

**LINCOLN PARK DISTRICT
BOARD MEETING MINUTES
JANUARY 09, 2020**

CALL TO ORDER – At 6:00 PM, Don Peasley called to order the Lincoln Park District Board of Commissioners’ monthly business meeting.

ROLL CALL – Commissioners attending were Don Peasley, Gary Nodine, Laura Duffer, Dave Perring and Bob Thomas. None were absent. Attending from the Park District were Abby O’Brien, Vern Haseley, Angie Coombs, Jennifer Prather, and Jaylee Swinford. None were absent.

MINUTES OF MEETING – Minutes of the December 11, 2019 meeting were presented to the board for review. Don asked if there were any questions, comments or suggested changes. Since there were none, Don Peasley requested that all Commissioners voting to approve the minutes as presented voice their approval; the vote was unanimous.

RECOGNITION OF VISITORS: None

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

GENERAL	-	\$	3,769.29
RECREATION	-	\$	6,874.55
CAPITAL IMP.	-	\$	1,710.85

Don inquired about the payment to Civic Plus, which Angie explained that Civic Rec is the software that the Park District uses for tracking membership and daily fees. Civic has decided to change their fee structure, instead of billing monthly, they had previously notified that they would be billing annually by using the previous year’s sales as the basis. Angie stated that Civic withholds 1% of all transactions and deducts that (and credit card processing fees) from the credit card proceeds each month. Dave inquired about the rate of credit card fees, which Angie verified was around 6%. Don asked if the fees associated with doing business via Civic Plus was comparable to other software programs. Abby stated that she had looked at a few other programs while researching online registration but would review the rates further. Dave asked if Angie could create a summary of the fees paid to Civic over the past year, for future comparison. Angie stated that she could prepare the requested report and email it to all the commissioners for review before the next meeting. Dave Perring 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 December 31, 2019.

RECREATION	-	\$	24,396.00
GENERAL	-	\$	88,952.32
CAPITAL	-	\$	1,441,889.71
AUDIT	-	\$	4,790.97
LIABILITY	-	\$	69,560.86
2014 DEBT CERT & INT.	-	\$	28,837.26

**LINCOLN PARK DISTRICT
BOARD MEETING MINUTES
JANUARY 09, 2020**

DIRECTOR'S REPORT – ABBY O'BRIEN

- The transition of the new position has gone well.
- John and I went and did a radio interview with Bill Gossett.
- Tod Stanton and I have been communicating about the Master Plan schedule. The schedule details work that will begin at the end of the month and proceed through the OSLAD grant application in June/July. I will provide progress updates at each meeting.

PROGRAM REPORT – JAYLEE SWINFORD

- My internship ended in December, so that has helped me with the programming so far.
- The Coed Volleyball League started this week, with 8 teams on the schedule.
- Saturday with Santa was well attended with 120-150 kids.
- Current programs include the Sweetheart Dance, which will be held February 9th, and I have distributed fliers around the schools.
- Registration is open for the Spring Pickle Ball League, limited to the first 20 participants.
- Jen and I have been working to provide the information for the TV monitors. Don inquired as to the projected start date. Abby explained that the process was delayed a little due to all the recent changes in staff, but she had already spoken to the company and they have promised to add a month to the paid advertisers' contracts due to the delay.

OPERATIONS REPORT – VERN HASELEY

- The State Fire Marshall was on site for the annual boiler inspection; which resulted in a notification of violations on the newly installed unit. I have contacted Entec about the issue and they came to review the list and discuss what needed to be done. One of the features is not located on the unit per state requirements (internal v external), which Entec will fix at no extra cost. Another is the direction of a switch, which will also be fixed at no cost. A safety valve needs to be moved on the unit, again, which Entec will fix at no cost. Once Entec has completed the required changes, they will submit the information to the State. Gary asked if the unit was inspected before the unit installation was completed. Vern stated that it was, but the State is a little more specific than other inspectors about certain details.
- Also, regarding Entec, I have been working with them to resolve the issue in the men's locker room. The State law requires fresh air intake to be at 20% and ours is at 25%, causing the exhaust fans to run constantly and drops the air temp by removing heated air. I suggested a modulating (gas) valve to be installed or added to the unit. Entec agrees that this should fix the issue. Gary inquired about warranty issues if this unit is added/installed to the unit. Vern stated that Entec would do the work, as part of the initial contract, which would allow the new work to fall under the previous warranty; especially since it is fixing an issue in the previous installation. However, we may be billed for the valve itself. Gary asked if the originally installed unit, that has this issue, was designed by Entec, which Vern verified that it was. That is also why this work would be covered under the warranty. Entec is researching options and their relative prices.

**LINCOLN PARK DISTRICT
BOARD MEETING MINUTES
JANUARY 09, 2020**

- A basketball hoop fell, the motor housing exploded, which was for the hydraulics to raise and lower the backboard. The Board requested that Jen route the new policy to all Fit Zone staff that only staff are permitted to raise and lower the backboards from now on.
- The sauna had a slight issue where some wires had become disconnected, which Tony and I reconnected and attached them so that they should stay connected.
- We were finally able to talk to the guy where we buy scrap metal for projects to give us a couple of generators that he had stored outside for parts. Tony and I were able to get 2 from him and managed to get the better of the 2 running, using the other for parts. We needed the generator for the water pump. This way we only had to pay for a few parts instead of purchasing a whole new generator, and he made some space in his facility.

FITNESS MANAGER'S REPORT – JENNIFER PRATHER

- December attendance of group classes was 751, which is up from last year's 655.
- The Seniors had a holiday potluck lunch, which was well attended. They requested more social events, so we scheduled a few more throughout the year.
- We offered free classes for the first week of January, which had 275 attendees.
- Yoga for Beginner registration is at capacity with 18 participants.
- Taylor Rohrer has been teaching a "Mom & Baby" class, which has had good attendance.
- We have our Active Senior group competing in the annual walk challenge, tracking their miles.
- Angie found the Aerobic room a new amplifier to replace the old one that had some ports going bad. Also, we needed a new stereo for the spin room since the old one limited speaker placement, which caused volume issues during class. Don asked how much the new equipment cost, which Angie verified that both were less than \$200.00.
- We are working with Schneider Chiropractic to offer a Health/Wellness series, which will be held in our Craft Room. The first Tuesday of the next few months, a presentation will be held on different topics. February is lower back pain, and I have coordinated refreshments to be provided by Guest House; they will donate the coffee and we will purchase muffins.
- February is Heart Awareness Month and we will be having our annual spin competition, where participants will track their miles to win prizes.
- Football Frenzy will be a 90 min special class held before the big game.

CORRESPONDENCE: NONE

UNFINISHED BUSINESS:

A. Capital Improvements:

1. Roof Replacement – Final coating still needs to be applied this spring.
2. Road Project – Still in the engineering process.

B. Aquatic Center:

1. Impellers have been sent off to have them cast out of cast iron.
2. Gary inquired if cast iron was the same material used by the City's Water Dept, Vern verified that it was.

**LINCOLN PARK DISTRICT
BOARD MEETING MINUTES
JANUARY 09, 2020**

3. Bob asked how long cast iron impellers are predicted to last, which Vern stated that they are estimated to last about 10 years.

C. Memorial Park:

1. Vern stated that Doug had transplanted about 15 of his seedlings and Vern had caged another 6 that had sprouted naturally.
2. Vern also mentioned that he caged 8 more natural saplings on the driving range. He had also planted 4 oaks around the tee ball field.

NEW BUSINESS:

- A. Closure of 2018 Bond & Interest Repayment Fund; balance will be deposited into Capital Improvement Fund: Dave Perring made the motion to approve the closure of the 2018 Bond & Interest Repayment Fund, which was seconded by Laura Duffer. Motion passed after a unanimous, roll-call vote.
- B. Minutes of the previous 6 months' Executive Sessions: Laura Duffer made the motion to keep the minutes previous 6 months Executive Sessions sealed, which was seconded by Dave Perring. The motion passed after a unanimous, roll-call vote.
- C. Gary inquired about the discussion with the City regarding their parks, reminding the Board that there was talk about an organization donating and installing a wheelchair accessible swing in one of them. Abby stated that the local Rotary chapter was part of the planning, and that she has spoken to them and Sam Downs, City Alderman, about the plan. Gary stated that the Lincoln Masonic Lodge was interested in contributing to the cause. Abby stated that she and John had presented their request to the City and that they had requested it written, which John provided.
- D. Abby queried the Board's thoughts on investing some of the Capital Improvement Fund balance in another 13-week CD, as John had done previously. The Board approved the investment but requested that Abby research offers from other institutions (such as CEFCU) for potential rate offers.

Before adjournment, Bob stated that there was an error in the minutes from December. He was marked as absent, but he is recorded as participating in the meeting. Angie apologized for the oversight and stated that she would amend the minutes to correctly record attendance.

EXECUTIVE SESSION: NONE

ADJOURNMENT: Seeing no further business, Dave Perring moved to adjourn the meeting, Gary Nodine seconded the motion. The motion carried. Adjournment: 6:55 P.M.

NEXT MEETING: The next meeting date will be Wednesday, February 12, 2020 at 6:00 P.M.