

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

December 14, 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
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: Lauren Schulz Recording Secretary

APPROVAL OF AGENDA: Commissioner Smith made a motion to approve the agenda as presented; Commissioner McCabe 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 9, 2021. Commissioner Smith made a motion to approve the minutes of the Regular Meeting of the Board of Park Commissioners of November 9, 2021; Commissioner Stout seconded the motion. President Parkman declared the motion unanimously carried on a voice vote 5-0.

PUBLIC PARTICIPATION: None

TREASURER'S REPORT: Discussion and motion to approve bills presented for this meeting. Commissioner Stout presented the bill list for November 1 through November 30 in the total amount of \$348,132.78. Commissioner Smith made a motion to approve the bills presented for this meeting; Commissioner McCabe seconded the motion.

ROLL CALL:

Parkman	Aye
Solbrig	Aye
Stout	Aye
Smith	Aye
McCabe	Aye

President Parkman declared the motion unanimously carried on a roll call vote 5-0.

Update Park District's finances and investments.

Nothing to report.

STAFF REPORTS:

Finance Department

Linda Marturano, Business Manager, reported that \$10,794.96 was received in tax payments from the county in November.

Parks Department

Dennis Carroll, Jr., Parks and Grounds Operations Manager, reported to Dave that he has some bids for issues that need to be addressed or replaced. A resident inquired about setting up ice rinks; Dennis explains in report that we cannot do ice at Millennium Park, because wall has cracks from freezing and thawing.

Tab Steinhaus, Facility and Vehicle Operations Manager reported to Dave that he is getting quotes for new office lights. Splash pad and bathrooms are closed at parks for the season. Flat roof, resealed parts of roof. Recall for van, drive shaft at Antioch Ford, brand new and covered.

Recreation Department

Lori Friedl, Guest Services Manager, reported that there is an influx of people to use walking track and fitness equipment; we are selling passes and getting new users in. Indoor rentals and birthday parties are seeing successes thanks to updated guide and marketing efforts. Thank you to Sarah Anderson for volunteering to cover last minute and dress up as a princess at a recent party! Hannah Greenfield, Recreation Program Manager, reported that that there were 20 participants in senior trips in the month of November. SRSNLC hosted its first joint agency event since pre-covid in November with 6 participants. Mailed out Winter/Spring guide to SRSNLC participants; programs begin in January. Sara Hilby, Athletic Program Manager, reported that winter basketball practices began the last week of November; games begin in January. Partnering with GG Leagues to offer e-sports classes which begin in January. Updated passes and membership options for gym and fitness to begin in 2022. Katie Kozuch, Recreation Program Manager, reported that preschool registration for the 2022/2023 school year begins in January. Before/After School winter break camp is running and will accommodate new registrations as Millburn School cancelled their winter break camp. Planning for summer camp 2022. Superintendent Murray reported that PDRMA Open Enrollment began on November 15. Murray and Manager Greenfield have a plan to reinvigorate SRSNLC participation. Staff meetings have been conducted to review current fiscal year goals and check in with new staff at the nine-month employment mark.

Marketing Department

Kathy Kohler, Marketing and Community Relations Manager, reported that registration for winter/spring guide starts on December 1. Created a summer camp guide timeline. Sponsorships collected include \$1500 from Greenwood Dental in Gurnee for in-house basketball shirts, and \$500 from state bank of the lakes.

NEW BUSINESS:

Discussion and Motion to approve and enter into an agreement with FGM Architects for contractual architectural services for the expansion/addition of the community center which includes full planning, design and construction administrative services.

David Mohr reported that plans for expansion/addition have been vetted by legal counsel and reviewed. The architects will start process for expansion of community center. Payment will be cash on hand, nothing borrowed. Scope of service, 6 phases, start to finish. 80% is pre-construction, hand off to construction manager to work together. Don't have to bid out this service because it is a specialty service. Asked them to start at the top and back up with the top price. Since it's the first time expanding the community center, it is appropriately priced just under \$260,000, will bill monthly, starting in January. Start construction in June 2022, finishing before the end of year 2022. The back end of building will add 6300 additional sq ft, just what we need, what we can program right away with new space. One large true multipurpose room with electronic divider - preschool corridor with cubbies down hallway, storage space, offices, aerobics/dance studio to continue growing, group fitness. Commissioner Stout asked about bathrooms downstairs? It is not part of project, but is being discussed. More information about how FGM is constructing will come from future meetings.

Agreement with FGM Architects

Commissioner Stout made a motion to approve presented agreement; Commissioner Solbrig seconded the motion.

ROLL CALL:

Parkman	Aye
Solbrig	Aye
Stout	Aye
Smith	Aye
McCabe	Aye

President Parkman declared the motion unanimously carried on a roll call vote 5-0.

Letter of Support for Village of Lindenhurst application for an Illinois Departments of Commerce & Economic Opportunity grant to revitalize Slove Park as part of the large Grand Ave. Corrido Renovation Project.

David Mohr reported that LPD is working with Village of Lindenhurst to apply for a DCEO grant for revitalizing Slove Park and Grand Ave project. TESKA submitted a plan that is \$4 million, met with Clay at the village admin. In order to apply for the grant, the bid must be under \$3 million. We can scale some things back (like lighting, playground, landscaping). Slove park equipment cannot be repurposed, but we are planning on donating to 3rd world countries) Village has \$150K, LPD will match, totaling \$300K, rest is grant money. Clay looking into applying for a grant upon grant. Split matching funds...waiting to see if we get the grant, apply for everything. Deadline is Jan 15. Dave supplied letter of support from LPD.

OLD BUSINESS:

Discussion and Motion to approve the 2022-2024 Strategic Planning and Goal Development and 2022-2024 Strategic Master Plan Final Report

David Mohr reported that PDF files were sent via email. The group and staff developed goals at workshop day. Breakdown of 10 themes to be improved/worked on. Master Plan report, complete community survey will be shared. Put LPD parks and services against state standards. Standards were met. Additional points for having unique things such as, splash pad, disc golf. Points short on: baseball fields (not big enough 70ft vs 90ft) basketball courts, Dave will sit down with staff and review with staff for where improvements can be made. assign goals and review quarterly. NIU two-hour session in January with staff to discuss goals in report and how to accomplish. Now have working strategic plan and it is complete. Commissioner McCabe made a motion to approve the 2022-2024 Strategic Planning and Goal Development and 2022-2024 Strategic Master Plan Final Report. Commissioner Smith seconded the motion.

ROLL CALL:

Parkman	Aye
Solbrig	Aye
Stout	Aye
Smith	Aye
McCabe	Aye

President Parkman declared the motion unanimously carried on a roll call vote 5-0.

PRESIDENT'S REPORT:

Commissioner's Report

Commissioner McCabe commented on the success of the Winter Wonderland. Hot cocoa line was great, the library will get more cookies next year, the Santa and Yeti was very popular.

DIRECTOR'S REPORT:

Update of various administrative activities; capitol and safety improvements, legal updates, finance and investments, planning and development, policies and procedures, personnel, intergovernmental cooperation, etc.

Director Mohr reported a relocation of speakers, through ABT. Will be on portable cart for the pavilion and community center. Next fiscal year. waiting on construction and main office project, expansion and new admin offices, quotes under \$25K from Camosy. Some sprinklers and strobe lights will be moved. Lighting at band shell. quote with Krause do lobby lighting and then come back for the pavilion. New phones, training is Thursday, new phone installed Friday. Unemployment claims- LPD not going to pay anymore, due to others working other jobs. PDRMA and Asset Works, PDRMA is dropping Asset Works as of 12/31/21. Must have some sort of software, for depreciation needs. For this year, sign long term contract with Asset Works (giving credit and discount.) Roughly \$2400/year. Strategic plan - hiring new staff, staff salaries, changes to job descriptions.

SAFETY
AND RISK

MANAGEMENT: Monthly Report; Safety Coordinator
Nothing to report. Staff asking about vaccination of younger children, waiting on more information on this.

Review Park District's Accident/Incident Reports
In two separate instances, children fell on playground and hit heads on playground equipment, but are fine with no issues.

CORRESPONDENCE: Village of Lindenhurst update; discussion.
Dave Mohr is having lunch with library director Mick on Wednesday...not sure of agenda.

Village of Lake Villa update; discussion.
Hannah is looking at bands and dates. Same summer schedule. Will there be food trucks? New vendor set up with Lehman mansion.

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 at 7:15p; Commissioner Smith seconded the motion. President Parkman declared the meeting adjourned on a unanimous voice vote 5-0.

RESPECTFULLY SUBMITTED,

Lauren Schulz
Recording Secretary

David Mohr, Jr., CPRP
Executive Director
Park Board Secretary

Approved by me this _____ day of _____, 2022.

Dean A. Parkman – President
Board of Park Commissioners