

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

January 26, 2021 - 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 6:03 p.m.

PLEDGE OF ALLEGIANCE: President Parkman led the group in the Pledge of Allegiance.

ROLL CALL:

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|------------------------|-----------------|---------------------------------------------------|
| Commissioners Present: | Dean Parkman | President |
| | Todd Solbrig | Vice President |
| | James Stout | Treasurer |
| | Sean Smith | Commissioner |
| | Victoria McCabe | 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; Commissioner Solbrig seconded the motion. President Parkman declared the motion unanimously carried on a voice vote 5-0.

PUBLIC PARTICIPATION: No public participation.

DIRECTOR'S REPORT: General discussion of First Draft for Proposed Year End Estimates of Fiscal Year 2021-22 and Proposed Fiscal Year 2021-22 District-wide Budget.
Executive Director Mohr reviewed the first draft of the budget with the Board and noted the following:

The Corporate Fund miscellaneous revenue budget includes the CARES ACT Grant monies. Portion of Superintendent's salary was denied (approximately 25%). Lake Villa baseball league should be paying for rentals as the season begins. New line item includes the Superintendent of Recreation salary from the Corporate account – allocation has been removed from camp and before/after school program. Secretarial support services has covered Board meeting services; Director Mohr would like to eventually have opportunity to provide coverage for Superintendent Murray as needed in the future. Legal services total is less than budgeted even with difficulties relating to COVID. Continuing education account is lower with the inability to attend in-person conferences. Monies are budgeted for attendance as able in the coming fiscal year. General administrative expense is primarily for board

related expenses, but will also include \$10,000 for the 2021 master plan expenses as well.

The Park Operations Fund PT Park Staff Wages account takes into consideration the increase in minimum wage for the 2021 year. Additionally, the budget has been reduced to only 2 staff instead of the previous 2.5-3 staff. The District has brought on a custodian, however he is paid out of the facility account which brings this budget down. Athletic field and court improvements should see increase in usage, and has been budgeted for maintenance and repair of the fields. Contractual mowing and herbicide account includes playground total kills (for weeds). Playground equipment after heavy use this summer did not need to be repaired. Staff anticipates approximately \$5000 in replacement parts for minor repairs at parks. Additional funds will be allocated to new mulch; budget includes 7 parks in summer 2021. SRA account does contribute dollars to mulch replacement. Signage for parks account includes replacement of 3 park signs. District is hopeful for less vandalism in 2021.

The Facility Operations Fund PT/Contractual Facility Staff wages includes cleaning of facilities and shelters. Contractual preventative maintenance has been low this year, but with regular community use, staff anticipates an increase. Electrical service has increased for the District but Director Mohr is watching these numbers. Supplies and materials have been needed more for cleaning and disinfection throughout the facility. Monitoring need for cleaning supplies. Capital improvements and equipment will be allocated to minor facility improvements including replacement of tiles on floors along the hallways that are cracking, adding automatic doors on north end of the building, addressing the replacement of the community center sign to a digital sign.

The Fleet Operations Fund vehicle fuel account will go up in 2021 with additional vehicle usage. Capital improvements has no budget; special recreation account would replace new bus with wheel chair lift in 2022.

In the Recreation Fund, property tax revenue year proposed is not the number that was levied (\$205,000) however the District usually received approximately \$15-20,000 less than levy. Director Mohr will update budget when he receives actual. Superintendent Murray and Director Mohr went through budget and are hopeful that programs can operate at approximately 75% of normal. Most revenue and expense budgets within the recreation fund are driven by 75% of pre-covid operations. Monthly Jazzercise rental has been lost due to COVID restrictions which has hurt the facility/vehicle rental revenue account. No return date as of yet, as members are unwilling to wear masks while they work out. Health insurance account was missing a full-time staff person insurance costs; has been updated and reflected for new budget. Professional services include shared needs assessment and master plan costs. Program guide delivery and printing include printed guides beginning in fall 2021. Guide mailing list will include Lindenhurst residents and will utilize registration software to determine existing users outside of Lindenhurst to add to a mailing list. Continuing education will budget for the recreation department to attend in –person education opportunities. General administrative expense is mainly credit card fees; account is usually \$25,000 – budgeted amount is approximately 75% of pre-covid expenses. Computer hardware/software is more

than anticipated due to the opportunity to replace 3 staff members' computers with laptops for remote work mobility. These expenses were reimbursed through the CARES act as well.

The Beach/Spray Park Fund rental revenue shows an increase as we are expanding the ability to rent the splash pad beyond just Saturday mornings in 2021, to accommodate growing rise in community desire. Linden's Landing will be operational for summer 2021; Myers Beach will be re-evaluated as to whether or not it will remain a swimming beach. If so, additional repairs will need to be made to bring it up to Illinois Health Department code. Will explore additional funds for those improvements at February budget meeting.

The Special Events Fund Live Music in the Parks account includes revenues to be collected that will be utilized to fund concert schedule. Discrepancy will be met with IGA reserves. Egg Hunt if it occurs, will be on a pre-registration basis. Tree Lighting event will be reimagined from the past as an outdoor winter wonderland type event. Recreation Program Manager line item is new and will be 10% of the Managers salary for planning and preparation of events.

The Engle Junction Preschool Fund refunds account looks skewed to end the current fiscal year as refunds for the previous fiscal year were not completed in time, thus carrying the negative balance over. Registration for 21/22 school year is nearly full in all classes being offered; staff will continue to manage registration numbers and has the ability to add additional classes if necessary. Noting that the Preschool program does not pay for any utilities or cleaning supplies or services within the facility. Materials and supplies budget is on the lower end but will be made up with fundraising efforts by the students throughout the year.

The Athletics and Fitness Fund revenues have been hurt by sports-related tier mitigations and the mandated mask wearing for participation (this ultimately resulted in the cancellation of the district's yearly basketball league). District is doing everything we can to offer everything we can within appropriate guidelines. Manager Cihak will be transitioning to offering more in-house programming versus the District's historic all-contractual program offerings to maintain competitive costs to participants and to enhance options. Contractual preventative maintenance budget will be used for maintenance of basketball hoops in gym; staff has determined that the resurfacing of the gym floor will hold off until 22/23 fiscal year.

The Before/After School Program Fund miscellaneous revenue jump is a result of the CARES act funds, which we do not anticipate for next fiscal year. Superintendent wages are also being removed from this account for future years. Millburn School is interested in partnering with the District and will bus children to the District as needed, with the option of additional enrichment programs held in-person at the school. Director Mohr has approached District 34 with the same opportunity; initial conversation was to question the school district's use of a contractual group for after school care, with opening the option of offering care with the park district. Hooper School will bus children to the park district on their bus routes, to alleviate the expense of contracting with Durham for \$125,000+.

The Active Adults/Trips Program Fund has been nonexistent in 2020. Staff are planning to reopen trips and programs in spring and participants seem willing to participate, which is reflected in proposed revenue. Fuel and vehicle repairs are not being charged back to these programs at this time.

Staff are currently pushing for spring registrations to increase numbers for the spring In-House Soccer Season. Registration for the 21/22 season will begin again in May and staff are hopeful that because the program is outdoors and mitigations permit scrimmages, the registration will be more like a normal year.

The Camp Exploration Fund revenues and expenses are at 75% pre-covid numbers. Summer 2020 the district was only permitted to accept essential workers children in camp, which is reflected in revenues collected. Staff will be offering a host of new camp options for summer 2021 including weekly specialty sports camps, and a half-day option of our Camp Exploration for kindergarten through second grade.

The Dance Program Fund is now being managed by the Athletics Manager. Staff will offer a mini-session for one last push for revenue in the spring. Dance Coordinator wage account has been combined with the Dance Director wage account as currently both roles are being fulfilled by the same person. Facility rental account shows expenditures as the District hopes to have a semblance of a normal recital for 2021.

The Audit Fund accounting services are in the second year of a three-year agreement with Sikich.

The Special Recreation Fund accounting is in the process of being updated. Without having a staff person or utilizing funds for capital items, not much monies have been spent. Revenues and expenses double because the revenue is received and then given to the accounting agency. District will carry balance for the fiscal year.

The Retirement (IMRF) Fund shows numbers lower as the District has had less employees. The district has been playing catch up with this account and Director Mohr hopes to have a positive balance next year. Contributing percentage has gone down for employers.

The Social Security (FICA) Fund shows lower contributions as wages have been less for current fiscal year.

The Insurance and Liability Fund miscellaneous revenue shows \$1500 check deposited for safe behaviors, as well as roof damage check for repairs that the District has chosen not to replace. Contractual services show expenses for repair of fire system water lines.

The Site and Construction Fund shows developer impact fees from Briargate neighborhood. Revenues include an approximate 25 building permits being pulled. New FY budget includes 50 building permits revenue. S and C interest revenue account has lost percent of interest; the District hopes for a bounce back in the market. No monies have been removed from the account. Professional services account reflects portion of Needs Assessment payment; next fiscal year shows

additional remaining balance for Needs Assessment and portion of Master Plan balance.

The Bond and Interest Fund come directly from existing bonds. Hoping for additional tax revenue to offset.

Executive Director Mohr will continue to review the budget and update numbers for the second draft.

ADJOURNMENT: There being no further business to discuss, Commissioner McCabe made a motion to adjourn the meeting at 7:38; Commissioner Smith seconded the motion. Vice President Solbrig declared the meeting adjourned on a unanimous voice vote 4-0.

RESPECTFULLY SUBMITTED,

Kristi Murray, CPRP
Superintendent of Recreation/Risk Management

David Mohr, Jr.
Executive Director & Park Board Secretary

Approved by me this _____ day of _____, 2021.

Dean A. Parkman – President
Board of Park Commissioners