

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

November 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 6:01 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 (virtual)
	Sean Smith	Commissioner
Park District Staff:	Dave Mohr, Jr.	Executive Director/ Park Board Secretary
	Kristi Murray	Superintendent of Recreation & Risk Management

Others Present: None

Commissioner Solbrig made a motion to approve remote attendance to the meeting via Zoom for Commissioner McCabe, Commissioner Smith seconded the motion. President Parkman declared the motion unanimously carried on a voice vote 4-0.

APPROVAL OF AGENDA: Commissioner Solbrig 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 5-0.

REVIEW OF MINUTES: Regular Meeting of the Board of Park Commissioners Minutes of October 13, 2020. Commissioner Solbrig made a motion to approve the minutes of the Regular Meeting of the Board of Park Commissioners of October 13, 2020; Commissioner Stout seconded the motion. President Parkman declared the motion unanimously carried on a voice vote 5-0.

PUBLIC PARTICIPATION: None at this time.

TREASURER'S REPORT: Discussion and motion to approve bills presented for this meeting. Commissioner Stout presented the bill list for October 1, 2020 through October 31, 2020, in the total amount of \$141,470. Commissioner Stout made a motion to approve the bills presented for this meeting as read by Director Mohr; Commissioner Solbrig 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.

Statement of Receipts and Disbursements report provided to the Board.
Information is directly from the audit.

STAFF REPORTS: Parks Department

Director Mohr reported that Dennis Carroll, Jr., Parks and Grounds Operations Manager, had a tree removal company at Oak Ridge to finalize removal of dead tree limbs along the path. Fully winterized splash pad and fixed leaking pipe without having to replace the pipe. Soccer nets were removed; old nets will be replaced. Volleyball nets have been removed at Millennium. Salt spreader installed with assistance from the Village. Cut down the overgrowth in the entrance to the Community Center.

Director Mohr reported that Tab Steinhaus, Facility and Vehicle Operations Manager, completed regular monthly inspections without any major concern. Contractors were onsite finalizing phase 1 restroom construction. Double doors outside of gym were repaired by MGN. Sullivan Roofing noted caulking and paint repairs. Collette and Ano came to repair hot water heater in Phase 2 and to route pipes in Phase 1 bathrooms. Clogging issue in phase 1 attributed to low flush toilets not flushing enough water through the pipes to support flow. Park restrooms are closed for the season. Hired Jeremy Nelson as Maintenance Worker to work 6a-12p Monday through Friday, dedicated to cleaning the facility and to assist Tab as needed. Repairs at Skate Park needed including cracked concrete and fence in disrepair. Have discussed moving the skate park to Forest View and utilizing the old location for a future pole barn.

Recreation Department

Superintendent Murray reported that she has been maintaining the roles of both Athletic Program Manager and Special Events/Dance Coordinator after their resignations. Youth, athletic and special events were planned for the winter 2021 program guide and entered into Amilia. Open enrollment preparation including attending webinar and gathering and distribution of materials for staff. Working to train and assist new Guest Services Manager, Lori Friedl. Hired Sydney Cihak as the new Athletics Program Manager; she will begin on Monday November 16. Manager Friedl reported that she is learning more and more about the Amilia software daily – working on utilizing the facility calendar, booking rentals and entering/changing daily registration for the e-learning program. She has scanned all old paperwork and is currently working on revising indoor and outdoor rentals and birthday parties. Manager Kozuch reported that preschool enrollment numbers are 41 less than they were at this time last year. Halloween celebrations were just children coming to class in costumes with no parent guests permitted. E-Learning program is changing regularly and Manager Kozuch is working with families to accommodate

changing schedules. Superintendent Murray reported that the soccer program ended on October 23 with no rain delays.

Marketing Department

Director Mohr reported that Kathy Kohler, Marketing and Community Relations Manager, reported that she has been working on compiling Winter 2021 Program Guide (virtual only – no printed copies). Registration begins Tuesday December 1. Assisted with the Ten Timid Ghosts story walk event. Created a virtual Halloween costume parade on social media and posted on social media on November 2. Updating website, flyers and social media as things change. Fall Scavenger Hunt added to social media.

NEW BUSINESS: None to report.

OLD BUSINESS: None to report.

PRESIDENT'S REPORT:

Commissioner's Report –

Commissioner Parkman was scheduled to attend a JLC event today but was unable to make it; Director Mohr attended in his place.

Commissioner Stout received Santa costume and is excited to be Santa for District events this year.

DIRECTOR'S REPORT:

Update of various administrative activities; capitol and safety improvements, legal updates, CARES Act E-Learning and COVID Relief Funds, Tier 1 Mitigation, staff changes, legal symposium, Community Needs Survey etc.

Executive Director Mohr reported that he attended the JLC meeting on November 10 as a guest. DCFS was a topic of conversation among other Districts; a subcommittee is being formed to determine legislatively what can be done to rectify. Susie Kuruvilla, Director from Gurnee Park District now sits on the NRPA board and plans to utilize this national position to support special district challenges. Government consolidation concerns were discussed to due layers of government in Illinois and their effect on property taxes. Expect a flat income tax increase to accommodate lost revenues. Following contact tracing and reported that Park District programs are not a source of COVID cases. CARES Act funds submission review process deadline was extended; expect to hear back by the end of November. Director Mohr and Superintendent Murray stay up to date on state mitigations and tier changes and make updates to programs and facility regulations as necessary. Will continue to monitor preschool attendance based on DCFS exemption – feel no changes are necessary to attendance or numbers at this time. Community needs survey was originally scheduled with NIU for the middle of November. Half of the payment has already been made. Director Mohr would like to push off the start until February 2021 or later.

Motion to approve the official determination of amount to be levied – 2020 Tax Levy and required Truth in Taxation Law Resolution

Director Mohr recommended one approach, based on 2.3% CPI and new growth. This will be approved at our Regular Park Board Meeting on December 8, 2020.

Commissioner Smith made a motion to approve official determination of amount to be levied, Commissioner Solbrig seconded.

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

SAFETY
AND RISK

MANAGEMENT:

Monthly Report; Safety Coordinator

Kristi Murray, Superintendent of Recreation and Risk Management, reported that Lunch and Learn training was postponed until all new staff are on board. Staying abreast of changes to regional tier status as updates become available.

Review Park District's Accident/Incident Reports

October 3 – Accident/Incident report: A staff person became faint at a CPR class – 911 was contacted.

October 14 – Accident/Incident report: A child in the Before/After School program slipped off a piece of playground equipment and hit his head on a metal bar.

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.

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 6:50p; 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