

**LINCOLN PARK DISTRICT
BOARD MEETING MINUTES
APRIL 11, 2018**

CALL TO ORDER – At 6:00 PM Jayne Weaver called to order the Lincoln Park District Board of Commissioners’ monthly business meeting.

ROLL CALL – Commissioners attending were Jayne Weaver, Dave Perring, Laura Duffer and Gary Nodine. Don Peasley was absent. Attending from the Park District were John Andrews, Vern Haseley, Abby Neece and Angie Coombs. Jacki Pavlik was absent.

MINUTES OF MEETING – Minutes of the March 14, 2018 were presented to the board for review. Jayne asked if there were any questions, comments or suggested changes. Laura Duffer motioned to approve the minutes as presented, which was seconded by Gary Nodine, and approved after a unanimous, roll-call vote.

RECOGNITION OF VISITORS: None.

ACCOUNTS PAYABLE – The operating expenses were submitted for approval in the following funds:

| | | | |
|---------------------|---|----|-----------------|
| GENERAL | - | \$ | 3,646.53 |
| RECREATION | - | \$ | 3,537.03 |
| CAPITAL IMP. | - | \$ | 1,097.63 |

Angie stated that there was an error in the original spreadsheet, which caused a \$36.20 bill to be listed as \$3,620.00 and skewed the AP totals. The AP Spreadsheet included was noted as amended and the new balances were presented for the Board’s approval. Also, Angie included a copy of the Entec invoice, which was received after the Board Packet had been posted. Angie requested that the Board approve the payment of \$169,200.00 from the Capital Improvement Fund as a partial payment for the new VRF system installation.

Dave Perring made the motion to approve the amended Accounts Payable, including the new Entec invoice, which was seconded by Gary Nodine. The motion passed after a unanimous, roll-call vote.

CASH FLOW REPORT – The following balances were reported as of March 31, 2018.

| | | | |
|----------------------------------|---|----|---------------------|
| RECREATION | - | \$ | -15,793.92 |
| GENERAL | - | \$ | 60,710.42 |
| CAPITAL | - | \$ | 1,697,829.89 |
| AUDIT | - | \$ | 3,345.36 |
| LIABILITY | - | \$ | 30,507.25 |
| 2014 DEBT CERT & INT. | - | \$ | 41,194.07 |

Jayne stated that the Rec fund was lower this year, partially due to the fact that program registrations had been pushed back this year and the fact that several members took advantage of the BOGO promotion before 2017 ended. Another factor was the increase in the utilities and the toll that the harsh winter had on the bills.

**LINCOLN PARK DISTRICT
BOARD MEETING MINUTES
APRIL 11, 2018**

DIRECTOR'S REPORT – JOHN ANDREWS

- I received notice that the Commercial Building permit had been processed with the City, and therefore Entec can continue to move forward on the new VRF project. They have already started to do a few little steps.

- Jacki has requested to transition from a Full-Time to a Part-Time employee. She will work 3 days per week, continue to participate in IMRF, hold her current title and use flex-time. Jayne stated that Jacki had inquired about being paid for holidays, but it was explained that as a Part-Time employee that she would no longer be eligible for that benefit. Jennifer will work the two days that Jacki has off as the new Fitness Manager. With these extra hours, Jennifer will join IMRF. Both Jacki and Jennifer agreed to split the phone stipend with Abby, as they will all share duties related to this stipend. Dave asked why Jacki had decided to make the switch and Jayne explained that Jacki wanted to scale back her workload. Also, this transition will hopefully make Jacki's future retirement easier when that time comes. Gary asked if Jacki would be working with Jennifer to train her of the new duties that fall under her new title, and Jayne assured Gary that Jacki was working with Jennifer. John stated that the transition would officially begin June 3rd.

-We hired a few new individuals to work at the Fit Zone Desk. Kelsey Lee is new the Park District, but Andy Schreiber is a returning staff member. Mr. Hartnell has given me his notice that he intends to move.

-Abby, Angie and I went to an IPARKS Risk Management meeting, which was held in Peoria. We found it to be very informative, and we gained a few ideas for improvements to implement at our own facility.

-The Legion field's lights are 24 years old. Rhonda, of Lincoln College, contacted me to see if we would be interested in them donating about 32 light, which would cost about \$300 per light if we purchased new ones ourselves. Vern pointed out that we would need to hire an appropriate truck for the installation. Gary asked if we would hire someone to adjust the new lights so that the fields are illuminated properly.

-Something for the Board to think about: 2 out of the 3 fields in the Breezy tri-plex are reportedly "too deep" and several people have suggested/requested that the outfield fences be brought in from the current 300 feet to 225 feet. Would that expanse of 75 feet be a possible offer for the proposed/requested Dog park? Other park districts use a similar space and rotate which area is open each year to allow regrowth. Vern stated that he would contact people to get estimates to place new posts and fencing. The Board did not seem to think that the area should be used for the Dog Park, due to the fact that the size was quite smaller than what was listed in their proposal.

OPERATIONS REPORT – VERN HASELEY

-We have been working the fields and grounds, spreading fertilizer and just started mowing.

-Our roller broke and so we have been working to repair that as well.

FITNESS DIRECTOR'S REPORT – JACKI PAVLIK: Presented by Jayne

-Class attendance has continued to stay strong.

-The summer schedule is coming together nicely, with water aerobics being added again.

-The annual Pigs & Swigs run will be held in June, and advertisement for registration has begun.

- John pointed out that Jacki had posted advertisement seeking a few summer instructors.

**LINCOLN PARK DISTRICT
BOARD MEETING MINUTES
APRIL 11, 2018**

PROGRAM REPORT – ABBY NEECE

-The Baseball/Softball registration ended April 6th, but was extended until the 14th as the final cutoff date. We have about 30 less kids than last year, but the numbers for the girls were also down, and that could be from some registering with the Riot. Also, we changed the tee ball age range from 4-6 to 5-6, so that effected our numbers a little. We have 6 tee ball teams this year, and had 8 or 9 last season. I am still speaking to the surrounding teams about games, but if we cannot find enough competition, we may have to rejoin the Tremont League. If we do have to go with Tremont, it will speed up our time frame to meet with coaches to pick teams, and would involve more travel.

-The Easter Egg Hunt was held Saturday, March 31st and went over very well considering the poor weather conditions. Despite the weather, there was still very positive feedback from the event. Jayne stated that the donate prizes were great this year. Both D.A.R.E. and Symphony contributed to the prizes for each age category.

Dog Obedience class registration is full for the session starting April 29th through May 20th.

-Ballroom Dance will begin in April and registration is at capacity with a waiting list.

-April Showers is the next painting class, which is scheduled for Saturday, April 21st at 10:00am.

-The summer brochures are in progress and I plan to have them available to circulate the beginning of May.

CORRESPONDENCE: NONE.

UNFINISHED BUSINESS:

A. Capital Improvements:

I. Heating/Air Conditioning Units:

1. Currently about 2 weeks ahead of schedule.
2. Ready to pour a new pad

II. Andrews Tri-plex water tank/pump shed

1. Vern stated that a tree had to be cut down.
 - a. Without the added cover, the tank is now an obvious eye sore.
 - b. Tony and I can probably build a shed for about \$1,500.00.
 - 1) Dave stated that it sounded like a good idea.
 - 2) Jayne asked for clarification of the location, which Vern stated that he is talking about the tank between the Pony and Legion fields.
2. Vern stated that the tank itself probably has a few more years before it will need to be replaced, unless the Board wanted to just spend more now.

B. Aquatic Center:

I. Tony and Vern are beginning to prepare to open the pool, such as gathering materials needed to complete the process.

1. Laura asked about the status of the painting project.
2. John stated that only the lane lines need to be repainted this year, and that Ron Hall's bid had been accepted. Vern is to schedule the project.

II. Vern also requested a bid from Ron Hall to include repainting the exterior doors, which need a new coat of paint.

**LINCOLN PARK DISTRICT
BOARD MEETING MINUTES
APRIL 11, 2018**

NEW BUSINESS:

- A. Dave stated that the tennis courts have areas of paint coming off of portions of the wall.
 - I. Vern stated that he agreed that the peeling has gotten worse.
 - II. He will put that project on the list for the fall/winter.
- B. Jayne inquired about the timeframe of the rear tank's pump shed completion, which Vern replied that it would be completed by June.
- C. Abby asked about the landscaping that now needs to be done up front since the tree had been removed.
 - I. Jayne stated that she is still working on planning what needs to be planted.
 - II. Once the ground has settled more, Jayne plans on adding more mulch to the area.
- D. Angie reported that the Auditors were here for the 2017 Fiscal Year on April 3rd and 4th.
 - I. The auditors were finished with the on-site portion and were happy with our process.
 - II. Angie did speak to Lori, of Estes, Bridgewater & Ogden, about inputting accounting data into QuickBooks, and making sure that it is recorded as it should be before deciding to no longer contract out. Lori agreed that it was a prudent method of transition.
- E. John stated that he had purchased a certified, pre-owned laptop since he did not like the desktop unit. Vern offered to purchase the desktop CPU once John's new laptop arrives.

EXECUTIVE SESSION: NONE

ADJOURNMENT: Seeing no further business Gary Nodine moved to adjourn the meeting.
Laura Duffer seconded the motion. The motion carried. Adjournment: 6:39 P.M.

NEXT MEETING: The next meeting date will be Wednesday, May 09, 2018 at 6:00 P.M.