

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

December 8, 2020 – 6:00 p.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
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 Stout 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 November 10, 2020.
Commissioner Smith made a motion to approve the minutes of the Regular Meeting of the Board of Park Commissioners of November 10, 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 November 1, 2020 through November 31, 2020, in the total amount of \$330,740.98. Commissioner McCabe made a motion to approve the bills presented for this meeting as presented; 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.

District's finances are increased due to two bond payments made in the month of November. Seven months ending shows the districts lack of program-generated revenue. District collects a small amount of tax dollars (3.7%) and over 50% of revenue is generated from program user fees which have been minimal due to COVID-related mandated closures.

Approve Ordinance No. 20-12-04 of the 2020 Tax Levy

Commissioner Solbrig made a motion to approve the tax levy for the 2020 tax year. 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.

STAFF REPORTS:

Parks Department

Director Mohr reported that Dennis Carroll, Jr., Parks and Grounds Operations Manager, continuing to prune bushes and trees and walking paths as they are being used more often during the pandemic. Holiday lights at the community center are up on more than 5 trees. Snow removal prep is underway – plows and salt spreaders have been installed. Fox Lake did some maintenance on one of the spreaders. New path lights at Parkman has a flickering light which needs repair by Pieper Electric. Assisted with set up of Story Walk decoration.

Director Mohr reported that Tab Steinhaus, Facility and Vehicle Operations Manager, inspection for November were completed. Contractors on sight including Climate Services who needed to replace a belt. Closed/winterized shelters and restrooms in parks. Assisted with holiday lights at Community Center. Phase 2 restrooms had light replacement, removal of wall paper border and repainting walls a brighter white as well as utilizing an acid wash to clean floors and tile. Patching and touch up paint in classrooms throughout the Community Center. Acid washed chairs in preschool rooms and grey chairs in senior room to clean and brighten, utilizing proper PPE while working. Bleached the bleachers in the gym. General deep cleaning of facility while in shut down.

Recreation Department

Superintendent Murray reported that the new Athletics Manager, Sydney Cihak, began on November 16 and has jumped into her new role. Discussed creation and plan for December Story Walk with Manager Kohler; thank you to Kohler for taking

the lead on this project. Worked with Manager Friedl on updating rental applications and information as well as the process of rental bookings. Finalized planning for Winter 2021 program guide, including reviewing the guide and entering all youth and adult programs into Amilia. Managed the back end of Amilia program and activity set up. Manager Cihak reported that dance classes finished up the season with positive comments about working with Ms. Angelique. Karate finished the session virtually due to the state-mandated tier mitigations. Braveway class scheduled for November 21 was cancelled due to the shutdown with a reschedule date of December 19. Yoga second session was cancelled due to low enrollment. Manager Friedl reported that she is still learning new things about the Amilia software every day and is assisted by weekly meetings with our contact from Amilia. She has become unfortunately proficient in providing refunds and credits with the recent COVID cancellations. Working to revamp our Birthday Party program with enhanced party offerings and games and activities. Manager Kozuch reported that due to mitigations, the Trolls Friday Fun program was postponed. Preschool was able to celebrate Thanksgiving in person with the classic Charlie Brown's Thanksgiving. The Preschool Program moved to remote learning for the month of December. Classes will meet twice per week for 30 minutes via a Zoom call; pricing was reduced to reflect this change for the month. The 2021/2022 Virtual Preschool Open House is scheduled for January 6 and will discuss the new all online registration process. Remote learning numbers for the Before and After School Program have been lower than the start of the school year. Staff are hopeful that the beginning of January will transition back to providing care for additional families. Thank you to Manager Kozuch for her assistance with the development of the Gingerbread Play at Home kits!

Marketing Department

Director Mohr reported that Kathy Kohler, Marketing and Community Relations Manager, reported that registration for the Winter 2021 date was moved from December 1 to December 8. Social media and website has been updated. Online registration began December 8. Kudos to Manger Kozuch for hard work on Gingerbread Play at Home boxes. Flashlight Christmas Story Walk was a team effort between Managers Kozuch, Kohler, Carroll and Steinhaus. People attended the story walk each day of the 3 it was set up. Continuing to promote Preschool Registration for the 2021/2022 year.

NEW BUSINESS: None to report.

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, CARES Act E-Learning and COVID Relief Funds, Tier 3 Mitigation, staff schedules, legal symposium, Community Needs Survey, Master Plan, Event with VOL etc.

Executive Director Mohr reported that Briargate has one model up but Mohr doesn't anticipate any permits being pulled in the coming months but is hopeful to get some of the donations from permits pulled before the end of the fiscal year. Energy efficient toilets installed in Phase 1 do not flush enough water to push waste through the pipes. Will be removing toilet bowls and tanks to replace with a pressure flush which will cost \$2100. Director Mohr is working on a credit for existing toilets; will report back to the board. Is hoping for the replacement to be done early in 2021. Airphx machines are still on backorder. Mohr has been attending the Lake County Municipal Leader biweekly meetings and has learned that vaccinations are coming soon. President of IAPD Board of Trustees was elected for State Senate and plans to continue on as President of IAPD. E-learning grant was accepted in the amount of \$34,775 by mid-December. Awaiting word on the COVID fund application which totals just under \$52,000. E-learning and preschool will return to the community center on January 4 as long as mitigation strategies permit; will continue to revisit programming abilities. Signed Mohr and Murray up for virtual IPRA conference in January 28-30; only staff needing CEU's will be in attendance this year. Board Members that are interested in attending can speak with Director Mohr to be registered. Community Survey will begin in March of 2021, which will lead into the Master Plan in June of 2021. Recommends a three year strategic plan instead of the usual five year plan; this will carry the district through 2025 and maintain the schedule of previous plans (every five years). District is trying to plan a Santa Parade in coordination with the Village of Lindenhurst. Original plan was on December 18 from 4-7p, however the Village is now pushing a second day which Director Mohr believes is problematic for LPD staff at this late notice. Mohr hopes to speak with Village staff to keep District involved. SRSNLC changes are on the horizon; financial management, safety coordinator role and secretarial duties will be changing districts and will be approved in April. Beginning May 1 of 2021, LPD will rehire the Seniors/SRSNLC Manager role, which will also be taking over special events.

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

Director Mohr will be asking for 3.95% taxes for the 2020 year. Commissioner Stout made a motion to approve the Truth in Taxation Law Resolution. Commissioner Smith 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 the District will be shutting down programming beginning on November 20 through at least December 4 in response to the latest mitigation. Murray and Director Mohr continue to review data and evaluate safety protocols and make adjustments as able and necessary.

Review Park District's Accident/Incident Reports

Nothing to report.

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.

Director Mohr met with the Library Director to share ideas and update each other on business.

ADJOURNMENT: There being no further business to discuss, Commissioner McCabe made a motion to adjourn the meeting at 6:51p; 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 _____, 2021.

Dean A. Parkman – President
Board of Park Commissioners