

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

**January 28, 2020 - 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

**APPROVAL OF AGENDA:** Commissioner Smith made a motion to approve the agenda with one edit: delete the “review of minutes” for the agenda; Commissioner Stout 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 January 14, 2020. Review of Minutes from January 14, 2020 will be reviewed and approved at the next Regular Meeting on February 11, 2020.

**PUBLIC PARTICIPATION:** No public participation.

**DIRECTOR’S REPORT:** Update on Tax Levy for tax year 2019. Executive Director Mohr reported that the county called regarding some incorrect figures regarding the Levy in the District’s favor: additional funds were added to corporate fund than originally budgeted for. The approval stands.

General discussion of First Draft for Proposed Year End Estimates of Fiscal Year 2019-20 and Proposed Fiscal Year 2020-21 District-wide Budget. Executive Director Mohr reviewed the first draft of the budget with the Board and noted the following:

The Corporate Fund demonstrates strong interest accumulation. The Postage Account should stay relatively consistent though the District is striving to reduce mailing. The Continuing Education Account covers conferences and seminars Executive Director Mohr attends. The Mileage Expense Account decreased in spite of the gas tax. Computer Hardware/Software is now divided into three accounts and which is reflected in the Recreation Account to gain a better perspective on what the District is spending and where those costs are focused.

The Park Operations Fund includes the Part-Time Park Staff Wages Account, which is split with the Parks and Receptions Fund. Field Improvements remains consistent, though there will be some filling of lot and court cracks needed in the future. Preventative Maintenance has been consistently low and remains so. The Equipment Storage Account includes two storage containers on site. The Tools Account is lower as the District does not foresee any upcoming purchases. The Playground Equipment is in fairly good shape with minor replacements in the future. The District is hoping to replace 2-3 signs at different locations. Capital Improvements will focus on John Janega Park, Mallard Ridge Park, and Lewis Park.

The Facility Operations Fund mirrors that of the Park Operations. There was an increase in the Contractual Staff Wages due to the newly added custodian position; this will be edited in draft two. Contractual Preventative Maintenance remains low. The Water Account will increase at year end after Village credits due to meter misreading are extinguished. Supplies and Materials predominantly covers cleaning supplies. Capital Improvements and Equipment focuses on the Phase 1 bathroom renovations.

The Fleet Operations Fund includes those for storage of the wheelchair bus at the Village Hall, which should help with wear and tear. The salt spreader on the pickup truck has broken, which will adjust proposed funds for next year. The Fuel Account is district-wide and includes all mowing and snow-blowing.

In the Recreation Fund, Program Revenue will change depending upon registration for upcoming programs. Miscellaneous Revenue/Donations includes program guide ads. An edit for the second draft will be the Registration/Rental Coordinator Wages, which will be split among five accounts. Professional Services was affected by the Master Plan and the Cost Recovery Project. Social Media has been flourishing in the District, so that will be an exciting account to use and grow in the future. The Continuing Education Account demonstrates an increase because twice as many staff are going to conferences. Computer Hardware/Software includes Amilia processes and the website overhaul, which is not only visually appealing but also user friendly.

The Beach/Spray Park Fund sees roughly ten rentals a year. The District is considering taking advantage of pre-opening AM times to maximize rental opportunities.

The Special Events Fund includes the Easter egg hunt; Live Music in the Parks, including 14 concerts; the Haunted Trail and bonfire; and the Holiday Tree Lighting. Also, any non-preregistered special events will be included under this fund.

The Engle Junction Preschool Fund includes both preschool and enrichment programs, broken up between resident and non-resident. Preschool Staff Wages shows a 4% increase. Contractual Services includes printing for preschool activities. Capital Improvement and Equipment will go towards the playground and resurfacing.

The Athletics and Fitness Fund shows a slight increase in Program Revenue because of initial difficulty in processing refunds with the new Amilia software. Part-time Staff Wages is a new account to track part-time staff versus contractual staff. Contractual Preventative Maintenance will include new equipment, equipment inspections, and fans for the gym. Capital Improvements and Equipment will be adjusted in the second draft.

The Before/After School Program Fund includes the Program Revenue Account which accounts for both resident and non-resident registration. Staff Wages includes an increase in minimum wage. Transportation Costs includes the Durham contract. The Active Adults/Trips Fund is challenging to budget for with new staff changes. Trip Expenses are similar to previous years.

The In-House Youth Soccer Program Fund shows a slight increase in fees in the Program Revenue Account. Staff Wages includes referees, but with a recently discovered shortage of referees, that account may change. The District has a decent amount of inventory to use before ordering from the Uniforms/Apparel Account. Contractual Mowing and Herbicide has a larger increase, though improvements are smaller due to good field conditions.

The Camp Exploration Fund will include changes in the hopes to increase registration. New camps this year, including half-day options, will expand the offerings to hopefully bring in new registrants. In the Dance Program Fund, the Facility Rental covers costs for the recitals at the high school. Materials and Supplies focus on dance costumes.

The Audit Fund includes the Property Tax Levy for 2019. Accounting Services will include a 1-3 year agreement. The Special Recreation Fund includes the Part Time Wages for inclusion aides. Facility Construction/Improvement Account includes ADA-related facility improvements like water fountains and elevators.

The Retirement (IMRF) Fund and Social Security (FICA) Fund contains the Property Tax Levy for 2019. The Insurance and Liability Fund has increased since property tax revenue has decreased. Capital Improvements/Equipment includes insurance reimbursement for the roof repairs. The Bond and Interest Fund, too, shows no surprises as the Tax Levy covers it. The Site and Construction Fund includes some changes. Developer Impact Fees include impact fees or land/cash developer donations; the District is anticipating activity in this account. The Community Center Development Account strives to cover the addition of a new multipurpose room at the community center.

Upcoming Capital Projects include the construction for the bathrooms, replacing the playground equipment and resurfacing the tot playground, the Mallard Ridge

parking lot and driveway, the Lewis Park basketball court, and painting the playground at John Janega Park.

Executive Director Mohr will continue to review the budget and update numbers for the second draft.

ADJOURNMENT: There being no further business to discuss, Commissioner McCabe made a motion to adjourn the meeting at 7:48; 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 \_\_\_\_\_, 2020.

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Dean A. Parkman – President  
Board of Park Commissioners