

**LINCOLN PARK DISTRICT
BOARD MEETING MINUTES
JUNE 14, 2017**

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, Laura Duffer and Dave Perring. Gary Nodine was absent. Attending from the Park District were John Andrews, Vern Haseley, Jacki Pavlik, Abby Neece, and Angie Coombs. No one was absent.

RECOGNITION OF VISITORS: None

MINUTES OF MEETING – Minutes of the May 10, 2017 were presented and approved as submitted after a unanimous vote.

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

GENERAL	-	\$	4,854.99
RECREATION	-	\$	15,788.50
CAPITAL IMP.	-	\$	14.91
INS. LIABILITY	-	\$	4,108.00

Dave inquired about the garbage fees and asked how many dumpsters are on site as well as how often they are emptied. Vern verified that there are 3 dumpsters, which are emptied 3 times each week. Don asked what items are purchased from Hawkins and Angie verified that they supply the pool chemicals. Next, Don asked what Logan County Hardware was for, which Angie stated the concession stand doors had all been rekeyed to all use the same key. Vern added that it is so much nicer to just have 1 key instead of 4, as there was before. Don also inquired about the payment due to Union Roofing, which Angie verified was for the roof repair over the women's locker room. The Accounts Payable was then approved after a unanimous, roll-call vote.

CASH FLOW REPORT – The following balances were reported as of May 31, 2017.

RECREATION	-	\$	4,887.19
GENERAL	-	\$	74,985.47
CAPITAL	-	\$	1,734,597.39
AUDIT	-	\$	2,870.19
LIABILITY	-	\$	16,211.12
2014 DEBT CERT & INT.	-	\$	0.46

Jayne inquired as to the status of QuickBooks, which Angie then explained that it was still a work in progress. As of right now, Angie is still entering data in both the spreadsheets, as she did for 2016, but is also entering the same information into QuickBooks. Jayne asked if Angie thought that QuickBooks would be ready by the end of the year. Angie stated that as this was a very busy time of year, QuickBooks' was not the priority as the spreadsheets are what Abbott's still uses. Jayne suggested revisiting the topic in the fall, which Angie agreed to.

**LINCOLN PARK DISTRICT
BOARD MEETING MINUTES
JUNE 14, 2017**

DIRECTOR'S REPORT – JOHN ANDREWS

- The marquee was installed by Vern and Tony. I had tried to negotiate the installation to be included by Nevco if we went with them to replace the scoreboards. Unfortunately, they did not want to include that, and Daktronics actually quoted a better price. To replace all 6 fields' scoreboards, the cost would be about \$22,000.00. I do plan on selling the old ones. Jayne later asked when the new scoreboards would be installed, which John verified that he was planning on scheduling it for the fall.

-Mark Shew has yet to contact me about the skate park after our last conversation. Vern verified that the city of Assumption is still interested in purchasing it. Angie stated that Mark was currently out of town, but would be back by the end of the week.

-There have been a few incidents at the pool so far this year. One of the incidents consisted of a fist fight between 2 girls. Three kids have been banned already, but attendance is averaging 250 people with over 4,000 so far for the season. Laura asked where the fist fight had occurred, and John verified that it took place out in the parking lot.

-Our new web designer, Kristi Kerns, was here today to take photos of the facility. A meeting is scheduled for Friday to meet with David Doolin, our current webmaster, but he is not a web designer. Kristi will continue to work with staff to get the new site designed.

-We are looking into restructuring the baseball & softball program for next year so that we can focus on our own teams. While we look into restructuring the program, we plan on bringing in Atlanta and possibly Emden and Mason City. This will probably affect the Heat and maybe even the Chill and Riot. Since our numbers are growing, we had more teams this year than the previous, we will need more fields and time on them. I suggest that we take some ground from the driving range and build a small field that the younger kids can use. Since they play earlier, there is no real need for lighting and they don't really need an outfield fence or backstops installed either. Jayne later asked what the approximate cost of the new, smaller diamond would cost to install. Vern suggested that it would be around \$40,000.00, depending on how much fencing we decided to install.

-The HVAC system will be discussed in Old Business.

-The July 4th Fireworks needs to be discussed. Vinyard's group, our usual vendor, contacted me to cancel their services as their licenses were not renewed with the State. As we are one of 89 of Vinyard's customers this year, I have already called other vendors to inquire about availability. Central State Fireworks, out of Athens, can provide services either Sunday, the 2nd or we can book another company for the 5th. Dave asked how John found the other vendors, which John stated he searched online and made some calls. Don stated that Sunday sounds like the better date as most people will be back to work by the 5th. Also, Don suggested contacting businesses and maybe even the City/Mayor to request donations to help fund the event. John did state that he already has a meeting scheduled for this Friday with the new Mayor to discuss the relationship between the City and Park District. Don made the motion to contract with Central State Fireworks, which was seconded by Dave, then approved after a unanimous, roll-call vote. John stated that he will try to schedule the same company next year, but to try and get them back on the 4th.

-The online reports, via Rec1 software, state that we have made about \$5,400.00 more so far this year, compared to the same period last year.

**LINCOLN PARK DISTRICT
BOARD MEETING MINUTES
JUNE 14, 2017**

OPERATIONS REPORT – VERN HASELEY

- The pavilions are finished; we will just be adding dirt around the edges to even it out.
- Another tree needs taken down, stump grinded out in Memorial Park. We did spend time getting the fields limed and ready to be played on. Dave asked if new trees had yet been ordered. Vern stated that he plans on doing that closer to the fall.
- The pool is up and running quite nicely.

PROGRAM REPORT – ABBY NEECE

- The Baseball and Softball programs are reaching the end. The tournaments are scheduled to begin next week, but tee-ball will finish the beginning of July. In regards to the possible changes to the program next year, I do think that we may need to keep the girls softball in the Tremont League due to low enrollment numbers. Riot is looking to expand, which may cause our numbers to decrease next year.
- The Heat tournament is next weekend. I am still working on getting its schedule from Josh so that we can plan accordingly. Jayne asked if the fields are rented out for the tournament, which John verified that they are. Gary added that, in previous years, other tournaments (such as softball) were also held here. It has been discussed that scheduling will be done differently next year, so that we don't have the issue of Josh not notifying Abby of changes and cancellations. John stated that he requested a meeting with Josh at the end of the season to discuss issues and possible changes. Jayne expressed concern that the public, especially visiting teams, thinking that the Heat team is our program, specifically when there are scheduling issues. Gary informed the board that Abby has been coordinating with Josh's coaches directly, which takes that responsibility away from Josh.
- The Dance class had 10 couples and was quite successful.
- We will also be having a tennis and Lego camp starting soon. Jayne asked about the ages of the Lego camp, which Abby verified that 3 children enrolled in the younger group, but the older group has 11 children.
- Women's Softball has begun and is going well.
- A new program will be held this fall, registrations for Co-Ed Chicago Style (16") Softball will begin in July.
- We will be offering a "movie in the park" event on July 15th at 8:00pm. ALMH is sponsoring the event, which means that they offered to pay the licensing fee and will bring "Go" food for concessions. Volunteers are welcome! Jayne asked about the location and Abby stated that they play on setting it up next to Breezy so that the crowd can sit back towards the new pavilion.
- Once Kristi gets the website information to us, I will be working with Jacki to fill in the event calendar and the possibility of online registration. Hopefully, this new site will draw in more patrons and participants.
- I have looked into the prospect of advertising at the Lincoln Theater 8. The minimum package costs \$375/month for 3 months, but they do not have to be consecutive. We would be responsible for providing the 30 sec video. Laura asked if it had to be the same video each month or the possibility to switch exists. Abby would verify if we can have a new video each month. Jayne suggested that being able to switch the ad every few months, or seasonal, would be the most ideal option.

**LINCOLN PARK DISTRICT
BOARD MEETING MINUTES
JUNE 14, 2017**

FITNESS REPORT – JACKI PAVLIK

- I have included a report on the 5K run, which had 106 participants this year compared to just 61 last year. We did include the “Girls on The Run” participants since their event in Springfield was canceled earlier this year. We are still waiting on a few donations to come in the mail. I ordered the medals and shirts from Sew Personal Embroidery, in Atlanta, and I was very pleased with the order.
- Water Aerobics and the new Water Zumba classes have begun. The number is averaging around 40 per class, and several people pay the daily, non-member fee.
- Michelle is teaching another small group fitness class.
- Our Facebook and Instagram account is active daily between myself and Abby posting events and programs.
- There will be a summer dance July 10th – 14th.
- A new event this summer is a Mid-Summer Challenge or a Mini-Triathlon, which will be on a Saturday.
- As usual for the season, the morning classes are crowded and the evening classes are sparse.

Vern asked the board about the liable situation that Knight’s Action Park is currently having and any policies and procedures in place for the Park District. After an open conversation on the matter, the board feels that continuing to keep detailed records remains the best policy.

CORRESPONDENCE: None at this time.

UNFINISHED BUSINESS:

A. Capital Improvements:

- I. Pavilions – See Operation’s Report.
- II. Heating/Air Conditioning Units:
 1. Received 3 bids to replace the Locker room/lobby unit.
 - a. Mechanical Service, Galesburg: \$82,100.00.
 - b. Temco, Peoria: \$80,900.00.
 - c. Entech: \$77,000.00.
 2. Entech is already familiar with the facility, needs and has the lowest bid.
 3. Don made a motion to accept Entech’s bid for the new HVAC unit, which was seconded by Laura and passed after a unanimous, roll-call vote.
- III. Roof Repairs: table until July.
- IV. Sauna: continue to get positive feedback from the public.
- V. Skate Park:
 1. City of Assumption still is interested in purchasing.
 2. As stated in Director’s report, waiting to hear back from Mark Shew.
 3. Board has already to remove; pending conversation with Mark Shew.

B. Aquatic Center:

- I. The board was asked about age restrictions for “Adult” Lap Swim and “Preschool” Swim?
 1. Adult is traditionally for 18 & older, whereas Preschool is for adults with children 5 and younger.

**LINCOLN PARK DISTRICT
BOARD MEETING MINUTES
JUNE 14, 2017**

2. What if a youth wishes to swim laps (ie practice for swim team) or parent also has a 9 year old child, but wishes to attend the preschool for a younger child?
3. The board held an open discussion about the age policies and included a variety of situations.
4. The board decided that youth wishing to participate in the lap swim would be allowed, and that the older sibling issue would be at the Pool Manager's discretion on a case by case situation.

NEW BUSINESS:

- A. Jayne brought up directly after the HVAC vote was taken that Ameren has a grant available regarding utility efficiency.
 - I. Grant applications for projects under \$10,000.00 need no previous approval.
 - II. Grant applications for between \$10,000.00 and \$250,000.00 require prior approval before anything can be purchased no contracts signed.
 1. Basis of grant includes purchasing and installing more energy efficient systems.
 2. Application process cycle is every 6 months.
 3. John suggests waiting to apply for grant when upgrading the front office unit, which will most likely be more expensive than the one Entech bid for the Sports Center's locker room. Gary agreed with this idea.
 4. Vern suggested applying for the \$10,000.00 grant for the locker room unit, and then applying for the front office during the next application period. Gary asked if this would be possible, which will need to be researched. Gary also asked if Entech was familiar with this grant.
 - III. The board decided that it would be pertinent to try and to apply for both grants, as Vern had suggested.
- B. IPARKS – Risk Management Fees/ Liability Insurance Fees are due: \$62,2400.00
 - I. Dave asked if this was something that could be bid out to try and get a better price.
 1. John verified that that has already been researched and only one other company provided similar coverage.
 2. The other company requires an OSHA supervisor, which can be cost prohibitive.
 - II. Don made the motion to pay the IPARKS invoice, which was seconded by Gary, and passed unanimously after a roll-call vote.
- C. Prevailing Wage Ordinance – Laura motioned to approve the new Prevailing Wage Ordinance, which was seconded by Gary and passed unanimously after a roll-call vote.
- D. John presented to the board a proposal provided to him by a new company seeking to sign a contract with the Park District regarding Energy Performance and possible government grants and program available.
 - I. This company would conduct a study to determine possible energy savings.
 - II. They would recommend laborers to hire to conduct the work.

**LINCOLN PARK DISTRICT
BOARD MEETING MINUTES
JUNE 14, 2017**

- III. Their income comes from signing over the actual savings over the contracted cycle.
- IV. Gary asked about the constantly upgraded technology. How would this benefit the Park District if we signed over the savings to pay this company, but the technology was outdated by the expiration of the contract? Where would the Park District actually see any savings?
 - 1. Dave agreed with Gary's point, as did John.
 - 2. John suggested researching bulbs available and renting a lift to do the work ourselves, which would allow us to take advantage of the savings.
- E. Vern's proposal:
 - I. Take into consideration the amount of money that will be needed over the next several years to remodel and upgrade the current Front Office building, which was built in 1961. With today's technology and superior building materials, should demolishing the existing structure and building a new Front Office be considered? Which is the best path for our Park District to take?
 - II. Vern listed estimated expenses already being considered and future concerns that will also be costly. Such as the HVAC units, roof, ballroom remodel, insulation, electrical & plumbing issues that may occur.
 - 1. Dave asked for clarification that Vern was suggesting possible razing of the existing structure and building a completely new structure. Vern replied yes.
 - 2. Gary suggested to first thoroughly researching how much it would cost to replace the roof, add insulation, remodel the rooms, updating windows, plumbing and electrical before considering razing the existing structure.
 - 3. Vern stated that the plumbing would be a big issue as it was laid under concrete and he does not have an accurate plan of how it was laid.
 - III. Vern estimates the cost required to level and rebuild the Front Office would be around \$1.5 – 2 million.
 - 1. For serious consideration, First Midstate would need to be contacted about financing such a project, as well as an architect.
 - 2. Dave suggested that visiting other Park Districts whom have recently remodeled to inquire about their experiences.
 - 3. Don asked how much the rooms were used up front currently, to which both Abby and Angie replied that people don't like to rent them due to the aged appearance.
 - IV. Vern suggested looking into the possibility of expanding the tax base to include all of Logan County, which would also do away with the "In-District and Out-of-District" price issues.
- F. 2014 Debt Certificate Interest Payment is due July 1st, which is \$46,518.75. Due to not yet receiving tax payments, the money will need to be paid via an inter-fund loan from Capital Improvement Fund to the Insurance Liability Fund. Dave made the motion to approve the interfund loan from Capital Improvement to Insurance Liability in order to make the payment. The motion was seconded by Laura and passed unanimously after a roll-call vote.

EXECUTIVE SESSION: No executive session was held.

**LINCOLN PARK DISTRICT
BOARD MEETING MINUTES
JUNE 14, 2017**

ADJOURNMENT: Seeing no further business Laura Duffer moved to adjourn the meeting. Gary Nodine seconded the motion. The motion carried. Adjournment: 7:48 P.M.

NEXT MEETING: The next meeting date will be Wednesday, July 12, 2017 at 6:00 P.M.

**LINCOLN PARK DISTRICT
BOARD MEETING MINUTES
JUNE 14, 2017**

ATTACHMENT A

**Fitness Director Report
By Jacki Pavlik
May, 2017**

The Run Hog Wild 5K was a huge success this year. We went from 61 signed up participants last year, to 106 this year. We had 27 people register the morning of the race. This race will only continue to grow each year now that it has been established and people enjoyed the route and post-race venue. We were happy to invite the Girls on the Run from several area schools to this race. Their 5K was cancelled due to inclement weather conditions a few weeks prior. The race ran very smoothly with the help of awesome volunteers, sponsors and participants. (pending report attached)

Group Fitness classes are doing very well. Evening class numbers have dropped off some, with morning classes increasing. This is expected with the ebb and flow of summer classes, vacations, etc.

Mark Graue will be out for a few weeks during the month of July. All of his classes have been covered by other fitness staff personnel.

Water Aerobics and Aqua Zumba have done very well so far. Classes range between 15 and 35. The first night of Aqua Zumba brought in 39 participants. 24 paid daily at \$4.00 each. A total of \$96.00. We are offering classes on Monday, Wednesday and Thursday evenings at 6:00pm and Tuesday, Thursday and Saturday mornings at 9:30am.

We had two people sign up for Small Group Personal Training with Michelle. They meet every Thursday morning for 4 weeks.

Our Facebook and Instagram continue to be a great way to communicate to the general public as well as promote all of our activities at the Park District. Also, the more things are shared through social media, the more people see everything we have to offer.

Summer Rocks Dance Camp registration is happening now and will begin in mid-July. Heather Ramey will be instructing this camp. Camp is for kids ages 7-12.

Programs/Events Coming up:

Summer Rocks Dance Camp – July 10-14

Beat the Heat mini-triathlon