

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

**November 9, 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   |
|                        | James Stout   | Treasurer   |
|                        | Sean Smith  | Commissioner                                      |
|                        | Victoria McCabe   | Commissioner                                      |
| Park District Staff:   | Dave Mohr, Jr.  | Executive Director/<br>Park Board Secretary       |
|                        | Kristi Murray   | Superintendent of Recreation<br>& Risk Management |
| Others Present:        | Heath Rosten, Lori Friedl, Sara Hilby, Dennis Carroll,<br>Hannah Greenfield, Tab Steinhaus, Kathy Kohler, Katie<br>Kozuch |   |
- 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 4-0.
- REVIEW OF MINUTES:** Regular Meeting of the Board of Park Commissioners Minutes of October 12, 2021. Commissioner Smith made a motion to approve the minutes of the Regular Meeting of the Board of Park Commissioners of October 12, 2021; Commissioner McCabe seconded the motion. President Parkman declared the motion unanimously carried on a voice vote 4-0.
- PUBLIC PARTICIPATION:** None
- TREASURER'S REPORT:** Discussion and motion to approve bills presented for this meeting. Commissioner Stout presented the bill list for October 1, 2021 through October 31, 2021, in the total amount of \$68,918.98. Commissioner Smith made a motion to approve the bills presented for this meeting; Commissioner McCabe seconded the motion.

ROLL CALL:

Parkman	Aye
Stout	Aye
Smith	Aye
McCabe	Aye

President Parkman declared the motion unanimously carried on a roll call vote 4-0.

Update Park District's finances and investments.

Nothing to report.

STAFF REPORTS:

Finance Department

Director Mohr reported that Linda Marturano, Business Manager, received \$157,210.18 in tax dollars from the county. Input four new employees into ADP. Received impact fees from two lots in Briargate. Cash sales from Haunted Trail was \$7,880; sponsorships \$2,450. Approximately 2,315 went through the Haunted Trail.

Parks Department

Dennis Carroll, Jr., Parks and Grounds Operations Manager, reported that the Elmwood Tot Lot slide replacement occurred due to vandalism; park will be monitored more closely. Utilized assistance from Manager Steinhaus and a Village of Lindenhurst employee to replace. Started to decorate trees with lights for Winter Wonderland event around Parkman Pavilion.

Tab Steinhaus, Facility and Vehicle Operations Manager, inspections were completed. Van will require new tires in 2022; other vehicles are up to date with inspections and stickers. Have updated vendors for fire and safety to save money and maintain smooth operations. Replaced fan in restroom. Utilizing Krause Electric for electrical needs throughout the facility. Will be sealing splash pad surface in spring 2022. Millennium Park is continually vandalized. Parks shelters are closed for season.

Recreation Department

Lori Friedl, Guest Services Manager, reported that new walkers are coming to walk the indoor track and purchasing track passes, both three month and year long passes. 152 used the track during business hours in October. Indoor rentals and birthday parties are booking more frequently. Creating two events in Winter/Spring guide that will be birthday parties offered as single events.

Hannah Greenfield, Recreation Program Manager, reported that Active Adults have had good participation with both cards (8-14) and aerobics (4-6). Nina Kenney from the Lake Villa District Library came to coffee club. Halloween Party had 11 in attendance. SRSNLC Happy Hour and a Half program ran with 1 participant. Bowling is currently running with 2 participants. Thank you to everyone for their help with Haunted Trail. Food trucks were a big hit; will be bringing them back for 2022, some have already committed. Will include a food truck with items better suited to children's appetites and at a lower price point (if possible).

Sara Hilby, Athletic Program Manager, reported that youth programming fall session has 44 of 55 classes running. 437 participants total. Soccer ended for fall, but giving

option to switch to the fall/spring joint program to save money. 13 taking advantage through November 30. Winter basketball registration deadline is November 12. Currently have 95 participants registered. Trying to create teams based off of schools. Dance has hired a new staff person who will offer non-recital classes and themed workshops. Fitness and gym memberships are updated and selling well. Jazzercise will be utilizing a new facility in Antioch as of November 1.

Katie Kozuch, Recreation Program manager, reported that preschool butter braid fundraiser raised \$1,800 which increases supply budget for teachers. Giving tours for new preschool families. Halloween Parties took place in preschool classes with costume parades on track. Reached out to District 41 schools to continue to promote Before and After School Program and break camps. Oakland and Millburn schools will not post in newsletters, but will add flyers to virtual backpacks. Before and After School children enjoyed a Halloween party on October 29. Halloween Spooktacular had 14 participants.

Superintendent Murray congratulated Manager Greenfield on a successful first Haunted Trail event, and thank all staff and board members for their hard work up to and on the day of the event. Superintendent Murray commented that the Strategic Plan workshop was very successful and a great cohesive experience for staff. The Recreation Team has been busy discussing and planning for programming Winter/Spring 2022. Staff has been reviewing and enhancing existing programs and reviewing comps to ensure relevancy of programs and services. Staff have been tasked to seek new opportunities for revenue generation and sponsorship dollars as they are able to boost programs and events. Staff will be meeting with the Lake Villa District Library to collaborate programming for 2022, including camp summer reading program collaboration as well as joint Stories in the park events. LVDL staff will also be participating in some of the District's large scale special events, including upcoming Winter Wonderland.

#### Marketing Department

Kathy Kohler, Marketing and Community Relations Manager, reported that she has pushed last programs available in Fall guide and monitors program registration correlation. Winter guide process went smoothly. First draft of guide will be sent to staff this week. Attended a Chamber Mixer at Black Lung Brewery to discuss sponsorship with chamber members. Sponsorship for events (both free and pre-registered) are strong.

NEW BUSINESS: Nothing to report.

OLD BUSINESS: Update on 2022-2025 Strategic Master Plan and Direction  
The Board received a copy of the goals from the Strategic/Master Plan meeting. Director Mohr will be submitting changes to NIU and will schedule a staff workshop to direct and assign goal charge. Will approve three-year strategic/master plan at December board meeting.

PRESIDENT'S  
REPORT:

#### Commissioner's Report

Commissioner McCabe commented on the success of Haunted Trail event.

DIRECTOR'S  
REPORT:

Update of various administrative activities; capitol and safety improvements, legal updates, Community Center expansion, Slove Park DCEO Grant, Parkman Pavilion, Mitel phone system, IAPD/IPRA Conference.

Director Mohr reported that the District received notification from DCFS that the District is officially licensed exempt and will not be reviewed for any additional complaints. Working on a contract with FGM for 6800sqft expansion of Community Center. Legal is currently reviewing contract. Will present contract for approval at December board meeting. Contract dealings with Midwest Mechanical will begin in January. Lack of building materials may slow progress, but will seek work-around. Hoping to break ground in June 2022. Seeking a grant for Slove Park in cooperation with the Village of Lindenhurst for improvement as the center of the TIF district. Reviewing plans in advance of grant application deadline. Removed seven trees on the east/south side of Parkman Pavilion to improve visibility for future events. Purchasing six new picnic tables and replacing garbage cans. Investing in PA system for small scale events such as children's concerts and theatre programming. Commissioner Stout suggests adding lighting to the roof of the pavilion to light up after dark. Phone system will be replaced in December to an IP based system. IAPD/IPRA conference registration for 2022 is available now; all full-time staff will have the option to attend. New recording secretary will begin at December board meeting.

Truth in Taxation

2021 tax extension will seek increase of 3.95%. Board will approve in December. Commissioner McCabe made a motion to approve presented tax extension increase; Commissioner Smith seconded the motion.

ROLL CALL:

Parkman	Aye
Stout	Aye
Smith	Aye
McCabe	Aye

SAFETY  
AND RISK  
MANAGEMENT:

Monthly Report: Safety Coordinator

Kristi Murray, Superintendent of Recreation and Risk Management, led the Lunch and Learn training on October 21. Will be revamping the training protocol and process to include online learning opportunities with PDRMA and more hands-on training. Created a sick child procedure with Manager Kozuch for primary use in preschool and the Before and After School Program. Thank you to Lieutenant Justin Biggs and the Lake Villa Fire Department for their assistance in running a fire drill in October.

Review Park District's Accident/Incident Reports

Accident/Incident report (10/19) – Child fell on playground and hit head

Accident/Incident report (10/19) – Child fell off of swing on playground and hit head

CORRESPONDENCE: Village of Lindenhurst update; discussion.

Trustee Rosten reported that Village will be holding the Holiday parade again in 2021; no date selected as of yet. Business licenses are at an all-time high. Casey's will not be moving into property on Sand Lake and Route 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.

Hannah Greenfield will be the Districts new representative for Kiwanis.

Lake Villa District Library update; discussion.

Nothing to report.

ADJOURNMENT: There being no further business to discuss, Commissioner McCabe made a motion to adjourn at 7:04p; Commissioner Smith seconded the motion. President Parkman declared the meeting adjourned on a unanimous voice vote 4-0.

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.

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Dean A. Parkman - President  
Board of Park Commissioners