

**LINCOLN PARK DISTRICT  
BOARD MEETING MINUTES  
MAY 9, 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, Laura Duffer and Gary Nodine. Don Peasley and Dave Perring were absent. Attending from the Park District were John Andrews, Abby Neece, Jacki Pavlik, Angie Coombs and Jennifer Prather. Vern Haseley arrived at 6:05 pm, due to the weather.

**MINUTES OF MEETING** – Minutes of the April 11, 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:

<b>GENERAL</b>	-	\$	<b>4,327.77</b>
<b>RECREATION</b>	-	\$	<b>5,310.56</b>
<b>CAPITAL IMP.</b>	-	\$	<b>29.99</b>

Gary Nodine made the motion to approve the amended Accounts Payable, which was seconded by Laura Duffer. The motion passed after a unanimous, roll-call vote.

**CASH FLOW REPORT** – The following balances were reported as of April 30, 2018.

<b>RECREATION</b>	-	\$	<b>-24,551.07</b>
<b>GENERAL</b>	-	\$	<b>59,146.05</b>
<b>CAPITAL</b>	-	\$	<b>1,528,697.54</b>
<b>AUDIT</b>	-	\$	<b>3,345.50</b>
<b>LIABILITY</b>	-	\$	<b>28,421.13</b>
<b>2014 DEBT CERT &amp; INT.</b>	-	\$	<b>41,195.77</b>

Jayne stated that the Rec fund was lower this year, partially due to the fact that program registrations had been pushed back this year. She also observed that Membership income was almost the same.

**DIRECTOR’S REPORT – JOHN ANDREWS**

- Entec has been working on upgrading the facility to a VRF system, but they still have about another month left before they will finish.

- Jacki and Jennifer both accepted the new employment offers, which will take effect June 3<sup>rd</sup>. Jacki remains the Fitness Director, but will share some duties with Jennifer, and transition to a part-time employee. Jennifer will receive the title “Fitness Manager”, which will enable her to participate in IMRF. I have given them both a little more authority, in regards to helping manage the Fit Zone Desk and its respective employees. Gary asked how much authority they

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have been granted. John stated that neither will be able to terminate anyone, but they are able to make recommendations. Also, they can work together to work with staff to ensure that everyone is on the same page.

-Summer help has been hired for the season, Colton and Zach have returned, and Ryan Thomas will round out the group. Ken Greenslate has been helping Vern and Tony keep up with the mowing until the summer help was able to start.

-Vern and I spoke with Joe Schaler, with the local VAC, to help him with some landscaping issues at the Veterans' park, per his request.

-There was a public complaint about my truck being parked on the county side of the road, with a "for sale" sign in the window. I did verify that it is not on our grounds, but I will move it soon.

-The Legion has offered to host a drive-through dinner as a fundraiser for the July 4<sup>th</sup> fireworks. Jayne asked how many tickets would need to be sold to see a decent contribution. Gary stated that they YMCA received \$2.00 for every ticket sold prior to the day of the breakfast. However, Gary was not sure if the contribution rate would be different for a dinner compared to the usual breakfast.

**OPERATIONS REPORT – VERN HASELEY**

-Memorial Park has 2 trees that need to come down, which requires a cherry picker for sections. One is located right next to the new fence.

-We have started the process of opening the pool up for the season.

-As John mentioned, we have been busy mowing already this season.

-I will be meeting with Dave Ebelherr at Memorial Park tomorrow, May 10<sup>th</sup>, at 8:00am to discuss the areas to leave wild and other tree issues. Gary had already previously met with Dave Weaver and Doug to begin the process. Gary stated that Dave knew more about chemicals and/or nutrients to prepare the area. Doug will help plot out areas to mow for walking paths, once the grass grows tall enough. Gary asked if Vern had a running contract with Bree for the tree removal. Vern stated that the usual price for 2-3 trees does not require a bid, and that for a short time frame, Dan Bree provides prompt service. Jayne stated that at previous meetings, some board members have expressed their desire that other tree removal services also be considered before calling the same one repeatedly. Since the trees in question currently need to be dealt with promptly, there is no issue with contacting Bree to provide the service.

However, it might not be a bad idea for the Board to consider establishing a contract or policy for such services and an agreed up rate. Jayne stated that Board members do get occasional phone calls regarding trees needing taken care of, and Gary stated that he was surprised to see how many limbs were down while he was mowing at Memorial Park the previous Monday. Jayne requested that the Board make a motion and vote regarding the tree removal work that would be contracted for Memorial Park. Laura Duffer made the motion to approve hiring Dan Bree to remove the 2 trees in Memorial Park, which was seconded by Gary Nodine, and passed after a unanimous roll-call vote. Gary asked for clarification regarding the amount of a project that requires the bid process, which was verified as \$25,000.00.

**FITNESS DIRECTOR'S REPORT – JACKI PAVLIK**

-I held a meeting of the Aerobics Instructors on Sunday, April 29<sup>th</sup>, and all but one have signed the non-compete contracts.

-So far there are 15 registrations for the annual 5K, but many register last minute.

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-Jennifer has been working on getting the back desk supervisors more consistent. Gary asked if the prices were still posted publicly, but Jennifer stated that the old board had been removed.

-Jennifer stated that the General Information/Reference book had not updated since 2104, and that she was working on that.

-Jacki informed the board that she plans on scheduling mandatory training days for the Fit Zone staff. Gary asked how the situation with the Lincoln College students had been during the past spring. John verified that there had not been any reported, and that not as many students have been visiting as before.

-Jacki is working with Amber to coordinate getting the staff recertified for CPR and the AED.

-Jennifer is in charge of scheduling the water aerobics staff and classes.

-Jacki stated that a "Master" R.I.P.P.E.D. instructor would be offering a free class in July, and is also interested in holding a training event at LPD. The Park District would get a usage fee if we did contract with the program as a training location.

-Jennifer quoted some class attendance totals for the months so far in 2018:

January (1,324) February (1,313) March (1,566) April (1,346) for a total of 5,549

Jayne stated that she is curious to see how attendance will change with the addition of water aerobics.

**PROGRAM REPORT – ABBY NEECE**

-I finished the summer program brochures and distributed them to all of the schools.

-The Baseball/Softball is in full swing. John and I attended the scheduling meeting for the Tremont league. With our new t-shirt press, we were able to do all of the team shirts in-house. Jayne stated that she thought the ones that she has already seen look very good, and we know what quality the shirts are. Abby agreed that there is more control over the process and it is much easier to fix any issues that arise. John stated that we will be able to branch out, should we choose. Practices have gone well, and the new Tee ball field is amazing at how it helps with scheduling. We will be hosting the 10U tournament the end of June and the Heat's 6U tournament will be the weekend before ours.

-John asked the Board how they felt about moving the outfield fences in on a few fields, since the Legion field was the only one that needed to be 300 feet. Gary asked if both fields' fences would need to be moved up, but John suggested installing an "inner" fence out on A & B fields, which would offer a small area that could be a potential "dog park" area, if the board wants to go that direction. Jayne suggested putting it on June's agenda and stated that Springfield has a similar area for a dog park, which could be used as a template. John verified that Springfield's director would be coming to speak with him about that and a few other topics. Gary asked if a dog park area would be covered under the current insurance. John stated that Springfield has the same insurance as LPD, and theirs is covered.

-Abby stated that the official start the Baseball & Softball leagues is May 14<sup>th</sup>, Linda and Gary have been working to get the concession stands stocked. Chris Phillips is coordinating the umpires for us this season. He is having an umpire meeting Thursday, May 10<sup>th</sup>.

-The Dog Obedience classes are going well and Timbercrest Veterinary has donated goody bags. Kristi helped me get the summer brochures online and will help me get the Baseball and Softball schedules on the website as well. Jayne stated that she has heard a lot of positive feedback from the public regarding the summer programs.

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-A lady at Rotary approached me about instructing a music camp this summer, where there would be a recital at the end of the session.

**CORRESPONDENCE: NONE.**

**UNFINISHED BUSINESS:**

A. Capital Improvements:

I. Heating/Air Conditioning Units:

1. Trying to move the starting date up for the bathrooms and lockers, if possible.
2. Work is steadily moving along.

II. Andrews Tri-plex water tank/pump shed.

1. Vern suggested tabling the actual work until the fall.
2. Estimate cost of the project would be about \$1,000.00 in supplies.

B. Aquatic Center:

I. Ron Hall provided an estimate for labor and he has been contracted to do the work.

1. Paint was purchased on the LPD account at Sherwin Williams, which we have stored.
2. Work would take 5-7 days to cure.
3. John made the decision to wait until the fall.
4. Gary asked about the cost of stripe paint, and if it was included in the \$3,550.00 bid.
  - a. Vern verified that it is a special type of paint, which requires special application.
  - b. Vern also stated that by then end of this season, the white parts may also need to be painted, and that the baby pool is in the worse condition.

II. Opening Progress:

1. The filling process began Monday.
2. Currently working on troubleshooting pump and filter issues.
3. All of the deck sails were installed and the guards came in over the weekend to remove leaves and clean a little.

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

1. Doors would be sanded and primed before being painted.
2. The cost would be around \$2,500.00 for 15 doors.

**NEW BUSINESS:**

A. Employee Facility Use and Program Participation.

**EXECUTIVE SESSION:** The Board entered into Executive Session at 7:00pm to discuss the proposed changes to the Employee Handbook regarding Employee Facility Use and Program Participation. The Board exited Executive Session at 7:43pm. Gary Nodine made the motion to accept the changes Employee Handbook regarding Employee Facility Use and Program Participation, which was seconded by Laura Duffer and passed after a unanimous roll-call vote. John will promptly distribute the amended section to all employees.

**ADJOURNMENT:** Seeing no further business Gary Nodine moved to adjourn the meeting. Laura Duffer seconded the motion. The motion carried. Adjournment: 7:44 P.M.

**NEXT MEETING:** The next meeting date will be Wednesday, June 13, 2018 at 6:00 P.M.