

**LINDENHURST PARK DISTRICT
REGULAR MEETING OF THE BOARD OF PARK COMMISSIONERS
LINDENHURST VILLAGE HALL**

April 13, 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: Dawn Suchy Village Liaison
Lisa Behnke 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 March 9, 2021. Commissioner Stout made a motion to approve the minutes of the Regular Meeting of the Board of Park Commissioners of March 9, 2021; Commissioner Smith 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 Smith presented the bill list for March 1, 2021 through March 31, 2021, in the total amount of \$155,365.98. Commissioner Stout made a motion to approve the bills presented for this meeting; 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.

One month left in fiscal year. Budget and Appropriation is out for 30 days. Budget will be approved at May 11 meeting. \$120,000 of bill list was last underpass payment; forest preserve has reimbursed the district for their portions, Village of Lindenhurst will pay after May 1, unknown at this time for Township.

STAFF REPORTS: Parks Department

Director Mohr reported that Dennis Carroll, Jr., Parks and Grounds Operations Manager, removed vehicle winter equipment and placed in storage. New soccer nets ordered are not an exact fit; will be researching new nets. Inventory at splash pad was taken; chlorine chemicals need to be refilled in preparation for opening. Sondag Service will complete turf restoration at Engle Drive prior to the first concert; 7 maples may not be planted in advance of concerts due to timing. Ethan Metzelaar began as summer help on April 12.

Director Mohr reported that Tab Steinhaus, Facility and Vehicle Operations Manager, completed monthly inspections. New fire inspection contractor replaced Fox Valley. Painted floor in maintenance office space. Plow headlights were replaced under warranty. Jeremy Nelson who was the District's custodian took a larger role at another place of employment; the District has posted the vacant position.

Recreation Department

Superintendent Murray reported that she hosted interviews for the new Recreation Program Manager position in the month of March. Six candidates were interviewed in the first round; two came back for second round. Managers Friedl, Kohler, Kozuch, Steinhaus and Cihak were all involved in a third round panel interview process to ultimately select the candidate. Job was offered to Hannah Greenfield who started on April 5. Researched and developed a new evaluation form for PPT and FT staff. Egg Hunt event plan was modified due to forecasted inclement weather. Event was changed to a drive-by with prepacked bags of eggs handed out to registered participants, and a wave to the bunny in person on the way out of the parking lot. Thank you to all staff who assisted and to the Lindenhurst Queens, Danielle Aungst and Stephanie Friedl for volunteering their services for the event. Staff received much positive feedback from attendees even with the changed format. Manager Cihak reported that she sent emails to coaches to begin confirming players for teams during spring season. Coaches meeting was hosted to review rules, rosters, schedules and picture day. First season of pickle ball is ending and players are planning to sign up for next session. Added spring non-recital classes to the dance schedule. Pitter Patter Feet classes are all full. Ms. Angelique is finalizing plans for dance recital, which will be held at the Community Center this year. Open

gym numbers have been steady, with increased gym rentals. Added a second class to pee wee soccer for spring to accommodate waitlist. Manager Friedl reported that she has booked 7 shelter rentals and 6 splash pad rentals. Has been working diligently to collect outstanding balances; has collected more than \$2500 thus far. Also working to reduce number of client credits in the system, some of which were credited in error during COVID class cancellations in early 2020. Manually adjusted last payment for current preschool installment billing to apply client credits towards remaining balance. Manager Kozuch reported that the 12th annual art show was hosted on March 10. The format reflected COVID-safety protocols including decreased art displays and lower attendance, but was still well attended and enjoyed by preschool families. Book fair was offered online only this year. Preschool butterbraid fundraiser was held from February to March and earned the teachers an additional \$706 in classroom supply dollars. The Before and After School Program will be transitioning back to offering AM and PM care only, as local School Districts will be returning to full in-person learning. A half-day option will still be offered for Millburn school children, who is only having students return for half day school. Manager Kozuch has been working with District 41 transportation department to confirm use of their buses for families interested in utilizing program during the school year. Transportation will be provided to and from Hooper School and Thompson School for the remainder of the current school year. Reached out to staff from last summer to staff camp for 2021, and is working on booking on-site field trips.

Marketing Department

Director Mohr reported that Kathy Kohler, Marketing and Community Relations Manager, updating marquee and website regularly. Summer camp guide and soccer flyers sent to virtual backpacks at local schools. Social media is most powerful marketing tool for district as of late. Summer guide will be available on website on April 27; registration begins May 4 for residents and non-residents. Director Mohr, Superintendent Murray and Manager Kohler discussed not printing guide in fall; virtual guide will be emailed through mass emailing application. Secured sponsorships for kids summer fest; \$400 from Orthodontics Specialist of Lake County and \$400 from Goshgarian Orthodontics. Secured sponsorship for Movie Under the Moon event for \$500 from Orthodontics Specialist of Lake County. Created Facebook event for upcoming virtual Preschool Open House. Butterfly Effect sign is up in the gymnasium; Mr. LaPriore is looking to secure a grant through the foundation to donate to the District for field dedication. Flyer created for open positions within the District. Attended Live Music in the Parks zoom meeting; flyer for the summer schedule is up on social media.

NEW BUSINESS: Amendment to Ordinance 21-01-01, change of Regular Park Board meeting location for fiscal year 2021-2022.

Ordinance update to change Regular Park Board Meetings for F.Y. 21-22 to the Lindenhurst Village Hall. Commissioner McCabe made a motion to approve this change; Commissioner Smith seconded the motion.

OLD BUSINESS: Update on Cash Donation for new subdivision Briargate in Lindenhurst.
Fifteen permits have been pulled for properties within Briargate community.
Village projected 25 permits being pulled for the year, but are concerned about price of materials affecting home costs.

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

DIRECTOR'S
REPORT: Update of various administrative activities; capitol and safety improvements, legal updates, strategic master plan and community needs assessment, legislative reception and conference, IMRF audit, staff changes, Live Music in the Parks, etc.
Executive Director Mohr reported that Janega Park board walk is being patched regularly for soft wood damage. Located a business that specializes in the type of repair necessary; will be getting them on site to evaluate. Replacement is a priority. Willow tree on Janega property is in need of repair due to a hanging branch; branch will be removed on April 14. Three panels were replaced at Bike Park. Possibly two additional panels to be replaced this summer. Fence will be removed and additional landscape work will be done. Registration desk will be remodeled with a similar look to front desk at Village Hall. Open glass to keep sound levels down, but visibility clear. New flooring in hallway at Community Center as well as cubbies throughout the District will be replaced beginning July 19. A custom cubie section is being built for a preschool classroom at the same time. American Rescue Act (federal monies for municipalities) funds will be given to the Village of Lindenhurst; Director Mohr will be meeting with Clay from the Village to determine potential for the District to be a recipient of some funds. Strategic Master Plan timeline is available with suggested schedule for process. Individual zoom meetings with Board will be on June 15th; NIU rep will be in contact to schedule. Director Mohr has been working with Mike Clark, Executive Director from Palatine Park District as part of the Master Plan process, to determine feasibility of applying for the Distinguished Accreditation process. 154 community surveys have been completed to this point; District hopes for approximately 500 completed surveys. IAPD Legislative Conference is cancelled for 2021. IMRF audit is on-going. IMRF account has run at a deficit since 2015 as a result of a retirement; District hopes to see the account in the positive at the end of the current fiscal year. Sydney Cihak resigned as the District's Athletic Program Manager; her last day is April 14. Sara Hilby accepted the Athletic Program Manager position and will begin on April 19.

SAFETY
AND RISK
MANAGEMENT: Monthly Report; Safety Coordinator
Kristi Murray, Superintendent of Recreation and Risk Management, reported that she and Director Mohr attended a training for PDRMA's new insurance management website. Will transition to all web-based format for new hires, insurance-related matters and will give employees direct access to portal.

Review Park District's Accident/Incident Reports
Accident Report (3/23) – Child was skating through parking lot and hit his head on a metal sign, causing a laceration on his right temple.

CORRESPONDENCE: Village of Lindenhurst update; discussion.

Budget meeting held on April 12. Gas station progress at Deep Lake and Rte 132 is moving forward; IDOT approved ¾ of the egress/ingress. TIF District is being discussed; plan will be started late April.

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.

Nothing to report.

ADJOURNMENT: There being no further business to discuss, Commissioner McCabe made a motion to adjourn the meeting at 6:56p; 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