

**LINCOLN PARK DISTRICT
BOARD MEETING MINUTES
JUNE 13, 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, Don Peasley and Dave Perring. Gary Nodine was absent. Attending from the Park District were John Andrews, Vern Haseley, Abby Neece, Angie Coombs. Gary Nodine arrived at 6:05 pm.

MINUTES OF MEETING – Minutes of the May 13, 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 Dave Perring, 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	-	\$	6,956.49
RECREATION	-	\$	9,356.35
CAPITAL IMP.	-	\$	85,693.82
LIABILITY	-	\$	3,848.00
2014 DEBT CERT.	-	\$	41,175.00

Angie stated that she had included in the board’s packet an invoice from IPARKS for the Annual Insurance Renewal payment, which is \$57,366.00, and arrived the day before. Jayne pointed out that there were a few big price items listed, such as a partial payment to Entec for the VRF installation and interest payment on the 2014 Debt Certificate, and then asked if there were any questions. Dave Perring 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 May 31, 2018.

RECREATION	-	\$	-24,066.47
GENERAL	-	\$	43,352.77
CAPITAL	-	\$	1,415,350.14
AUDIT	-	\$	3,340.64
LIABILITY	-	\$	24,574.38
2014 DEBT CERT & INT.	-	\$	41,197.52

Angie explained that some of the numbers were a little low compared to the previous year due to a slight delay in program registrations and the pool’s opening.

DIRECTOR’S REPORT – JOHN ANDREWS

- Entec has a portion of the new VRF system up and running, but there are still some areas that need to be finished.
- The pools’ pumps had some issues Memorial Day weekend, but they are all up and running now. Attendance is still steady and Vern and Tony did a good job dealing with the problem.

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- Summer help has been working hard to keep the diamonds and parks maintained.
- Memorial Park has been previously discussed. After conferring with Doug Ebelherr, Dave & Jayne Weaver, and Gary Nodine, about 50% of the park will be allowed to grow, untamed, except for a few walking paths through those areas. The hope is for some natural regrowth of trees to eventually replace some of those that have either fallen or had to be removed. Doug has offered to help create a news release to the public.
- In regards to the changes made to the Employee Handbook concerning employee's usage of the facility; most are fine with the changes, but a few had some issues, which was expected.
- The next big project that I will be working on is the roof. I have requested bids from a few companies, including the one currently working on the High School's roof next door.
- A Central Illinois Bicycle group camped out at Memorial Park over the weekend, which was about 100 people. Jayne asked if there was any running water out there. John stated that there was not, but that the Elks had worked with the group, and they had coordinated extra port-a-potties. Dave asked if the most recently felled branch had been removed prior to their stay. John verified that it had been. Both Vern and John viewed the situation and decided to contact Dan Bree to remove the dangerous limb.
- Kristi Kerns, of Vivid Studios, Inc., has agreed to contract with us for assistance in creating ads, which should help us keep them all uniform to our brand. I did speak with WLCN about the current budget for the radio adds, and reduced it currently to appropriate a portion of that budgeted amount towards her services. Laura inquired as to what her services would include. Abby stated that she agreed to a trial period of creating ads, fliers, and brochures with information provided by staff. The trial period should help gauge approximately how many hours are needed and the cost associated with our needs. Dave queried if the public currently has access to contact staff with questions and concerns. Abby stated that each mode of social media has the option as well as listing all other access points available via all other social media. Any issues with contact via social media have been remedied as soon as we are aware of the issue. Jayne inquired as to cancellation notices, and Abby stated that staff tries to announce them promptly and uniformly. Abby explained that Kristi has no direct access to LPD social media accounts, but staff sends the information with a brief description of their desired format and Kristi responds with a PDF file, which can be uploaded easily upon staff approval. Jayne stated that she thinks it is a good idea, and that repeated events can be easily updated with the newer information.
- Vern requested a lift for the shop to help lift heavy equipment more safely and make it easier to work on various machines. He priced a few options available, which cost around \$4,000.00 and would meet their needs. Angie stated that the annual safety grant, which is issued from IPRF, could even be applied towards this cost. Vern asked the current amount available, which Angie verified was around \$1,700.00.
- The pool issue is still in progress, as the wrong gaskets were sent, but Vern was able to make them work. John informed the Board that he drove up to pick up the parts, due to a delay in their shipping, and to expedite the process.
- Jason Johnston, of IPARKS' Risk Management Division, visited and only had a few suggestions to correct potential issues with swing sets. Overall, he was rather impressed with our facility.

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OPERATIONS REPORT – VERN HASELEY

- I ordered ADA signs for the parking area around Legion Field and have had the lines repainted.
- A waterline from the well to the ball diamonds burst in two places. We were able to fix them, but they may need to be replaced in the future.
- Memorial Park had another tree lose a large branch during the recent storms, which had high winds. As John mentioned, we met to discuss the situation and contacted Dan Bree for its removal.
- The dugout benches on the Pony Field have been replaced.

FITNESS DIRECTOR'S REPORT – presented by Jayne Weaver

- The annual 5K had about the same number of participants as last year, with fewer registrations on the day of the race. There were not as many shirts left over this year. Next year, Michelle Ryan may take over running the event.
- Currently scheduling getting all staff AED/CRP certified.
- Class sizes are still well attended, water aerobics attendance is strong, but the other evening class numbers have diminished a little bit.
- Jayne stated that the sharing of duties between Jacki and Jennifer has gone well so far.
- There is a Master R.I.P.P.E.D. class is scheduled for July, and they believe that it would be a good time to hold another Aerobic Class Open House.
- Jennifer has been responsible for training the water aerobics instructors, and Jayne stated that she has heard several positive comments about them.
- Dave asked if anyone ever checks with competitors in town regarding prices of classes and memberships. Jayne stated that she believes that LPD has a solid clientele base and that the facility is promoted well.
- Another mini-triathlon is being planned for later this summer.

PROGRAM REPORT – ABBY NEECE

- The Baseball/Softball is in full swing. We have 2 fewer softball teams this season, but I think the Riot picked up those girls. John and I decided to implement more responsibility to the League Board. This year's method of the League president contacting the coaches, who then contact the parents, has been a benefit.
- Last year, Roger Saylor scheduled the umpires for us, but he tendered his resignation at the end of the 2017 season. This year, Chris Phillips, has agreed to undertake the task, and has been very successful so far this season.
- The dog obedience classes went very well, and we had several requests for another class. I spoke with Mike Bieser, the instructor, about not waiting 2 years between classes and he said that he would be willing to teach next spring. I also plan on talking to him about the possibility of having 2 groups; 1 for small dogs and another for larger ones.
- Timbercrest, the usual Dog Obedience sponsor, has also offered to sponsor other events in the future.
- Jody will be teaching a llama painting class, and will join us again for art camp this summer.
- I will be teaching a "Get up and Garden" 2-day class for kids. Dave asked if the kids will be planting fruits or veggies to take home, and Abby stated she planned for veggies.
- The "Kids in the Kitchen" class had low enrollment and was canceled.

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-Jayne inquired about the prices for the summer camps and activities. Abby stated that the highest registration fee was for "Putting on a Play" camp, which lasted all day for a week and included time at the pool, for \$80.00.

-There will be a parade on July 4th, and I am working with Amber for some games to be played at the pool for some prizes. Each visitor will get a free popsicle with their pool admission.

-Family Fun Days at the Pool (the second Friday of each month) was very well attended in June. Advertising has helped as we received more donations the first day that we did for all three days that were held in 2017. All of the donations had already been delivered to the food pantry.

-I am working with ALMH to coordinate activities for the National World-Wide Day of Play(Saturday, September 29th). The event was started by Nickelodeon, which suspended programs for an entire day to promote children going outside or pursuing other activities for the day. Vern asked if bouncy houses were going to be involved, and Abby stated that she was not quite sure. Preliminary discussions included the possibility of bouncy houses, but ALMH coordinators seemed more interested in creating child versions of the popular "American Ninja Warrior" obstacle courses. Angie Whiteman, the CATCH coordinator for the hospital is very actively contributing to the planning and discussion.

CORRESPONDENCE: NONE.

UNFINISHED BUSINESS:

A. Capital Improvements:

I. Heating/Air Conditioning Units:

1. Work is steadily moving along.
2. Next step is to install the new boiler.

II. Outfield fences in Fields A & B.

1. Scheduling games would be easier if all the fields had the same dimensions.
2. Gary stated the only problem would be if we ever hosted a 12U tournament.
3. Gary inquired if the dog park possibility was still being considered between fences.
 - a. John stated that it was not, as Springfield's representatives explained various issues that they were currently having with theirs. Suggested not going that route.
 - b. Jayne stated that what the area would offer is not what the group advocating for a park is looking for. They really seemed to want LPD to administer the registration and dues portion of their desired park. Funding/local would be sourced elsewhere.
 - c. Gary stated that the idea would likely result in more maintenance than benefits.

B. Aquatic Center:

I. Opening Progress:

1. The system worked well until the pumps went out.
2. We noticed issues at the beginning and immediately began to troubleshoot to find the issue. Had they not began to fill the pool early, they would have been further behind schedule in opening for the season. The early fill gave time to see the problem and begin the system of troubleshooting.

II. Pump Issue: The propellers rotted out;

1. Likely made with a mixture of materials, and the additive to the nickle is what has been dissolved by the chemicals. Pumps are in a heated building and drained dry off season.
 - a. Gary suggested getting a propeller that was made out of cast iron.

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- b. Vern stated that he had already shipped one propeller to a foundry in St. Louis to see if they could cast one from it, which will also have their metallurgist determine if the issue is the material in the propeller or if it is the chemicals.
 - c. John stated that they spoke to Dave Schonauer, of the City's Water Dept, as they had the same issues and explained how they had paid for a cast iron one.
 - d. The supplier also makes an epoxy coating, which has been applied to baskets that had similar problems, but the coating is already starting to deteriorate.
2. The pump for the slide is 3 times bigger and will most likely be the next one to go out.
- a. Gary asked if there is something that we are missing in the company's preventative maintenance, which Vern stated that there is not.
 - b. Jayne inquired if we were still waiting to hear back from the foundry, which Vern verified that we are. However, John ordered another pump to keep on hand in case another one fails.
 - c. Gary probed that if it is not a chemical issue, then it is an engineering one, which is an entirely different process to remedy the situation. Vern agreed with Gary.
 - d. Dave asked who sold the system to LPD originally, and if it were possible, to contact other customer to see if they ran into the same problems and inquire about their process to remedy the situation. John said that it would be possible.
 - e. Jayne stated that Vern and Tony did a great job handling the issue as it unfolded.

NEW BUSINESS:

- A. Contracted labor for continuous tree/limb removal in parks;
 - a. Jayne stated that the Board had previously discussed requesting bids, which Don agreed that comparing prices would make sure that we were paying a fair price.
 - b. Jayne inquired if the Board would like to create a policy for regular removal and one for emergent situations. Gary stated that each of the three local companies bidding would have to prepare a proposed contract for similar situations for it to be effectively compared. Other than planned removals, most of the contracted work has been deemed an emergency situation previously.
 - c. Gary asked if all companies seem to have the same rate, Vern stated that they tend to. Gary also pointed out that even though areas are being left to grow "wild" some areas will still need to be thinned out eventually to continue to promote healthy growth.
 - d. John informed the Board that a State Forrester would be coming to walk Memorial Park with Doug and others to discuss issues and give information. Doug has previously suggested leaving some fallen trees/limbs for natural growth.
 - e. Jayne stated that Doug was scheduled to present early to the Board, but was unable to attend the meeting. Doug will need to discuss with the Board the steps that have already been taken and what else he would like to plan for the future. Also, the public should be notified of the new agenda for Memorial Park, to try to avoid misinformation of the intent.
 - f. Dave asked if any new trees had been planted yet, and Vern verified that 16 trees had been planted around the grounds and parks. Gary stated that they are also considering planting areas of some prairie grass.

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- g. Vern verified that the front triangle of Memorial Park is still being mowed, as are the ball diamonds, and large areas around each pavilion, the playground and drives.
- h. Gary suggested that he was not fond of the idea of letting timbers to rot, as they pose some danger to the public. Jayne stated that the Board will continue to work towards creating a more structured plan.
- B. Jayne stated that the new City Park, the old hospital grounds on 8th Street, were discussed at the previous City Council meeting, which she had attended. Michelle Bauer told Jayne that she would contact the Park District.
 - a. The City had wanted to know how much LPD would possibly contribute to the maintenance of the new park.
 - b. The fitness area would encompass a small area of the park.
 - c. LPD does maintain the playground equipment installed in the other, older city parks, per an old Ordinance. Laura asked if the entire area would be designated as a city park.
 - i. Don asked if there would be a conflict of interest since Blinn Bates is contracted by both entities should legal discussions become necessary.
 - ii. John stated that Mr. Bates could represent the City and LPD could utilize the services of IPARKS' legal department.
 - d. John believes that the City has decided to continue to maintain the new park themselves, as they have already been doing thus far. We shall see what the future holds.
- C. Ordinance#333 – Prevailing Wage Act:
 - a. The current rates were provided to the Board members for their review.
 - b. Gary Nodine made the motion to adopt Ordinance #333 – The Prevailing Wage Act, which was seconded by Dave Perring, and passed after a unanimous roll-call vote.
- D. Laura inquired about the possibility of adding recycling cans to the pool's concession area.
 - a. Angie stated that the concept had been attempted throughout the facility previously. However, the public majority does not respect the differences of the labeled containers, which defeats their purpose.
 - b. Laura understood, but wished that patrons would be more conducive to LPD's efforts to support the practice of recycling.

EXECUTIVE SESSION: The Board entered into Executive Session at 7:33pm to discuss the previous minutes of any executive sessions held since December 2017. The Board exited the executive session at 7:48pm. Laura Duffer made the motion to keep the minutes of previous executive sessions closed, which was seconded by Gary Nodine and passed after a unanimous roll-call vote.

ADJOURNMENT: Seeing no further business, Don Peasley moved to adjourn the meeting. Gary Nodine seconded the motion. The motion carried. Adjournment: 7:50 P.M.

NEXT MEETING: The next meeting date will be Wednesday, July 11, 2018 at 6:00 P.M.