

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

March 10, 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:

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| Commissioners Present: | Dean Parkman Todd Solbrig James Stout Sean Smith | President Vice President Treasurer Commissioner |
| Park District Staff: | Dave Mohr, Jr. Kristi Murray Victoria Gillett Kathy Kohler Katie Kozuch Zac Reimer Lisa Behnke Dennis Carroll | Executive Director/ Park Board Secretary Superintendent of Recreation & Risk Management Recreation Program Manager Marketing & Community Relations Manager Recreation Program Manager Athletic Program Manager Guest Services Manager Parks & Grounds Operations Manager |
| Others Present: | Catherine Barth Dawn Suchy Burris Equipment of Waukegan | Recording Secretary Park Board Liaison/Village Trustee 2019 IAPD & IPRA Community Service Award Recipients |

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 February 25, 2020. Commissioner Smith made a motion to approve the minutes of the Regular Meeting of the Board of Park Commissioners of February 25, 2020; Commissioner Solbrig seconded the motion. President Parkman declared the motion unanimously carried on a voice vote 4-0.

**AWARDS
AND**

RECOGNITION

Acknowledgement of the 2019 Community Service Award by the Illinois Association of Park Districts (IAPD) and the Illinois of Park and Recreation Association (IPRA) recipients for dedicated community involvement through regular volunteerism, cooperation, and sponsorship through resources at various park district events and projects over the years.

Commissioner Parkman proudly awarded representatives from Burriss Equipment of Waukegan the 2019 Community Service Award presented by the Illinois Association of Park Districts and the Illinois of Park and Recreation Association for their dedicated community involvement through regular volunteerism, cooperation, and sponsorships. Commissioner Parkman especially gave note to the incredibly generous donations of generators for the Haunted Trail, which Burriss Equipment of Waukegan has provided throughout the years. The District thanks Burriss Equipment of Waukegan for their years of support that have enhanced the community and the District!

PUBLIC

PARTICIPATION: No public participation.

TREASURER'S REPORT:

Discussion and motion to approve bills presented for this meeting.

Commissioner Stout presented the bill list for February 1, 2020 through February 29, 2020, in the total amount of \$78,919.03. Commissioner Stout made a motion to approve the bills presented for this meeting; Commissioner Solbrig seconded the motion.

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| ROLL CALL: | Parkman | Aye |
| | Solbrig | Aye |
| | Stout | Aye |
| | Smith | 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 will discuss the District's finances and investment during his later report.

STAFF REPORTS: Parks Department

Dennis Carroll, Jr., Parks and Grounds Operations Manager, reported that park maintenance continues to prune trees and bushes. They have purchased supplies for small engine equipment to be ready for spring. They hope to move the soccer goals, attach the nets, and design fields, weather permitting. They were fortunate enough to prepay for some contracts, which allowed for some discounts. Finally, the ice rink was disassembled; it was a challenge this year due to the inclement weather and was only skateable for a total of 9 days. Executive Director Mohr noted that Tab Steinhaus, Facility and Vehicle Manager, reported on replacing a spring on a door to the running track. Loose floor tiles were glued down. A broken seatbelt on the bus was repaired, and it is now fully operational. The sensors were checked on the front automatic doors. Also, Manager Steinhaus is set to take his certified pool operator training. Fire alarm testing and sprinkler inspection is set for the end of the month.

Finally, Manager Steinhaus is also concurrently covering the custodian duties until a new custodian can be hired.

Recreation Department

Superintendent Murray formally welcomed Victoria Gillett as the new Recreation Program Manager. Superintendent Murray spent time training new staff, including Manager Gillett and Manager Steinhaus. She also assisted with the Daddy/Daughter Dance and gave a strong commendation to Coordinator Derrick for all of her hard work. She also has worked closely with Manager Kohler and Executive Director Mohr to streamline marketing and communication processes. Finally, she attended the IAPD Legislative Breakfast and hopes to continue to foster relationships with the District's reps. Katie Kozuch, Recreation Program Manager, reported on the preschool's field trip to Ultimate Gymnastics, which was a tremendous success. New this year was a fundraiser night at Antioch Pizza—Lindenhurst location; Antioch Pizza was generous to round up earned funds to \$100. The St. Patrick's Day parade will see the preschool's presence, and Manager Kozuch continues to brainstorm ways to reach new prospective preschool families. The Student Art Show/Scholastic Book Fair will be held on March 12th from 5:30-7:15, and Manager Kozuch welcomes all. The Before & After School Program has a host of field trips planned during spring break and has roughly 12-15 participants registered each day. Finally, Manager Kozuch has sent emails to previous Camp Exploration staff and is continuing to work on the new registration option for this year: 3-day or 5-day. Victoria Gillett, Recreation Program Manager, reported on her first month in this position. Active Adult Trips has seen good numbers this past month. The SRSNLC co-op trip with Zion Park District to Denny's and a matinee was extremely successful, and the staff at Denny's looked forward to the participants' arrival, even knowing some of their names. A March event to look forward to is the Hoe Down Dance on the 20th.

Zac Reimer, Athletic Program Manager, reported that basketball had their picture day, and all teams picked up their photos on the last game. Unfortunately, one coach was ejected for arguing calls with a ref; the coach decided to step down from the position, and Manager Reimer has attended remaining games and seen no other issues. Playoffs were the first week of March, and all players received medals. Finally, Manager Reimer reported that yoga is running its first session with 7 participants. Superintendent Murray noted that Mackenzie Derrick, Special Events & Dance Coordinator, reported that the Wedding Garage sale is up and running on Eventbrite. Coordinator Derrick is in the process of working on food and beverage vendors for the 2020 concerts in the park, as well as preparing for the District members marching in the St. Patrick's Day parade. Additionally, Circus Boy will be performing during the spring break show March 27th. Finally, Coordinator Derrick is prepping for the Easter egg hunt. For dance, all costumes have been ordered, and the recital has changed to June 20th. Lisa Behnke, Guest Services Manager, has been looking at different ways to better utilize Amilia. The goal is to increase online registration as well as continue to improve the customer experience. Soccer registration will be available for the first time online this year, and Manager Behnke is looking forward to that streamlining the registration process. As a final note, Director Mohr would like to sincerely thank Manager Behnke for all that she does and recognize her award of Rockstar of the Month.

Marketing Department

Kathy Kohler, Marketing and Community Relations Manager, shared the fun fact that March 5th was the 5-year anniversary of the District's Facebook account. They are currently up to 3,542 followers and have 892 on Instagram. Additionally, Guides have come out, are currently 40 pages, and were incredibly time-consuming for Manager Kohler. Manager Kohler also shared that the District will be changing the name to LEAF in the future. There also will be a shift to fall, winter/spring, and summer. Thank you to sponsors Honey Ortho, Colletti Physical Therapy, Goshgarian Ortho, Orthodontic Specialists, Forest Ortho, and Pediatric Dentistry. The District would like to extend a special thank you and express their appreciation to Manager Kohler for her 25 years of service to the District. She was speechless!

NEW BUSINESS: Recommendation and Motion to award Landscape Concepts Management Year 1, F.Y. 20-21, contractual district-wide mowing/trimming based on approved 2020 bid process.

Executive Director Mohr recommended awarding Landscape Concepts Management the district-wide mowing/trimming contract. Commissioner Smith made a motion to approve; Commissioner Solbrig seconded the motion. President Parkman declared the motion unanimously carried on a voice vote 4-0.

OLD BUSINESS: No business to address

PRESIDENT'S REPORT:

Commissioner's Report

Commissioner Parkman attended the most recent cooking class. It was very well received. He will be attending more in the future and is interested in seeing if the lack of contract renewal will affect the catering company.

DIRECTOR'S REPORT:

Update of various administrative activities; capitol and safety improvements, legal updates, staff, Master/Strategic Plan and Needs Assessment, etc.

Executive Director Mohr reported on capitol improvements. The new playground has been ordered and will be hopefully received after spring break. Weather permitting, installation and surfacing will occur immediately following in hopes for a ribbon cutting at the preschool picnic. The Mallard Ridge parking lot has been approved, so the bid process will begin. The Village has asked the District to hire a civil engineer regarding the Lewis Park basketball courts. The Phase I bathroom remodel permit process has started, so the bidding process may also begin. Executive Director Mohr has placed a second call to Northern Illinois University regarding the Master/Strategic Plan and Needs Assessment. Finally, Parks Day at the Capitol will be held April 28th, and the District has an opportunity to have a table and display all of the District's successes.

General discussion of Proposed Final Draft (based on previous meetings, input, latest financial reports) of Fiscal Year Ending 2019-20 district-wide budget. Based on tonight's meeting and review of Proposed Fiscal Year 2020 Budget and Appropriation Ordinance 20-05-03, recommend tentative approval for purposes of required thirty (30) day public inspection (legal notice to be published in March/April 2020, in Lake County Daily News-Sun newspaper). Public Hearing on Tuesday, May 12, 2020, at 5:50pm in the Community Center Board Room.

Executive Director Mohr reported on the Budget and Appropriation Ordinance 20-05-03; based on previous meetings, input, and financial reports, Executive Director Mohr recommends tentatively approving for purposes of required thirty-day public inspection to be published in the March/April 2020 Lake County Daily News-Sun newspaper. A public hearing will be held on Tuesday, May 12, 2020. Changes since the last draft are as follows: In the Corporate Fund, Miscellaneous Revenue, Continuing Education, and General Administrative Expenses saw edits. Under Park Operations, Part-time Park Staff Wages, Athletic Field/Court Improvements, Contractual Mowing/Herbicide Control, and Contractual Wetlands/Pond Maintenance were altered. Under Facility Operations, Part-time Contractual Facility Staff Wages and Contractual Preventative Maintenance were adjusted. Under Fleet Operations, Vehicle Repairs/Maintenance was amended. In the Recreation Fund, Program Revenue, Non-resident Program Fees, Continuing Education, Computer Hardware/Software, and Capital Improvements & Equipment were adjusted. Under Engle Junction Preschool, Resident Registration Revenue, Preschool Staff Wages, and Capital Improvements & Equipment saw edits. Under Athletics & Fitness, Program Revenue and Non-resident Program Revenue were altered. Under Before/After School Program, Program Revenue, B/A Staff Wages, Recreation Program Manager, Capital Improvements & Equipment, and Transportation Costs were adjusted. Under Active Adults/Trips, Cooperative Program Reimbursement saw edits. Under In-House Youth Soccer Program, Program Revenue changed. Under Camp Exploration, Resident Registration Revenue, Non-Resident Registration Revenue, Recreation Program Manager, and Capital Improvements/Equipment altered. Under Dance Program, Non-Resident Registration Revenue changed. In the Retirement Fund, IMRF Payments were amended. Finally, under Site & Construction Fund, Developer Impact Fees, Park/Facility Construction/Improvement Funds, Engle Park Capital Improvements, and Community Center Development saw edits.

SAFETY
AND RISK
MANAGEMENT:

Monthly Report; Safety Coordinator

Kristi Murray, Superintendent of Recreation and Risk Management, reported on holding a lunch and learn for quarterly training. She also displayed CDC posters for proper handwashing to encourage proper hygiene and avoid germ transference. Superintendent Murray and Executive Director Mohr have met to draft some letters to different user groups, including staff, regarding precautionary reminders. As a final note, there will be changes to the Easter Egg Hunt with no direct contact pictures with the Easter bunny.

Review Park District's Accident/Incident Reports

Superintendent Murray reported that there was four accident/incident reports: An in-house basketball participant was horse-playing on the mats in the gym at the middle school and hit his head on the cement wall. A Before and After School Program participant was playing with a scooter and fall and hit his head. An open gym participant jammed his thumb while playing basketball. Finally, three Before and After School Program participants collided while playing soccer in the gym.

CORRESPONDENCE: Village of Lindenhurst update; discussion.

The Village is working on their electrical contract regarding delivery service for facilities. Finally, health insurance for employees has seen substantial increases, so there will be a switch to a new Illinois municipal pool in June.

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 Smith made a motion to adjourn the meeting at 7:15; Commissioner Solbrig 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