

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

December 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
Todd Solbrig
Sean Smith
Victoria McCabe | President
Vice President
Commissioner
Commissioner |
| Park District Staff: | Dave Mohr, Jr.

Kristi Murray | Executive Director/
Park Board Secretary
Superintendent of Recreation
& Risk Management |
| Others Present: | Catherine Barth
Dawn Suchy | Recording Secretary
Park Board Liaison/Village
Trustee |
- 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 4-0.
- REVIEW OF MINUTES:** Regular Meeting of the Board of Park Commissioners Minutes of November 12, 2019.
Commissioner Smith made a motion to approve the minutes of the Regular Meeting of the Board of Park Commissioners of November 12, 2019; Commissioner McCabe seconded the motion. President Parkman declared the motion unanimously carried on a voice vote 4-0.
- PUBLIC PARTICIPATION:** No public participation.
- TREASURER'S REPORT:** Discussion and motion to approve bills presented for this meeting.
Executive Director Mohr presented the bill list for November 1, 2019, through November 30, 2019, in the total amount of \$399,652.28. Commissioner Smith made a motion to approve the bills presented for this meeting; Commissioner Solbrig seconded the motion.

ROLL CALL: Parkman Aye
Solbrig Aye
Smith Aye
McCabe Aye

President Parkman declared the motion unanimously carried on a roll call vote 4-0.

Update Park District's finances and investments.

Executive Director Mohr discussed that the finances and investments were as expected with no surprises. The recently completed roof repairs were covered under insurance, identified and labeled as "wind damage," (discussed further in the Director's report).

Discussion and motion to approve independent auditing from Sikich LLP, completed Lindenhurst Park District and Management Letter of the Combined Financial Statements as of and for the Fiscal Year Ended April 30, 2019.

Commissioner Parkman had a question about the Reconciliation Review and Approval clause, not requesting a change, but for it to be considered. Commissioner Solbrig made a motion to approve the independent auditing from Sikich LLP; Commissioner McCabe seconded the motion. President Parkman declared the motion unanimously carried on a voice vote 4-0.

Statement of Receipts and Disbursements year ending April 30, 2019.

The statement of receipts and disbursements for the year ending April 30, 2019 has been received and posted.

Approve Ordinance No. 19-12-04 of the Park District 2019 Tax Levy; ordinance based on Park Board action taken 11/12/19 Regular Meeting of the Board of Park Commissioners.

Executive Director Mohr reported that the Liability and Insurance Fund was adjusted to account for IMRF. Commissioner Smith made a motion to approve Ordinance No. 19-12-04 of the Park District 2019 Tax Levy; Commissioner Solbrig seconded the motion. President Parkman declared the motion unanimously carried on a voice vote 4-0.

STAFF REPORTS:

Parks Department

Executive Director Mohr noted that Dennis Carroll, Jr., Parks and Grounds Operations Manager, reported that park maintenance continues. The boardwalks at John Janega Park are still being monitored; with the tremendous amount of rainfall this past fall, the park is currently flooded. The District has yet to receive a quote for replacement. The gazebo roof has been replaced and looks stunning. The same will be done to the Mallard Ridge gazebo next year. Furthermore, all holiday lights are up and look beautiful. Finally, the District will be plowing the Bonner Farm side of the parking lot since the District uses the forest preserve for the hayride. Executive Director Mohr noted that Jacob Andersen, Facility and Vehicle Operations Manager, reported that Pieper Electric performed some necessary electrical repairs. Automatic Door Authority fixed sensors on one of the auto doors. Colette and Ano repaired a leaky fountain in the gym. ServPro was out in November to clean duct work and recommended another cleaning in 10 years. The busses are up to date on

safety lane inspections, and both trucks are prepped to salt and snow. Finally, the District is still interviewing for the custodian position.

Recreation Department

Superintendent Murray reported that the District began reviewing budgets and discussing with staff about their proposed budgets. Superintendent Murray attended Train the Trainer at Amilia in Montreal, which was very informative and beneficial regarding learning the software as well as providing Amilia with feedback since implementation. The District still has weekly phone calls with Amilia customer service. Superintendent Murray noted that Katie Kozuch, Recreation Program Manager, reported that the annual Turkey Twist was tremendously successful with an incredible 93 more participants than last year. Manager Kozuch greatly appreciated the aid of Managers Kohler, Reimer, and Andersen for helping with gym set-up and thanks Superintendent Murray for assisting with concurrent functions. Furthermore, the preschool is getting ready to plan for the 2020-2021 school year with the family open house scheduled for January 8th. The Winter Guide was distributed with listed preschool fees that will need to be adjusted and presented to parents when they enroll. Superintendent Murray noted that Zac Reimer, Athletic Program Manager, reported that Player Evaluation Day was held in early November with outstanding results. The program was so successful that it has increased by 4 teams, and a total of 30 players. Games will start in January. Furthermore, Commissioner McCabe remarked how incredibly popular and successful open gym has been. Superintendent Murray noted that Mackenzie Derrick, Special Events & Dance Coordinator reported that the widely popular Flannels and Flapjacks has been increased to 50 couples. Daddy Daughter is almost full, as well. Coordinator Derrick was busy prepping for the tree lighting and is starting to book for the summer Concert in the Park series. Finally, the fall dance recital has been changed to June 20th. Superintendent Murray remarked that Renee Metzelaar, Recreation Program Coordinator, reported that the Lake County Forest Preserve presented during the Active Adult Coffee Club. The Andrews Sisters Musical Review was full; Let's Do Lunch at Sawa's Old Warsaw Restaurant was full with a waitlist, as well; and the Wreath Factory and Cedarburg was full with a waitlist, too. Cooking classes, including iCook Cooking Classes for Kids and What's Cooking at Lehmann Mansion continue to be popular. Finally, Superintendent Murray noted that Lisa Behnke, Registration and Rental Coordinator declared that winter registration began in the middle of November. Coordinator Behnke has worked on troubleshooting Amilia and has a scheduled call with the Amilia rep to enhance training. Rentals in November consisted of 3 ½ gym rentals. Of great excitement is Coordinator Behnke accepting the position of Guest Services Manager.

Marketing Department

Director Mohr noted that, Kathy Kohler, Marketing and Community Relations Manager, reported on working with Manager Behnke to deliver the Winter 2020 Program Guide. Those guides have been delivered to several businesses around town and local areas, as well. Spring/Summer 2020 Program Guide information is due by January 13. Manager Kohler is working on planning the staff holiday party, attended Lunch and learn, and completed invoices for gym signs. Finally, it was proudly noted that the District currently has 3,422 Facebook followers.

NEW BUSINESS: Discussion and motion to approve Lindenhurst Park District Financial Sustainability Policy and including the model as a Strategic Direction for 2020-2022
Commissioner Smith made a motion to approve Lindenhurst Park District Financial Sustainability Policy and include the model as a Strategic Direction for 2020-2022; Commissioner Solbrig seconded the motion. President Parkman declared the motion unanimously carried on a voice vote 4-0.

OLD BUSINESS: Update on Smart Approach to Resource Allocation and Cost Recovery project.
Executive Director Mohr echoed his earlier recommendation to not move forward with the study but has yet to formally announce it. The District will use the information gained as part of their master plan moving forward.

PRESIDENT'S REPORT: Commissioner's Report
President Parkman noted that he suggests the Community Service Award be presented to Burris Equipment for their support over the years of Haunted Trail and Bonfire special event. Finally, Commissioner McCabe remarked on the phenomenal workout area that she personally has found to be beneficial as well as popular.

DIRECTOR'S REPORT: Update of various administrative activities; capitol and safety improvements, legal updates, intergovernmental cooperation, current/future capitol projects, safety improvements, landscape contracts, PARC grant, registration software, etc.
Executive Director Mohr reported on the previously mentioned duct cleaning that was of great importance. The District is still considering budgeting the bathroom remodel for this fiscal year and will be presented for approval to move forward at next regular meeting. Additionally, shelving is being added in the gym, and sorely needed closets will be going in the two cut-outs. The current landscaping contract with Mitch's Greenthumb has reached its three-year end, and Executive Director Mohr recommends bidding out future mowing and trimming. The PARC grant registration should begin at the end of January. Finally, Executive Director Mohr has begun to propose the addition of a multipurpose room.

SAFETY AND RISK MANAGEMENT: Monthly Report; Superintendent of Recreation and Risk Management
Kristi Murray, Superintendent of Recreation and Risk Management, reported on preparing for and hosting the Lunch and Learn Safety Training. Finally, Coordinator Metzelaar has submitted her formal resignation; she will be greatly missed.

Review Park District's Accident/Incident Reports
Superintendent Murray reported that there were seven accident/incident reports from the past month. A senior gentleman was walking down the hall towards the track and slid on the floor wet from cleaning; wet floor signs were present. Coordinator Metzelaar drove the bus into a drop off location with low clearance and dislodged a location sign; there was no noticeable damage on the bus. A Before and After school participant was hit in the head with a basketball while playing in the gym. A Before and After school participant fell and hit his head while playing in the gym. A Before and After school participant was hit in the forehead with a basketball while playing in the gym. A Before and After school participant was hit in the mouth

while playing. Finally, a Before and After school participant fell and hit her face on a bleacher bench in the gym.

Review of Park District's Property Loss Reports.

Nothing to report.

CORRESPONDENCE: Village of Lindenhurst update; discussion.

Two positions in the Village have been vacated; the Village will hire back one and disperse responsibilities for the other. The Village is moving Lindenfest up one week (August 6-9). Route 45 is 90% complete and will not finish remaining work of backfilling and planting trees until the weather breaks. Grand Ave. is only 50% done due to weather and will continue working once the weather breaks. Finally, the Village voted against recreational marijuana sales.

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.

Nothing to report.

ADJOURNMENT: There being no further business to discuss, Commissioner McCabe made a motion to adjourn the meeting at 6:57; Commissioner Smith seconded the motion. President Parkman declared the meeting adjourned on a unanimous voice vote 4-0.

RESPECTFULLY SUBMITTED,

Catherine Barth
Recording Secretary

David Mohr, Jr.
Executive Director & Park Board Secretary

Approved by me this _____ day of _____, 2020.

Dean A. Parkman – President
Board of Park Commissioners