

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

April 14, 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
Victoria McCabe Commissioner
Sean Smith Commissioner

Park District Staff: Dave Mohr, Jr. Executive Director/
Park Board Secretary
Kristi Murray Superintendent of Recreation
& Risk Management

Others Present: None

APPROVAL OF AGENDA: Commissioner Smith made a motion to approve the agenda as presented; Commissioner McCabe 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 March 10, 2020. Commissioner Smith made a motion to approve the minutes of the Regular Meeting of the Board of Park Commissioners of March 10, 2020; Commissioner Stout 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. Commissioner Stout presented the bill list for March 1, 2020 through March 31, 2020, in the total amount of \$61,573.52. Commissioner Stout made a motion to approve the bills presented for this meeting as read by President Parkman; Commissioner Smith seconded the motion.

ROLL CALL: Parkman Aye
Solbrig Aye
Stout Aye
McCabe Aye

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

Update Park District's finances and investments.

Executive Director Mohr discussed that he will be able to better inform the board of the current financial situation as the month of April closes. He will provide details at the May meeting. Additionally, the final draft of the 2020/2021 budget will be updated to reflect fiduciary changes as a result of COVID-19, and will be further discussed at the May meeting. Director Mohr asked the board to push back the approval process of the 20/21 budget to accommodate these changes.

STAFF REPORTS:

Parks Department

Dennis Carroll, Jr., Parks and Grounds Operations Manager, reported that park maintenance continues with pruning trees and bushes at various parks. A 4'x 4' section of rotten boards on the boardwalk at John Janega park was covered by a section of plywood. There are two light poles down on the wooded path adjacent to Parkman Pavilion; received quotes to replace all five light poles. Removed branches and replaced the top fence rail for a resident that lives near John Janega park who had a tree branch from the park fall onto his property and cause the damage. Patched the tennis court at Lewis Park. Will be ordering parts to repair the clock at Heritage Trails Park.

Tab Steinhaus, Facility and Vehicle Operations Manager, reported that he is staying busy with deep cleaning of the facility. Will still be sitting for the Certified Pool Operator (CPO) license with the hope of opening the splash pad at some point during the season. The splash pad will be de-winterized and ready for opening when the time comes.

Recreation Department

Superintendent Murray reported that the recreation department has spent much of the last month managing COVID-19 related programming cancellations and modifications. Spring/Summer program guide registration began on March 3 and noted that many of the senior trips for summer were filled within that first day. At this point, all programs have been cancelled or postponed through April 30. The staff will wait for continued direction from the President and Governor to determine how we move forward in the coming months. In the interim, staff have been working to prepare for non-traditional programming and to seek ways to modify programs so that we can continue to offer services to our community. Credits and refunds are being issued for all programming that has been cancelled. The staff have done a great job of maintaining communication with participants and keeping them abreast of program status as information changes.

Marketing Department

Kathy Kohler, Marketing and Community Relations Manager, reported that she attended a marketing meeting with Superintendent Murray and Manager Kozuch regarding the implementation of a marketing plan for the Before and After School Program. Attended a meeting with Director Mohr, Superintendent Murray and Guest Services Manager Behnke to discuss a plan for Parks Day at the Capitol.

Ordered new LPD swag and giveaways. Has been actively managing updates for social media during the COVID shutdown.

NEW BUSINESS: COVID-19 Pandemic
Executive Director Mohr reflected on this unprecedented time with COVID-19. Director Mohr reported that all part time staff were laid off, and they were not furloughed as the District cannot effectively estimate a date of return to work. Director Mohr commented that the District will scale back capital projects to save money, but will be moving forward with the installation of the preschool playground at the Community Center as well as the Phase 1 bathroom renovation. Additionally, as business begins to resume, Director Mohr mentioned that the District will begin to make adaptations to decrease cost but increase value to residents, like having full time staff teaching classes. In the interim, the District will be offering programming that follows the shelter in place guidelines, like Play at Home boxes and a virtual 5k, as well as others in coming weeks. Closed signs have been placed at all playgrounds, shelters and courts, as well as caution tape around all playground equipment.

OLD BUSINESS: No business to address.

PRESIDENT'S REPORT: Commissioner's Report
Nothing to report.

DIRECTOR'S REPORT: Update of various administrative activities; capitol and safety improvements, legal updates, Parks Day at the Capitol, audit, IMRF, registration software, intergovernmental agreement, Master/Strategic Plan and Needs Assessment, etc.
Executive Director Mohr reported that there is talk of delays on county funds and he is waiting for additional information. Director Mohr reported that the district has enough funds to function for another fiscal year without taking in any additional revenue. Parks Day at the Capitol is cancelled for this year. Sikkich submitted a proposal for the District's audit at \$12,000; Director Mohr will go through the RFP process before signing any contracts for future audits. The playground equipment was delivered on 4/15 and will be installed within a week of delivery. The municipalities that make up the intergovernmental agreement will be discussing the future of the summer concerts. Should forward movement happen, Director Mohr will recommend doing so without the sponsorship funding of local businesses. Finally, Director Mohr is awaiting a proposal for the masterplan.

SAFETY AND RISK MANAGEMENT: Monthly Report; Safety Coordinator
Kristi Murray, Superintendent of Recreation and Risk Management, reported that there were no safety trainings in the month of March.

Review Park District's Accident/Incident Reports
Superintendent Murray reported that there were two accident/incident reports: preschool student fell off of a scooter and hit his head on the floor. A Before and After School Program participant was given an ice pack for an irritation on her face and the ice pack leaked, leaving a skin rash.

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.
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 6:48p; Commissioner Smith seconded the motion. President Parkman declared the meeting adjourned on a unanimous voice vote 5-0.

RESPECTFULLY SUBMITTED,

Kristi Murray
Superintendent of Recreation and Risk Management
Secretary

David Mohr, Jr.
Executive Director & Park Board

Approved by me this _____ day of _____, 2020.

Dean A. Parkman – President
Board of Park Commissioners