

**LINDENHURST PARK DISTRICT
REGULAR MEETING OF THE BOARD OF PARK COMMISSIONERS
VIRTUAL MEETING**

January 12, 2021 – 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 6:00 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 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 December 8, 2020. Commissioner Smith made a motion to approve the minutes of the Regular Meeting of the Board of Park Commissioners of December 8, 2020; Commissioner Solbrig 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 December 1, 2020 through December 31, 2020, in the total amount of \$39,674.64. Commissioner Smith made a motion to approve the bills presented for this meeting as read by Commissioner Stout; Commissioner McCabe 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.

Budget meeting in two weeks to review first draft of FY21/22 budget. Will review line by line on January 26.

STAFF REPORTS:

Parks Department

Director Mohr reported that Dennis Carroll, Jr., Parks and Grounds Operations Manager, pruning trees and bushes at parks. All Christmas lights at Community Center have been removed. Manager Carroll was out of town during the first large snowfall; Landscape Concepts were contracted for snow removal in his absence at the Community Center only and completed prior to 6am. Waiting for a part to retrofit a broken light along path at Community Center. Also inquired about a quote for replacing fans in gymnasium through Pieper Electric. Ordered additional swing chains for repairs at Elmwood Tot Lot and Sedgewood Cove.

Director Mohr reported that Tab Steinhaus, Facility and Vehicle Operations Manager, inspections completed for the month of December. Phase 1 toilet power assist flush decisions have not been made as of yet; contractor isn't confident that even a power assist will solve the problem and that it is a root plumbing issue. Considering adding a timed valve that will allow a weekly flush to assist with coagulation in pipes. Collette and Ano replaced hot water heater in Phase 2. Visits parks for trash collection and general upkeep. Sanding railings to gymnasium. Wall paper removed and painted women's Phase 2 restrooms. Touched up paint in various classrooms, foyer and hall spaces.

Recreation Department

Superintendent Murray reported that although the Community Center was closed for the month of December out of an abundance of caution and in response to the Governor's mitigation efforts, staff continued to work on programming and promotion for the winter guide. Fitness-related programming is the most conducive to the current mitigations; staff have been focused on finding ways to get individuals into the facility through private bookings of track/fitness space and enhanced membership opportunities. New this year is a year-long fitness pass which is discounted and additionally 10% off if purchased before the end of January. Manager Cihak is also offering some fun fitness-related challenges for members including a fitness bingo. Participation is free and a small prize will be awarded to winners. Superintendent Murray has been working with Director Mohr on FY21/22 budget, pushing to garner additional revenue and rescheduling any events or programs that were cancelled during shutdowns. Thank you to Commissioner Stout for bringing joy to 15 families as Santa during our Santa visits in December! Have volunteered to sit on a committee for the Strategic Blueprint for the Women in Leisure Services (WILS) National Chapter. Basketball season has again been postponed until January 23 in hopes that mitigations will permit normal play. Reservations for track/fitness area use as well as option for booking of private shoot around space in the gym has been popular. Manager Friedl has been working on updating the Birthday Party program offerings, to roll out when mitigations permit!

New party options include themed-parties with coordinating games and activities. Assisted with marketing efforts – sent out e-blast of January newsletter created by Manager Kohler to active client list with a 62% open rate. Manager Kozuch reported that the month of December preschool classes were conducted remotely via zoom; classes went back to in-person attendance on January 4. There have been six new registrations for the current preschool year since the month of December. Registration for the 2021/2022 school year began on January 4 in a tiered fashion to prioritize current families and residents of Lindenhurst. 29 families attended a virtual open house for the upcoming school year. Remote learning was cancelled for the Before and After School Program in December. In-person programming began again on January 4.

Marketing Department

Director Mohr reported that Kathy Kohler, Marketing and Community Relations Manager, reported that she updated the winter 2021 program guide as dates have changed due to current restrictions. Spring 2021 program guide timeline was updated and distributed to staff. First draft due on February 22 with registration beginning March 9. Gingerbread Activity kits were crossed promoted with the Chamber of Commerce and the Village of Lindenhurst Queens; anyone that purchased kits were eligible to enter a contest for prizes. Secured a donation from Go Go Squeeze for Flannels and Flapjacks which has been pushed back to March 6. Promoted Facebook events including Preschool Virtual Open House, Flannels and Flapjacks and Flappers and Dappers. Social media boosts included Preschool, E-Learning Program and Dance. Flyers and promotion of general programming. Swag bags created to send to local Representatives.

NEW BUSINESS: Discussion and recommendation for approval of Proposed Regular Meeting Ordinance No. 21-01-01 for Fiscal Year 2021-2022. Commissioner Stout made a motion to approve the Regular Meeting Ordinance No. 21-01-01 for Fiscal Year 2021-2022; Commissioner McCabe 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.

OLD BUSINESS: None to report.

PRESIDENT'S REPORT:

Commissioner's Report –

President Parkman is running unopposed for April elections. Was appointed to the Board of Directors for IAPD. Briargate (the active adult community being built in Lindenhurst) will have its grand opening is January 23.

DIRECTOR'S
REPORT:

Update of various administrative activities; capitol and safety improvements, legal updates, CARES Act E-Learning and COVID Relief Funds, Tier 3/2/1 Mitigation, staff schedules, Community Needs Survey, Master Plan, IAPD/IPRA virtual conference, 2020/2021 projections and development of Proposed Fiscal Year 2021/2022 district-wide budget etc.

Executive Director Mohr reported that capital projects are minimal but budget meeting will bring further discussion of plans. No legal updates to be reported. Received full amount of e-learning grant from the county, nearly \$35,000 to fund recuperate staff costs in the Before and After School Program. CARES Act Grant monies were received in the amount of \$16,700, which is not the full amount the District applied for. Mohr reached out to determine reasoning for reduced funding; worked with contractual group hired by the county for vetting and sorted out additional funds. Another check is expected anytime. Governor is expected to make regional tier change announcements on January 15 and Mohr is hopeful to open back up. Staff are still permitted to work from home for the month of January and will potentially have the chance to in coming months based on mitigation suggestions. Master Plan kick off meeting scheduled for January 13 to develop a timeline and a process. Mohr and Murray will be attending IPRA conference virtually at the end of January, featuring a virtual exhibit hall. First draft of budget is complete and ready for discussion on January 26. Hosted a Live Music in the Parks meeting on Friday January 8 with all IGA members. Will be moving forward with concerts for summer 2021 with a mirrored schedule to 2020. Attendees can preregister to book a space and concerts will be broadcasted live for anyone that is not comfortable being in public.

SAFETY
AND RISK
MANAGEMENT:

Monthly Report; Safety Coordinator

Kristi Murray, Superintendent of Recreation and Risk Management, reported that she attended multiple PDRMA trainings this month and will be hosting the first Lunch and Learn of 2021 in January.

Review Park District's Accident/Incident Reports

Nothing to report.

CORRESPONDENCE: Village of Lindenhurst update; discussion.

Plan Commission is moving forward on Casey's gas station, southwest corner of Sand Lake and Rte. 45.

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.

Sold coffee as a fundraiser. Used local, small batch coffee company in De Pere, Wisconsin.

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 6:48p; Commissioner Solbrig 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