

**LINCOLN PARK DISTRICT
BOARD MEETING MINUTES
AUGUST 08, 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, Don Peasley, Dave Perring, Laura Duffer, and Gary Nodine. Attending from the Park District were John Andrews, Vern Haseley, Abby Neece, Angie Coombs, and Jennifer Prather. Absent was Jacki Pavlik.

MINUTES OF MEETING – Minutes of the July 11, 2018 meeting were presented to the board for review. Jayne asked if there were any questions, comments or suggested changes. Don Peasley motioned to approve the minutes as presented, which was seconded by Laura Duffer, and approved after a unanimous, roll-call vote.

RECOGNITION OF VISITORS: Debra Pollock & Tina Cox – Pickle Ball Group

Debra and Tina addressed the Board regarding the number of pickle ball courts available and the group’s request for more. A prepared letter and diagram had been dropped off earlier, and a copy was included in each of the Board member’s packet for review. The ladies explained that there are quite a few individuals who play pickle ball, and suggested a few options for possibly adding more courts to meet the need. Jayne inquired as to how many people are part of their group, and one of the ladies replied that there are about 20 currently. John explained that the process was a little more difficult than just adding new lines, as there are existing lines that would need to be painted over. Dave asked how many people play on each court at a time, to which the answer of 4 (2 per side) was given. Jayne asked if it would be more feasible to extend the playing time or vary times that people played to avoid the issue of people waiting to play. Gary asked if the group ever played outside or if it was always indoors, to which they ladies stated they did play at the High School’s tennis courts when weather permitted. Jennifer asked if the High School’s courts were marked for pickle ball, but the ladies explained that they chalk in the lines manually. John stated that he would look into possibly adding an additional court between the current one, requesting a quote for the work. He also stated that he had concerns about adding additional lines on the second court, due to the fact that it already has lines for basketball, tennis and a pickle ball court. The ladies thanked the Board for their time and excused themselves from the meeting. Jayne inquired as to the daily fee for pickle ball, to which Angie stated it is \$3.00 per person. Angie also stated that there is no time limit associated with the pickle ball rate, as there is for tennis players who pay by the hour. Jayne requested that John get more information on the costs of adding another court so that the Board can later discuss associated fees.

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

GENERAL	-	\$	8,262.67
RECREATION	-	\$	11,477.24
CAPITAL IMP.	-	\$	77,121.67

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Jayne asked if there were any questions. Don Peasley made the motion to approve 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 June 30, 2018.

RECREATION	-	\$	19,519.17
GENERAL	-	\$	147,520.79
CAPITAL	-	\$	1,219,600.94
AUDIT	-	\$	6,418.73
LIABILITY	-	\$	64,062.49
2014 DEBT CERT & INT.	-	\$	24.04

Jayne pointed out that the cash flow is down a little bit this year, due to the weather, pool issues, and the absent income from the HEAT tournament.

DIRECTOR’S REPORT – JOHN ANDREWS

- Entec just needs to finish the duct work on the Ballroom’s exterior, as well as training the staff on how to use the new system.

- I have requested another bid the fences in on Field A & B, which came in at \$30,000.00 in comparison to Goodman’s \$12,000.00. I still think that bringing the outfield fences in will help our current programs and create the possibility of hosting a tournament in the future. Dave asked why the prices were so different, John and Vern were unsure since the parameters were the same when requesting the quotes. Dave then asked why the fences were initially installed so far out. John responded that he thinks they were intending to host baseball tournaments, since 300 ft is the distance for High School. Gary stated that the State tourneys are currently held in Bloomington, Springfield, and Pekin. All of them are well attended, but ran by a governing body. If we were to host our own, we could avoid paying the governing body fees, but offer another tourney location to the leagues that can’t play on the bigger fields. Dave Perring made the motion to accept Goodman Fencing’s bid to move in the outfield fences on Fields A & B, which was seconded by Don Peasley and passed unanimously after a roll-call vote. Dave inquired as to whom would promote the availability of LPD as a tournament site, to which John responded that the groups would. Both the Riot and Chill have requested usage of our facility for their games, which will help bring teams in to the area. Abby inquired as to the scheduling of the work, since there is currently a league still scheduled to play on those fields. Vern stated that the earliest will most likely be mid-October, which is when Abby stated the leagues will be ending.

-Summer help has diminished to just Kocka, and this will be his last year, as he will be moving. Ken Greenslate will come back to help mow, as needed.

-I was contacted by another bicycle group about coordinating their visit with the City Tourism. There will be about 150-200 cyclists, wishing to camp on our driving range for the night of September 10th. They have requested to use our showers, and in the event of rain, to sleep in the gym. I was thinking about charging them \$400 if they camped outside and \$600 if it rains, as we would have to have an employee work overnight.

-The Chill met with Abby and I to discuss field usage and rental prices. I have established one price, across the board per game.

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-I have contracted a company to come in to fix leaks in the roof, since the Capital Project will not begin until spring. It is the company working next door at the High School. They will walk the roof and replace screws and seal potential leak areas. This maintenance will cost about \$2,200.00.

-The John Welsh Tournament is still in negotiation, I have proposed 5 years instead of their request for 10 years in the agreement. We are also discussing the cost of switching backboards, which was also part of the agreement. I am still waiting on their response.

-A group from Springfield, Extreme Air Gymnastics, has contacted me about reserving the gym on November 17th and 18th to hold tumbling and trampoline events. They would set up the Friday night before, and bring all of their own equipment. The events themselves would be held between 8 am and 5 pm. They typically pay \$1,200 for a weekend elsewhere. Don inquired as to their liability coverage. John stated that they will be required to provide a Certificate of Liability with the Park District listed as usual. Laura stated that it would also bring revenue to the town since they will most likely eat in town. John did notify Morgan, of the City Tourism, of their interest. Jayne queried if they would be charging admission, to which Abby verified that they would. Gary stated that if they like the facility, then perhaps they will return.

-Adam Schmidt requested approval to hold a lock-in in the facility. The Board was not in favor of allowing lock-ins, as it requires additional staff at both locations overnight.

-The state of Illinois has announced another OSLAD Grant for a total of \$27 million. I would like to ask the Farnsworth Group to administer the application process and whatnot, as they did with the previous grant. Angie stated that parking was listed as a possibility for funding assistance. John stated that he has a call to a contact with the state to inquire about restrictions to include parking in part of the project/grant. The Board unanimously agreed that it was a good idea to apply for another OSLAD grant for upcoming projects.

-LCHS swim team has asked to use our pool for 7 days, I am not going to charge them for it.

-I have spoken with Steve Aughebaugh, of State Bank of Lincoln, about options to get better interest on our Capital Improvement balance. He proposed moving some of it into a 13- week Certificate of Deposit, which has 1.08% interest rate. The current savings rate is 0.05%, and the difference will earn about \$5,000.00 if we deposited \$1,000,000.00 for the 13-week period. Angie and I discussed the current account situation, and if we transfer \$1,000,000.00 into a CD, there will still be money available for regular needs. Also, we have begun receiving 2017 Real Estate Tax Deposits, which will benefit all accounts. The Board approved of investing \$1,000,000.00 from the Capital Improvement Fund to a Certificate of Deposit for the period of 13 weeks

OPERATIONS REPORT – VERN HASELEY

-We have been working at Memorial Park to continue cleaning it up. With leaving a few areas to grow naturally, it now takes one day to mow about 2/3 of the park. Trees are coming up in the natural areas, but we have the issue of hedge trees coming up as well. Also, there is a lot more poison ivy growing than there was before. Dave suggested spraying for the weeds, and if Vern doesn't want to spray, looking into contracting the work. Vern stated that he thinks that mowing is the better option, instead of spraying. Jayne asked if it was a serious nuisance issue. Vern assured Jayne that it would become one if they don't keep on top of it.

-The motor in the Men's Locker room needs replaced. There is also a toilet valve that needs to be replaced.

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PROGRAM REPORT – ABBY NEECE

-The last Family Fun Day at the pool is Friday.

-I estimate that we have made about \$5,500 from this year's tee ball, softball, baseball, and Women's softball leagues. This does not include the Co-Ed softball program as it is just beginning. From all of the various programs held over the summer, I estimate that we made around \$1,000.00. Gary and Jayne both stated that the numbers were good.

-The Co-Ed Softball league has 6 teams this year, compared to 10 last year. I spoke with representatives from each of the teams not returning, and they all had good reasons that they could not participate this year. Next year, I would like to try and incorporate teams from surrounding towns as well as local teams. Gary asked if there was still a team from Clinton, to which Abby verified there is. One concern is trying to find umpires for the leagues. Chris Phillips did a great job organizing, and even stated that we paid a higher rate than other facilities. Chris suggested the possibility of including a membership if officials worked a certain number of games throughout the season.

-I am working on creating a Fall Program Guide. I would like to publish one for the summer, fall/winter, and spring activities. Gary asked if it would be cheaper in the long run. Abby stated that it would reduce the number of individual event fliers being ran and disbursed at the schools.

-Upcoming fall programs include:

- Pitching clinic – Jason O'Brien
- Music Lessons - Lincoln College's Jazz program
- World Wide Day of Play - In collaboration with ALMH
- Swing & Hustle Dance Lessons – Chauntea Mason & Jon Young
- Out Door Movie – Hocus Pocus - Don Peasley & CEFCU are sponsoring
- Picasso a Pumpkin

-I would like to collaborate a July 4th Parade board. Jayne, Laura & Karen, of LincolnDailyNews.com have all expressed interest in participating.

FITNESS DIRECTOR'S REPORT – Jennifer Prather, Fitness Manager

- Almost all of the staff is scheduled to recertify or get certified for CPR.

-The attendance for water aerobics is up and July attendance was 1,423 for all aerobics classes.

-The Open House had 25-30 attendees and the Master R.I.P.P.E.D. course was well attended.

Jayne stated that the R.I.P.P.E.D. instructor had inquired about using our facility, but that more information was needed about the inquiry.

-Jacki held training for instructors interested in learning about offering a step class.

-The mini-triathlon has begun registrations for a second wave of participants. Each wave has 17 spaces, and currently 8 are filled for the second wave.

-Some school teachers are collaborating to offer a back to school boot camp.

-Heather recently certified in WERQ training, which is a class like Zumba, but more like hip-hop.

- Erica King will be getting certified in R.I.P.P.E.D. training.

- The computer in the office that Jacki and I share crashed the other day, thankfully, we had a spare in John's office that was set up.

-I will be dropping off aerobic schedules at the schools with information about our business membership discounts offered to the admin and teachers.

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-I will be starting a new class for our Seniors, who have been requesting another day, called "Fit & Strong".

-We will be promoting a game of fitness bingo to all of our class participants. Laura suggested LPD shirts as prizes.

-Jacki has been thinking about offering a class geared toward women and weight lifting.

-Our promos have been shared a lot via FaceBook.

Abby stated that she discussed updating the website a bit with Kristi, and that forwarding info for Kristi to create the fliers has been a huge help. John stated that he would like to continue working with Kristi for a year to see uniformity as we rebrand the Park District.

CORRESPONDENCE: NONE.

UNFINISHED BUSINESS:

A. Capital Improvements:

I. Heating/Air Conditioning Units: See Director's Report.

II. Outfield fences in Fields A & B: See Director's Report.

III. Tuck Pointing.

1. Vern stated that as the VRF is almost done on the roof, the cupola will need to be tuck pointed and sealed.
 - a. Brick is actually made to be used internally, not externally.
 - b. Should be tuck pointed and sealed every 5 years.
2. It would also be beneficial to remove the chimney instead of tuck pointing it.
 - a. It hasn't been used in years.
 - b. It would help prevent future leaks.
3. Three companies have submitted bids:
 - a. P&W - \$5,890.00.
 - b. Courtwright - \$6,700.00.
 - c. Schneider - \$6,400.00.
4. Vern also stated that the exterior door to cold storage us junk, the exterior wall is deteriorating and action needs to be taken.
 - a. Suggests installing a roll-up garage door.
 - b. Would allow the golf cart to be stored up front and fix the brick issue.
5. Vern already requested bids from the same 3 companies as the tuck pointing.
 - a. Schneider - \$5,600.00 (does not include the cost of the roll-up door).
 - b. P&W - \$4,980.00 (includes the door).
 - c. Dave asked if the door would be secure enough and if the cost included sealing the existing wall that will not be removed in the process. Vern answered yes to both of Dave's questions.
6. Don Peasley made the motion to accept P&W Pool & Spa's bid to tuck point the cupola, remove the chimney, and to remodel the cold storage to both seal the brick and replace the door with a roll-up model. Dave Perring seconded the motion, which passed unanimously after a roll-call vote.
7. Vern recommended that the Board consider having the entire building tuck pointed and sealed, or at least the bottom of the building.

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- a. The pool area was completed during the construction of the new pool facility.
 - b. Vern suggested starting there and working around the rest of the building.
- B. Aquatic Center:
- I. St. Louis Machinery sent someone to look at the pumps, take measurements and pictures.
 1. Stated that it will be a regular problem, occurring every 2 years.
 2. Suggested creating cast iron impellers.
 - a. Capitation issue, which was a result of engineering.
 - b. There was a debate about whether the engineering issue was as a result of work done by Burbach Aquatics or Contegra.
 - c. Jayne suggested contacting each regarding the engineering issue. Dave agreed.
 - d. Gary stated that LPD will be stuck in the middle again as one designed the system, but the other took over. Suggested getting a quote on the cast iron impellers.
 - e. John suggested pulling the new ones out at the end of the season to look at how they held up.
 - f. Jayne inquired as to how much it cost to replace them, which was \$1,000.00 each.
 - g. Gary asked why the equipment system did not come with a recommended maintenance schedule, including suggested replacement estimates.
 3. Vern stated that the issue is not mechanical, but rather engineering related.
 - a. Jayne suggested contacting Contegra to get the issue solved, if they were able to fix it.
 - b. Gary suggested that if we can show wear & tear after 1 season, we might be able to justify contacting Burbach for the engineering issue.
 - II. Chemical Controls:
 1. Tony is certified in maintaining chemical levels of the Pool. Jonathan, Amber's husband, also is certified and helps.
 2. We would like to change the controls and replace probes to do a better job of keeping the pool at the required levels.
 - a. One of the current controls is 15 years old and the other is about 5 years old.
 - b. Dave inquired as to the cost of the new controls and Jayne asked how many were needed.
 - c. Vern stated that the pool would require 2 at a price around \$3,500.00.
 - d. He would like to get the controls installed while there is still water in the pool to test it out.
 3. A new stir tank has already been installed to help keep the chemical levels where they should be, but new controllers would make the system work better.
 4. Gary Nodine made the motion to allow Vern to research the cost and to allow John Andrews the final approval to purchase new chemical controllers from Halogen. The motion was seconded by Don Peasley and passed unanimously after a roll-call vote.
 - III. Pool Painting:
 1. John stated that we have decided to paint the toddler pool this fall as well as the stripes in the lap pool.
 - a. Gary asked if the paint had already been purchased.
 - b. John verified that it had been obtained at the beginning of the season.

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2. Jayne asked if Ron Hall was still contracted to do the painting, which John verified.
- C. Memorial Park Naturalization Project.
 - I. Gary stated that he would like to see the plan simplified since the goal was to replace trees that had either fallen or been cut down for safety.
 1. Vern suggested letting Doug harvest acorns to start saplings to be planted.
 2. Everyone agreed that prairie grass and the required controlled burn were not feasible options for Memorial Park.
 - II. Jayne requested that everyone visit Memorial Park to review the area under discussion so that they can discuss a plan with Doug in the future.
 - III. Gary asked if there were still areas left to grow wild, which Vern verified there are a few areas towards the back of the park.
 - IV. Vern also mentioned that longer grass is more likely to house mosquitos, which is a problem he would like to avoid.

NEW BUSINESS:

- A. The new lift is being installed at the shop.
- B. Angie will send the 2017 Audit electronically for review, since the hard copies have not been delivered yet. The Audit approval will be listed on September's Agenda.

EXECUTIVE SESSION: The Board saw no need to proceed with an executive session.

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

NEXT MEETING: The next meeting date will be Wednesday, September 12, 2018 at 6:00 P.M.