In terms of adult programs, yoga and Brave Way are running with 7 registrants.

Superintendent Murray noted that Mackenzie Derrick, Special Events & Dance Coordinator reported that the Haunted Trail was incredibly successful with over 2,000 people in attendance. A special thank you goes out to the Board and Park District for all of the support they provided. As a note, the event could utilize one generator next year rather than two, or lights could be moved into the parking lot. Furthermore, the unicorn party on November 3 was full with 20 couples. Fall dance classes started in September with 13 classes running with approximately 100 students; recitals begin in January. Coordinator Derrick is currently prepping upcoming events. Renee Metzelaar, Recreation Program Coordinator, reported that while Active Adult Aerobics experienced lower participation this month, Mahjongg and Monday Cards maintains an average of 10 participants. The Active Adult Coffee Club welcomed Nina Kenney from the Lake Villa District Library as the guest speaker. The annual Halloween Party was a success with 17 participants for the scarecrow-themed celebration. The Active Adult Trips for October experienced a fully-registered Gangster and Ghost Tour, and the Trips for All for October experienced a fully-registered Soldier Field VIP Tour, which was a collaborative trip with SRSNLC. The cooking classes, including iCook Cooking Class for Kids and the What's Cooking at Lehmann Mansion, continue to be popular.

#### Marketing Department

Director Mohr noted that, Kathy Kohler, Marketing and Community Relations Manager, reported that the Winter 2020 Program Guide is out with a newly designed cover, and 20,000 copies are being distributed including a new area in Spring Grove; it has seemed beneficial to target new areas. The Daily Herald City Spark Calendar, the Village Newsletter, and Connections Magazine will all feature some of the District's programs and events. The 2<sup>nd</sup>-8<sup>th</sup> grade basketball flyers have been created and delivered. Regarding social media, the District currently has 3,383 Facebook followers, a newly acquired Snapchat filter was utilized 2,392 times at the Haunted Trail, and a Haunted Trail video is viewable on the District's Facebook page.

#### NEW BUSINESS: Discussion and motion to approve IAPD Credentials Certificate for annual designated delegates.

The IAPD Credentials for designated delegates has seen no changes from the past year. Commissioner Solbrig made a motion to approve the IAPD Credentials Certificate for annual designated delegates; Commissioner McCabe seconded the motion.

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

Discussion and motion to approve revisions to Personnel Policy Manual due to the Cannabis Regulation and Tax Act (410 ILCS 705 et seq.) effective January 1, 2020. Executive Director Mohr reported on revisions to the Personnel Policy Manual due to the Cannabis Regulation and Tax Act (410 ILCS 705 et seq.). The sections altered include the following: “medical examination,” “sobriety and substance abuse,” “definitions,” “use of legal drugs,” and “pre-employment screening.” Commissioner Smith made a motion to approve revisions to Personnel Policy Manual due to the Cannabis Regulation and Tax Act (410 ILCS 705 et seq.) effective January 1, 2020; Commissioner Solbrig seconded the motion.

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

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

OLD BUSINESS: Update on Smart Approach to Resource Allocation and Cost Recovery project. Executive Director Mohr provided a hardcopy of the Park District’s Financial Sustainability Policy. He asked the Board to review the Policy; he will bring it to the next Board meeting for approval. This will allow for the policy’s implementation before staff submits their spring/summer program guide details.

PRESIDENT’S REPORT:

Commissioner’s Report

Commissioner Parkman will attend the legislative meeting in Oak Lawn. Because of his long commitment to the Park District, he will be honored in the Legends Video Interview, which will include the history of the District, how Commissioner Parkman got involved, and his overall journey. This video will be displayed on social media. Congratulations to Commissioner Parkman for such a well-deserved honor.

Commissioner McCabe commented that the Haunted Trail was a fantastic event with a wonderful turnout. Furthermore, the basketball evaluations identified a strongly positive return. Kids are attending open gym and making use of that availability, which is especially helpful on colder days.

Commissioner Stout reported the fire department has a monumental first: Commissioner Stout swore in the first three fulltime pensionable battalion chiefs. The fire department also renovated station 2 thanks to Camosy Construction and managed to stay open 24/7 during construction. After the completion, they hosted a packed open house. Commissioner Stout commented that station tours are always an option for interested parties.

DIRECTOR'S  
REPORT:

Update of various administrative activities; capitol and safety improvements, legal updates, intergovernmental cooperation, future capitol projects, audit, PARC grant, registration software, etc.

Executive Director Mohr reported that he had previously brought up the option of him becoming the construction manager for the bathroom renovation for phase 1; with the time of year and urgency of the project, he now recommends that Camosy Construction be hired to complete the job as they will be able to do the entire project in a few weeks. This decision can be made at a future Board meeting. Furthermore, Executive Director Mohr continues to have meetings regarding summer concerts and will receive more information regarding finalized bands for the next Board meeting; this will then allow for sponsor planning. Additionally, he has received a quote to redo the playground and surface for the tot lot. At Lewis Park, the basketball courts need to be redone. Mallard Ridge needs the driveway into the parking lot redone. At John Janega Park, the gazebo roof has been redone, the boardwalk is still an upcoming project, and the playground will be painted next year. Moreover, Executive Director Mohr will have the audit in hand by November 15, it will be filed by the financial advisor and be ready for approval at the next Board meeting. Lastly, Executive Director Mohr and Superintendent Murray will be attending the two and half day Amilia Training Program at the Amilia offices.

Discussion and motion to approve the official determination of amount to be levied—2019 Tax Levy and required Truth in Taxation Law Resolution to be approved December 10, 2019.

Executive Director Mohr presented the official amount to be levied, 4%, with the ordinance to be approved at the next Board meeting. Commissioner Smith made a motion to approve the official determination of amount to be levied according to the 2019 Tax Levy and required Truth in Taxation Law Resolution; Commissioner McCabe seconded the motion.

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

SAFETY  
AND RISK  
MANAGEMENT:

Monthly Report; Superintendent of Recreation and Risk Management

Kristi Murray, Superintendent of Recreation and Risk Management, reported on the district-wide fire drill. The plan is to start incorporating other participant groups to provide experience in that scenario. Superintendent Murray also continues to meet with PDRMA to begin phasing into the Loss Control Review process.

Review Park District's Accident/Incident Reports

Superintendent Murray reported that there were five accident/incident reports from the past month. A Before and After school participant tripped down the bleacher stairs in the gym and hit his chin on one of the bleacher steps. A Before and After school participant slipped and hit his face on a conference room table. A Before and After school participant fell on another participant's head while playing soccer, which caused him to hit his head on the gym floor. A Before and After school participant slipped and fell, bruising her upper back. Finally, a Before and After school participant got hit in the nose with a football, causing a bloody nose.

Review of Park District's Property Loss Reports.

Superintendent Murray reported on the annual review of loss reports. There are two open claims with PDRMA for damage from the hail/wind storm from May 2018. The District is waiting on some replacements in the event that future improvements in the same area need to be made. The final open claim is the gym ceiling roofing issue. The repairs are finished, but the District is waiting for final contact from insurance.

CORRESPONDENCE: Village of Lindenhurst update; discussion.

The Village receives inquiries regarding Lewis Park and the basketball courts as they are the only full courts in the area. The Village is pleased to hear those courts will be replaced. Additionally, the Aha! Resale Shop received a special permit to spay and neuter animals 3 days a week. Moreover, Public Works oversaw the installation of new tracking software in the snowplow trucks, which will keep plow drivers more accountable as well as aid with scheduling. The waste water treatment project has finished. Finally, the Village has received an overwhelmingly positive response regarding the Hastings Lake Trail connection, which should be finished next year.

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.

The Lakes Kiwanis Club was recognized with a proclamation for their 25<sup>th</sup> anniversary. Though many participants were unable to attend because of inclement weather, Trustee Suchy would like to commend the Club for their remarkable accomplishments.

Lake Villa District Library update; discussion.

Nothing to report.

ADJOURNMENT: There being no further business to discuss, Commissioner McCabe made a motion to adjourn the meeting at 7:10; Commissioner Solbrig 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.

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Dean A. Parkman – President  
Board of Park Commissioners