

**LINDENHURST PARK DISTRICT
REGULAR MEETING OF THE BOARD OF PARK COMMISSIONERS
CONFERENCE ROOM**

September 8, 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: George Weckbacher Lindenhurst Resident

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 5-0.

REVIEW OF MINUTES: Regular Meeting of the Board of Park Commissioners Minutes of August 11, 2020. Commissioner Solbrig made a motion to approve the minutes of the Regular Meeting of the Board of Park Commissioners of August 11, 2020; Commissioner Smith seconded the motion. President Parkman declared the motion unanimously carried on a voice vote 5-0.

PUBLIC PARTICIPATION: George Weckbacher handed Director Mohr a sheet of paper with questions and then exited the meeting.

TREASURER'S REPORT: Discussion and motion to approve bills presented for this meeting. Commissioner Stout presented the bill list for August 1, 2020 through August 31, 2020, in the total amount of \$50,063.78. Commissioner Stout made a motion to approve the bills presented for this meeting as read by Commissioner Stout; Commissioner Smith seconded the motion.

ROLL CALL: Parkman Aye
Solbrig Aye

Stout Aye
McCabe Aye
Smith Aye

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

Update Park District's finances and investments.

Director Mohr reported that the district began fall program registration in early August which resulted in a surge in revenue. The District also collected an additional \$100,000 in tax dispersement.

Audit

Commissioner McCabe made a motion to approve the audit; Commissioner Smith seconded.

ROLL CALL: Parkman Aye
 Solbrig Aye
 Stout Aye
 McCabe Aye
 Smith Aye

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

STAFF REPORTS:

Parks Department

Director Mohr reported that Dennis Carroll, Jr., Parks and Grounds Operations Manager, is continuing to maintain parks and keeping up with weeding at parks. Sunday Tree Service will be removing dead limbs at Oak Ridge Park in October. Splash pad will need maintenance; September 8 was the last open day of the season. Millennium Park fence barrier around the park had to be re-poured due to vandalism. Soccer fields are being prepared for the season – goal set up and field design. Light pole at Engle has a flickering light and will require maintenance from Pieper Electric. A bucket swing at Forest View had to be replaced and it is believed to have been damaged by a vandal.

Director Mohr reported that Tab Steinhaus, Facility and Vehicle Operations Manager completed fleet inspections, as well as fire/safety, bleachers, safety and splash pad inspections. Phase 1 bathrooms are under construction. HVAC issues in dance and senior room were fixed. Cleaned up horse poop on walkway in Millennium Park. Panels at skate park need to be replaced; will be ordering more to be repaired next season, still have two on hand that can be used in the near future as necessary. Received new 5yd garbage can. Wall mount and free stand hand sanitizers are still on back order and delayed indefinitely.

Recreation Department

Superintendent Murray reported that the month of August was busy with meetings relating to school year preparations for both Preschool and the Before and After School Program. Communication went out for the fall soccer program, notifying current registrants of changes to the game mandated by Governor Pritzker and allowing families to withdraw without penalty up to a certain date. Numbers are at 176. I am regularly communicating with SRSNLC staff from other agencies as I am

currently the acting representative from LPD. We are currently not offering programming for this group, however are looking into offering a virtual Turkey Twist dance in November. Registration for the fall program guide began on August 24 for both residents and non-residents. Winter 2021 guide discussion will be soon to determine time line for staff planning. Manager Behnke was busy with preschool fall registration and the start of fall guide registration. Our first Friday evening splash pad rental went well and Manager Behnke recommends considering this again next summer. Online registration percentages for the month of August were at 80% of total registration, which is the second highest percentage we've seen of online users since the onboarding of Amilia. Coordinator Vepley has been working on upcoming special events including Move in the Park (postponed to September 11), The Wonky Donkey story walk taking place September 15-17 and the Unicorn Party on September 20. Dance classes begin September 8. Manager Kozuch has been busy managing the preparation for the start of the preschool year. Afternoon classes were cancelled due to low enrollment, but all other morning classes are still running. Virtual Preschool is an option for anyone that prefers that type of class. Before and After School e-learning is going well – staff and students have adjusted well to this new normal and are working together to maintain success in the program. Manager Reimer sent communication to soccer parents regarding the season changes and options for withdrawal without penalty. Coaches meeting was held via Zoom on September 3. Gym and dance floors were refinished the week of August 20. Superintendent Murray mentioned that Zac's schedule has been adjusted to accommodate him covering open gym hours and assist with facility cleaning.

Marketing Department

Director Mohr reported that Kathy Kohler, Marketing and Community Relations Manager, mentioned that she has been busy promoting the fall program guide. Boosted the guide via Facebook for \$50, with a reach of 20-mile radius. Creating flyers and posts for upcoming special events. Tabs on website were updated to better reflect guide layout and navigation. Sent out virtual backpack flyers to participating school districts.

NEW BUSINESS: Intergovernmental Agreement
COVID-19 relief fund is a grant for special districts that Director Mohr will be applying for. The maximum relief for LPD is \$50,986. Each applicant must have an IGA with the county. District must execute agreement.

Commissioner Smith made the motion to approve the Intergovernmental Agreement; Commissioner Solbrig seconded the motion.

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| ROLL CALL: | Parkman | Aye |
| | Solbrig | Aye |
| | Stout | Aye |
| | McCabe | Aye |
| | Smith | Aye |

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

OLD BUSINESS: None to report.

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

DIRECTOR'S
REPORT: Update of various administrative activities; capitol and safety improvements, legal updates, COVID relief fund, beaches, registration software, teleworking, SRSNLC, etc. Executive Director Mohr reported that Phase 1 restrooms were to be complete prior to September 8, however construction is still in progress. Waiting estimate from Spring Green to total kill the weedy section along the Driveway into Community Center. Mary-go-round tiling at Elmwood Tot Lot is in poor shape; quote for work to be replace is costly. District will be evaluating Elmwood Tot Lot in the park replacement plan during the Master Plan. Bocce ball court at John Janega is in need of repair; District will consider installation of carpet turf over old materials, or consider installing cement baggo court instead of bocce. Linden's Landing beach got new signage, an emergency phone and a lifesaving ring. Meyer's Beach will get same updates prior to opening in spring of 2021. Beach will be staying open through September 28. Pre-ordered five AirPHX hospital grade air cleaning machines which will be installed in heavily programmed rooms at the district. Disinfects air and surfaces, which will save on staff time of cleaning. Will utilize fees from CARES Act application for covering costs. Superintendent Murray also applied for a grant through PDRMA. Unemployment Consultants have advised that the District does not have to pay unemployment charges; 50% to be covered by federal and state governments. The District will not be participating in the social security/FICA relief program. Amilia contract will be reevaluated in May 2021; district to discuss moving to a fixed fee contract versus a per-transaction rate. Staff will begin teleworking the week of September 8. Staff have the option (if job responsibilities permit) to work from home up to two days per week. SRSNLC programming has been on hold during COVID; staff are working to find creative ways to bring programming back. Memo regarding Engle Junction Preschool Program License Exemption Timeline distributed to Board, should the Board be asked. Legal counsel has been involved throughout the entire process and has advised Director Mohr that the District is not violating any rights. Director Mohr will be responding to recent FOIA requests for communication relating to the license exemption.

SAFETY
AND RISK
MANAGEMENT:

Monthly Report; Safety Coordinator
Kristi Murray, Superintendent of Recreation and Risk Management, reported that she safety focus for August was on the implementation of the Before and After School and Preschool programs. Superintendent Murray led an in-person training for preschool teachers. A meeting was held with Manager Steinhaus, Manager Kozuch, Manager Reimer and Director Mohr to discuss a cleaning schedule to accommodate use of preschool rooms.

Review Park District's Accident/Incident Reports

August 14 – Accident/Incident report: A young man was utilizing the bike park and fell, injuring his stomach.

CORRESPONDENCE: Village of Lindenhurst update; discussion.

Annual September 11 golf outing on Friday September 11 at Sheppard's Crook.

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.

Director Mohr and Superintendent Murray attended the induction meeting of new officers and award presentation which was held at Mallard Ridge Park on September 3.

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 6:59p; Commissioner Smith seconded the motion. President Parkman declared the meeting adjourned on a unanimous voice vote 5-0.

RESPECTFULLY SUBMITTED,

Kristi Murray, CPRP
Superintendent of Recreation and Risk Management
Recording Secretary

David Mohr, Jr., CPRP
Executive Director
Park Board Secretary

Approved by me this _____ day of _____, 2020.

Dean A. Parkman – President
Board of Park Commissioners