

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

**May 12, 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 McCabe made a motion to approve the agenda as presented; Commissioner Smith 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 April 14, 2020. Commissioner McCabe made a motion to approve the minutes of the Regular Meeting of the Board of Park Commissioners of April 14, 2020; Commissioner Stout seconded the motion. President Parkman declared the motion unanimously carried on a voice vote 5-0.

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 April 1, 2020 through April 30, 2020, in the total amount of \$55,324.54. Commissioner Stout made a motion to approve the bills presented for this meeting as read by President Parkman; Commissioner McCabe 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 fiscal year ended on April 30. The new budget has been distributed and is called the in-house working budget. The B/A was approved on number priors to the pandemic but this new budget gives a better snapshot of the working budget.

STAFF REPORTS:    Parks Department

Dennis Carroll, Jr., Parks and Grounds Operations Manager, reported that he has been cleaning up abandon roadway at Mallard Ridge. Mowing started Monday with the new contractor. Major vandalism at Millennium – 11 lights were damaged at 11:15p at night with no suspects at this time. Lights were replaced at \$2000 of damage. Neighbor called to notify us, but they had no further details. Also destroyed handles on bathroom doors in pavilion. Pieper Electric replaced the lights on the path alongside Parkman Pavilion. Trees along the path between the roadway and the path will be cleared; task will be completed in phases. Year one is removal of trees and stumps. Year two is drainage and new trees to mirror opposing side of drive. Our part time staff person started on Monday. Basketball rims have been boarded up at all courts.

Tab Steinhaus, Facility and Vehicle Operations Manager, reported that we had the alarm system checked. Replaced a gym door part. Cleaning regularly. Splashpad is up and running and Manager Steinhaus is learning the ropes. All fire extinguishers were checked and recharged as necessary. Painting occurred in Director Mohr's and Superintendent Murray's offices. Will be starting painting on 5/13 in the main office area.

Recreation Department

Superintendent Murray reported that the recreation team has been putting in great work to maintain connection and programming for our community. Play at Home boxes were delivered late April to 160 residents of Lindenhurst and contained activities that were themed arts and crafts, athletics, STEM and games. The reception from the community was very positive on both social media and during in person deliveries. Staff has plans to roll out programming for the month of June, which includes more interactive 'events' as well as some in person programming as the Phased Guidelines permit. Superintendent Murray would like to congratulate Director Mohr on being chosen as an honoree for the NRPA Park and Recreation Month campaign. This campaign features innovative, forward thinking Executive Directors from around the nation; his photo and story will be featured in Parks and Recreation magazine in July. Murray reported that Manager Behnke has been busy processing refunds and answering questions from customers. Manager Behnke planned the Arts and Crafts Play at Home box, choosing a DIY wind chime and assisted with packing and delivery. Manager Behnke has dived into the Science of Well Being course that was made available to staff as a free, online course from Yale University. Coordinator Derrick packed 150 Easter goodie bags to be delivered to the community during the Easter visit event that was modified due to COVID-19

restrictions. Derrick planned, packed and delivered the games Play at Home box to 40 Lindenhurst residents. Due to restrictive Phase guidelines, the dance program was cancelled and participants were given a pro-rated refund. Costumes were already purchased; Coordinator Derrick will be planning a pick up day for participants to receive costumes. All summer concerts have been cancelled through July 1 at this time. Manager Kozuch has been maintaining activities for preschoolers using the Homeroom app and providing weekly themed 'homework' for the children. Kozuch planned supply/art work pick up date for preschoolers to gather items left behind from the school year. Kozuch is working with Manager Kohler to plan a special social media preschool graduation and is asking for the help of preschool families. Kozuch planned the STEM Play at Home boxes and delivered them to 40 Lindenhurst residents. She is working on a plan for hosting summer camp within phase guidelines and COVID-19 restrictions. Manager Reimer reported that the 2019/2020 spring soccer season has been cancelled due to COVID-19 restrictions; each family is receiving a \$70 refund check. Reimer planned and distributed the athletics Play at Home box to 40 Lindenhurst residents. Reimer has been working on developing programming that is modified to Phased guidelines for athletics, including a 4-week t-ball instructional class that may replace the t-ball league for the summer.

#### Marketing Department

Kathy Kohler, Marketing and Community Relations Manager, reported that she has been the face of the park district, handling all social media communication and making daily posts to engage community. Much sponsorship has been lost with the cancellation of events. Updated the marquee with positive message. District will not be sending out a fall program guide; will send a post card to direct participants to virtual guide on website. Contests on social media included: every bunny dance, we miss you video, recycle robot and other campaigns.

#### NEW BUSINESS:

##### May 26, 2020 Meeting

Cancel meeting for May 26, 2020 for Park Tour due to shelter in place order. Motion made by Commissioner McCabe, seconded by Commissioner Smith. President Parkman declared the motion unanimously carried on a roll call vote 5-0.

##### Right of Way Permit

Remove a concrete sidewalk and expand to a 10ft bike path to connect to the bike path. Motion made by Commissioner Smith, seconded by Commissioner Solbrig. President Parkman declared the motion unanimously carried on a roll call vote 5-0.

##### Master Plan 2020

Director Mohr would like to postpone the master plan to January 2021. This will allow the district to save \$55K during the pandemic, as well as to better utilize the 2020 Census data to building the master plan. Motion made by Commissioner Solbrig, seconded by Commissioner Smith. President Parkman declared the motion unanimously carried on a roll call vote 5-0.

OLD BUSINESS: Update on Smart Approach  
Director Mohr will be on a phone call on June 2 to discuss finality of the Cost Recovery project.

COVID-19 Pandemic  
Director Mohr mentioned that the district will begin opening tennis courts based on current expansion of shelter in place. Will allow singles-only play.

PRESIDENT'S REPORT: Commissioner's Report  
Commissioner Stout reported that the fire department has held things together during this time of uncertainty. Requests for fire truck drive-byes have been plentiful but denied due to low manpower.

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 we are working with the Village on the Teal property (the boat launch) for preservation. The District purchased stone and with the Village's assistance, placed it. For future reference, Director Mohr would like to prohibit boat launch from the Teal property but would transfer the launch to the District's owned Highpoint property. Commissioner Stout mentioned that the property had previously been a boat launch, and although the property is shallow, it could still be a functional launch area. President Parkman inquired about parking of vehicles and trailers, but Director Mohr mentioned that people who live on the lake would be just dropping the boat in the lake for the season utilizing this property. Director Mohr reiterated the working budget with highlights has many changes from previous draft but to simplify, the district's budget will be cut by approximately 50% across the board. Staff costs will not change especially for full time staff. Director Mohr would like to see staff receive merit raises potentially in August to accommodate hard working staff. He would like the board to consider this for future discussion. Continuing education will be affected as well, as many conferences have been cancelled. The new playground installation at the Community Center is complete. Vandalism is higher than normal and Director Mohr believes it could be worse as a result of the times. The budget for vandalism repairs is higher than it has previously been.

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. A Lunch and Learn training is scheduled for the month of June. Additionally, Superintendent Murray has been working on developing additional training materials for staff to educate COVID-19 safety and mitigation.

Review Park District's Accident/Incident Reports  
No accident/incident reports.

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 6:38p; 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.

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Dean A. Parkman – President  
Board of Park Commissioners