

**LINCOLN PARK DISTRICT
BOARD MEETING MINUTES
NOVEMBER 14, 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 and Laura Duffer. Gary Nodine and Dave Perring were absent. Attending from the Park District were John Andrews, Vern Haseley, Abby Neece, Angie Coombs, Jennifer Prather and Tony Meyer.

MINUTES OF MEETING – Minutes of the October 10, 2018 meeting 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 Don Peasley, and approved after a unanimous, roll-call vote.

RECOGNITION OF VISITORS:

1. Will Glass, of First Midstate, Inc., passed around a handout which detailed the 2018 Series General Obligation Bond. First Midstate, Inc. prepared a circular for the review of interested banking institutions, and State Bank was the entity that purchased the Bonds. Will explained that the projected Interest Rate was 2.50%, but the final rate at time of purchase was 2.75%. Also, Will notified the Board that Chapman & Cutler would be acting as the Bond Attorneys once again. Jayne inquired if any Board members, or guests, had any questions. Mr. Glass thanked the Board for their time before leaving the meeting.
2. Ryan Benson, of Garland Roofing, had a prepared slide-show presentation for the Board, including current photos. Mr. Benson began by giving a brief history of Garland Roofing, which encompassed their longevity as a Full-Service Manufacturer. Vern accompanied Ryan as he audited the building this past fall. Together, they developed a proposed 5-year roof envelope plan, which consists of both capital improvements and a regular maintenance schedule. The roof of the Administration Building has blisters, most likely from improper application or moisture damage, and some areas of the cap sheet that are pulling away. The cupola has already been tuckpointed, which was also listed. The walkway, including the Aerobic room, needs resealed where foam insulation is coming out, as well as replacing loose and missing fasteners. The current roof above the Locker Rooms is a single layer application, and many soft spots were marked during the audit. It is possible to install a retrofit replacement on top of the existing Locker Room Roof, and an infrared scan can help pinpoint moisture damage. The Complex Gym is the newest, and so it mainly needs missing or loose rivets to be replaced, but it will need new gutters with snow guards. Ryan continued to explain how involved Garland Roofing will be while the project(s) are underway, including weekly photo progress reports. The proposal included specs, drawings, pre-bid construction meeting, overseeing the coding and engineering, 30-year (no dollar limit) warranty on the labor and material life. Also included is a roof inspection every 2 years with a progress report. The entire project cost is estimated at \$815,000.00 (including inflation if broken up to sections over 5-year period). Overall, 3 areas are recommended to be replaced, 2 only need restoration, and 1 should be routinely inspected for routine maintenance. Jayne requested copies of the spreadsheet, which detailed the 5 different areas and their prospective projects. Ryan recommended the 5-year plan to schedule the sections that need attention first. Garland has a large list of authorized contractors and

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would include preparation of the bid documents. The Park District would only need to publicize the bid. Vern inquired about the possibility of installing solar panels, which Ryan stated that it was possible, but also suggested researching buying into existing solar farms. However, if solar was an interest of the Board, Ryan suggested opting for a better racking system to ease the process of routine maintenance.

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

GENERAL	-	\$	3,745.74
RECREATION	-	\$	3,884.71
CAPITAL IMP.	-	\$	28,843.12

Don inquired about listed payment to Entec, Farnsworth, Goodman Fence & Royal Publishing. Both Angie and John explained the related expenses. 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 October 31, 2018.

RECREATION	-	\$	4,219.70
GENERAL	-	\$	94,559.31
CAPITAL	-	\$	282,945.08
AUDIT	-	\$	2,798.57
LIABILITY	-	\$	39,872.70
2014 DEBT CERT & INT.	-	\$	24.04

Angie explained to the Board that she had added reports, which detailed the income and expenses for each fund in the current Fiscal Year. Also included was a summary of the Real Estate Tax Distributions received, with one regular payment outstanding as well as any interest to be paid.

DIRECTOR’S REPORT – JOHN ANDREWS

- The OSLAD Grant application was denied. Part of the application was not included, the GATA portion, but this should make the application for next year easier and the same engineering plans can be used.
- Bicycle Illinois has submitted a written request to camp out and sleep inside the gym in 2019. They would only be staying one night and usually pay between \$300 and \$400 to their host.
- 1 person has picked up an election packet for the Board election in 2019.
- We have been discussing changing the payment and tracking for pool admissions. I have been researching the cost of purchasing refurbished iPads (5-6 total) for the pool admin and concession areas, as well as using a few in the aerobics classes to stream playlists. Next year, we plan on hiring staff to run the desk, and only use guards when necessary. The iPads would be credit card friendly, which the public would appreciate.
- I am still waiting to hear back in regard to the quote to repaint the pickle ball courts on the first court. Jayne asked if he was considering raising the Pickle Ball fee, which Laura agreed should at least be equal to the tennis fee. John agree that it was a good idea.

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- Dominique Hobbs has been banned for life, after threatening a staff member, and he has been notified that he will be arrested if he tries to ignore the ban.
- We have had an issue with another gentleman, which the local police are familiar with, who is using an alias for his membership.
- Memorial Park needs to be discussed, Jayne can explain the current status. Jayne proceed to summarize that a family rented the Rotary Pavilion for a wedding. The family cut out the tables that had been bolted under the pavilion. Jayne had called the family to discuss the property damage and was told that they had done it the week before the wedding. When asked why they didn't ask permission prior to their actions, Jayne was told that the family did the Park District a favor by cutting out the tables. Jayne was concerned about liability if someone was injured during the cutting process or usage afterwards, when the tables were no longer secured under the pavilion. Vern stated that it would cost over \$250.00 to repair the damage. Jayne asked that the Board approve a letter be issued on behalf of the Board stating that the family is no longer allowed to rent/use Park District Facilities any further. Don agreed that a letter should be written prohibiting further rentals by the family. The fact that the Rotary Sign is missing was also brought to the Board's attention.

OPERATIONS REPORT – VERN HASELEY

- The Dodge has not been sold; we decided to keep it and run it until it dies.
- We installed the new park rule sign at the entrance of Memorial Park as well as the Historical Marker for the Native American Heritage (near the tennis courts).
- John Deere tractor is out for repairs; the plug is buried in the engine and we couldn't reach it.
- We have been working on building a Santa Chair for the Saturday with Santa event.
- Memorial Park has 2 trees that will need to be taken care of. I also spoke to Jim Drew about the Farm Bureau pavilion, which needs to be repaired. The concrete is deteriorating, which the Farm Bureau might pay half if we repour cement, or the other option would be lime. Jayne suggested concrete if Jim agrees that the Farm Bureau will pay half, otherwise the lime would do just fine.
- John Kocka is retiring at the end of this season. It would be nice if the Board would recognize his 20+ years of dedicated service. The suggestion of naming a field for him was agreed upon by all to be a fitting tribute. There will be a staff luncheon on Friday, November 16th, as his last day. Angie agreed to make lasagna for everyone.

PROGRAM REPORT – ABBY NEECE

- I'm working on our Winter/Spring program guide, which will be distributed around the schools.
- The Halloween Fun Fest had about 400 guests and I heard a lot of positive feed back.
- Saturday with Santa is scheduled for December 8th from 9:00-11:00am, and is sponsored by WLCN and NHS will be helping again.
- Jr Railer Basketball has had about 70 kids registered. So far, we have 1 more 1st grade team than last year. The Coach's meeting & draft will be Tuesday.
- I would like to have another indoor movie on the first night the kids will be off for winter break, Friday the 21st of December. ME Realty has offered to sponsor the event.
- Coed Volleyball registration will begin soon.
- We have a few more painting classes coming up at the end of the month.

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- There is an IPRA Conference schedule for January 24th-26th, up in Chicago, and Angie and I are interested in going. Not only does it provide educational classes, it also has networking events to speak with other Park Districts in the state. Neither of us feels that we need to be there the entire time, but 1 day would be nice. We were wondering if the Board would consider paying 50% of the registration fees for the event. Jayne stated that as it was work related and would benefit the Park District, it would be permissible to have the Park District cover the entire fee.

FITNESS MANAGER'S REPORT – JENNIFER PRATHER

- Class numbers are up from September, at 1,118 attendees.
- The air conditioning works with the new unit.
- WERQ premiere class was promoted, but all classes were free on Halloween, as a treat to the public.
- I'm working with Lincoln College to have water aerobics there after the first of the year. I have worked with Angie to figure out a decent price to cover the price of the instructor and guards' wages. The minimum would be \$15 per person, limited to 20 registrants. Don suggested \$25 per person, and both Laura and Jayne agreed.
- Jacki offered a Women on Weights course that was well attended and had positive feedback.
- Michelle and I are holding another Holiday Challenge, which has about 20 people signed up. Non-members pay a \$30 fee, which covers a 1-month Full Access pass and last the duration of the challenge.
- I'm working on promoting a membership drive, offering the public the buy a year, get a month free, but an incentive for staff to promote it. The winner will get a \$25 Wal-Mart gift card.
- Michelle is offering an equipment orientation for the circuit and weight rooms.
- John commented that he has seen a few new people lately.
- Jayne asked how much a Full Access Pass cost for an individual adult for a full year. Angie verified that it costs \$230 currently. Jayne stated that it may be time to reevaluate prices, since other operating costs have increased over the years.
- Silver Sneakers has dropped in attendance. Jayne asked if Seniors paid anything to the LPD to participate. Jennifer verified that they pay their insurance company, which pays the LPD in turn.
- Abby suggested that if the pool prices were going to increase in 2019, perhaps we could promote buying gift certificates for pool passes at the 2018 price for the holidays. If the prices were to remain unchanged, then maybe offer a discount on family passes. Jayne suggested that the pool open on Memorial Day in 2019.

CORRESPONDENCE:

Heritage Museum sent a Thank you note for the donation of a pool party for their fundraiser.

UNFINISHED BUSINESS:

A. Capital Improvements:

I. Heating/Air Conditioning Units:

1. Entec is still working on bringing it all together.
 - a. Jayne inquired if the Aerobics room was finished.
 - b. Vern stated that the thermostats have been a big issue, they don't work with the new system. Entec is working on it.

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2. Jayne asked Vern to stay on top of the situation.
 - a. Vern stated that the hot water system had been connected backwards.
 - b. John verified that the final payment had not been paid yet.
 - II. Outfield fences in Fields A & B:
 1. New fencing is up, but the old posts still need to be removed.
 2. There is a glitch, the wrong size gate was requested.
 3. Inquiring if we can exchange the new gate size for Tony and I to remove the posts.
 - III. Roof Repair/Cold Storage:
 1. Rick Whiteman does not want to do the work on Cold Storage now.
 2. Prevailing Wage rates were not factored into his bid.
 3. Don suggested that if he does not honor the contract, then LPD will no longer consider him for bids/projects.
 4. Jayne stated that the project will need to be rebid.
 - IV. Pickle Ball Courts: See Director's Report.
- B. Aquatic Center:**
- I. Sandblasting the wading pool and repainting it:
 1. It has been completed and the company did a very good job.
 2. Vern inquired about scheduling them to sandblast the well next September.
 - a. Don asked how long the wading pool took to complete.
 - b. Vern verified that it only took them 2-3 business days.

NEW BUSINESS:

- A. Ordinance #334 – The issuance of the 2018 series General Obligation Bond. Jayne Weaver asked the Board for a motion if no one had any further questions. Don Peasley made the motion to approve Ordinance#334, which was seconded by Laura Duffer. The motion passed after a unanimous, roll-call vote.
- B. Jayne Inquired as to the repainting of the Fit Zone, Don agreed that it needed a new coat.
 1. A list of areas in need of repainting was discussed thoroughly.
 2. Areas in need of plexiglass to reduce damage was also listed.
 3. Tony has installed a few new electric receptacles in the floor, which will continue until all the plastic has been replaced with metal.
- C. Insurance Renewal for Full-Time employees.
 1. The overall cost is down 20% from last year.
 2. There will be 2 new employees added to the plan this year.
- D. Vern reminded the Board that, with Kocka's retirement, there will be a job opening in the Spring.
 1. Don inquired if it was a paid position or volunteer.
 2. Vern verified that it is paid, and is full-time during the summer months.

EXECUTIVE SESSION:

The Board entered into Executive Session at 7:48 pm to discuss Employee Issues and exited the session at 8:19 pm. There were no matters discussed that required a vote.

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ADJOURNMENT: Seeing no further business, Don Peasley moved to adjourn the meeting.
Laura Duffer seconded the motion. The motion carried. Adjournment: 8:20 P.M.

NEXT MEETING: The next meeting date will be Wednesday, December 14, 2018 at 6:00 P.M.