

**LINCOLN PARK DISTRICT
BOARD MEETING MINUTES
MARCH 11, 2020**

CALL TO ORDER – At 6:01 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 and Dave Perring. Bob Thomas was 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 February 12, 2020 meeting were presented to the board for review. Don asked if there were any questions, comments or suggested changes. Since there were none, Laura Duffer made the motion to approve the minutes as presented, and seconded by Gary Nodine, which passed after a unanimous, roll-call vote.

RECOGNITION OF VISITORS:

- A. Steve Smith, Clean Energy Design Group, Inc., addressed the Board regarding the status of the Solar Project. Mr. Smith stated that the current allotment of grant money had been distributed before the Park District’s was processed. However, the notice for the next block of grant money has been issued, but with no dates. Mr. Smith informed the Board that his company is willing to suspend the contract until the dates of the next block are announced. Unfortunately, there is no specific time period, it may become available later this fall or in 2021. Dave asked if there was the possibility to find out where the Park District would be in the queue if they decided to wait until the next block. Mr. Smith explained that the government does not publish that list; the very first block of grants used a lottery system, and that was the only list published. Don stated that it would not be a hinderance to suspend the contract, which Dave agreed with. Gary inquired if the Park District does not get approved for any block 5 grants, how would the Park District remove itself from the process. Mr. Smith stated that at any time, the contract can become null and void, should the Park District decide to withdraw from the solar project. Don queried if a new contract would need to be signed for the new block, which Mr. Smith verified that the current contract only needs to be confirmed and then wait for the block to be released. Mr. Smith assured the Board that his company would honor the prices of the original contract, even if the block is not released until next year. Also, Mr. Smith stated that there is a chance that others in queue ahead of the Park District may back out before the block is released for a variety of reasons. However, Mr. Smith stated that once the block opens, the process will move quickly and suggests advertising to the community that a solar project is in the works for the future. After verifying that the Board wishes to suspend the contract for the next block, Mr. Smith thanked the Board for their time before exiting the meeting.

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

GENERAL	-	\$	2,728.59
RECREATION	-	\$	6,212.19
LIABILITY INSURANCE	-	\$	3,831.00
CAPITAL IMP.	-	\$	9,455.68

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Gary inquired about the payment listed to Arnette Pattern for the pool impellers. Angie verified that the amount was the second half due, and the payment would be held until the impellers were received. Gary Nodine 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 February 29, 2020.

RECREATION	-	\$	-25,121.93
GENERAL	-	\$	58,841.05
CAPITAL	-	\$	421,233.47
AUDIT	-	\$	4,791.36
LIABILITY	-	\$	65,472.84
2014 DEBT CERT & INT.	-	\$	28,839.63

DIRECTOR’S REPORT – ABBY O’BRIEN

- The staff has been doing well amid the new transitions since the first of the year.
- Vern and Tony have been working hard on various projects.
- Jen and Jaylee have been given specific goals regarding the Park District presence on the social media platform, for which their results have exceeded the current goals given.
- I met with a representative from our legal firm, Wood & Bates, to discuss Park District signage and waivers. Michael Fleshman is working to update waivers of liability and will be making recommendations of improving forms and signage to better serve the Park District.
- I have met with Jason Mauhar, of By Design Landscaping, to discuss the beautification of the Front Entrance as well as the parks.
- I have decided to join the National Parks & Recreation Association, which will not only benefit the Park District, but it will assist me in furthering my education in Park District Administration. I am requesting that the Park District reimburse the annual membership fee of \$170.00. Both Don and Dave agreed that it was a reasonable request, and the Board consensus was to approve the reimbursement without the need for an official vote.
- I have been working with Brandy regarding a cleaning schedule for the weight room and cardio area. Jen mentioned the possibility of hiring a high school or college student to work a few hours, a few days a week to help clean. She has also been helping create a list of duties that back desk can perform during their slow times.
- Don inquired how much longer the weekend security detail is scheduled to work. Angie stated that John had previously ended the detail towards the end of March, when the weather starts to get nice and fewer people utilize the facility.

OPERATIONS REPORT – VERN HASELEY

- The weather has been rather cold still, and we have been working on rolling the grounds as well as prepping the diamonds the best that they can do. Fertilizing will be starting soon.
- There was a new leak in the weight room reception area and in the gym. Tony and I climbed up on the roof to troubleshoot the issue. The degree of one roof to the next can sometimes cause the rain to miss the gutters between roof levels. Combined with the wind blowing hard, it

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appears to have pushed the rain up into the sidewall. The building is nearing 20 years old, and there is the possibility that some of the seals have separated, but I would have to get in there to verify that. However, I spoke with Ryan, of Garland Roofing, and he stated that it could be addressed when the other roof work is completed. The area above the Fit Zone entrance could be added to the bid proposal.

-We will be working to open the concession stands, since the High School will be using our fields. Abby stated that their diamonds were torn up by the heavy equipment used to repair their roof last summer/fall.

-We are just waiting for the rain to quit before we need to start fertilizing and mowing.

- In the meantime, we have fixed all of the broken lockers in the Men's room.

PROGRAM REPORT – JAYLEE SWINFORD

- Music Lessons with Lincoln College will be ending in April.

- Ballroom Dance class registration is open for April dates.

- I have been coordinating with the local schools to have the new garbage barrels to be painted.

- The current pickle ball league will be ending soon, and I will begin arranging sign up for the daytime league.

- The school portion of the Health Fair, called GRIT, will be held at our facility. Jennifer and I have been working to coordinate everything with the Health Department and ALMH.

- Jennifer and I have scheduled a Job Fair event next week; for students to come and learn about employment opportunities here for the summer.

- I have been working on advertising for the Easter Egg Hunt.

- We held an Open Gym event, with the help of the Legion's team, it went very well.

- Summer ball league registration is set to end next week but will more than likely be extended. We currently have about 70 participants registered and expect more during the extension.

FITNESS MANAGER'S REPORT – JENNIFER PRATHER

– February attendance was 1,364, which is higher than the previous two Januarys, even though Jacki had more classes on the schedule than Jennifer currently offers.

- Another session of Yoga for beginners has 8 participants, but this one is a little more advanced.

- Taylor's Mom & Baby class has gone over well, so we have worked to rebrand it as a "Families in Motion" class. This new series will encompass parental exercise with stroller-age children, will include Rachel's Zumba for kids, and even a special kids' spin event. We are actively trying to promote family-oriented programs and fitness options.

- The senior walk program went well. There were about 15 participants that tracked their miles on posters that I prepared to show Illinois landmarks in relation to distances from Lincoln.

-The monthly wellness series provided in collaboration with Schneider Chiropractic has been fairly well attended. Each month has a different topic presented and refreshments donated by a local business; March refreshments were provided by Flossie & Delzena's and the Park District. April's topic will be regarding shoulder issues.

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- February was national heart health month, and our spin event was well attended and ended with a “Race Day 90 min Ride”. Three instructors rotated teaching and the 9 attendees really liked the format.
- Locker rental has been going well.
- I have mailed out the Hog Wild 5K sponsor letters and have already received approval from the City for the route.
- The first week of April, we will be offering a free week of classes to the public. I noticed that we did gain a few new members after our previous offer of free classes for a week. The Board agreed that it is a good idea to offer free events to the public periodically. Don inquired if there has been a noticeable drop in membership numbers recently. Jennifer stated that she has not noticed a decline in class attendance numbers. She pointed out that the other local gyms do not offer group fitness classes like the Park District does. Also, Rachel has a following of loyal Zumba attendees that have been paying the daily fee.
- As mentioned previously, Rachel will be teaching a Zumba Kids class over the summer, since she is currently teaching at the schools via the CATCH program.
- Emily will be offering a Meditation class, which has 7 participants registered already.

CORRESPONDENCE: NONE

UNFINISHED BUSINESS:

A. Capital Improvements:

1. Men’s Locker Room Heating – Vern; Still waiting to hear back from Entec.
2. Roof Replacement:
 - a. Abby stated that the next sections (4&5) of the 5-year plan will be bid out in March.
 - b. The estimate cost is around \$145,000.00.
 - c. The next section (6) is not scheduled until 2022 and will be around \$300,000.00.
 - 1) Gary asked if skipping a year was in the original plan.
 - 2) Abby verified that it was, as another large Capital Project.
 - d. Vern stated that once the weather cooperates, the final coat can be added to the Front Office’s roof to complete that portion.
 - e. Vern stated that the existing Complex roof has 2 motorized vents, of which only 1 still works.
 - 1) Vern would like the Board’s permission to speak to Ryan about adding their replacement to the 2022 project.
 - 2) He would like to request a quote to have them upgraded.
 - 3) The Board approved the quote request for the Complex roof vent upgrade.
3. Road Project:
 - a. Abby stated that the project will be going out to bid in March.
 - b. Work is scheduled to begin after the pool closes this fall.
 - c. If the Board chooses to add the drain area of the complex parking to the plan, the cost will be increased around \$40,000.00.
 - d. The Board agreed that adding the section now will save money in the long run & approved that it be added to the bid schematics.

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4. The Master Plan:
 - a. Still in the survey process.
 - b. So far, 250 have been completed; the goal is 300.
 5. Solar Project – See Visitor’s Report.
- B. Aquatic Center:
1. Impellers are in the process of being cast.
 2. We will be adding water towards the end of April.
 3. The impellers that we currently have should last at least one more season.
- C. Parks:
1.
 - a. Abby attended the City Council to present a presentation.
 - 1) Slide Show listed the specific parks, with photos of current status.
 - 2) Included slides of possible future projects if deeded to the Park District.
 - b. Two City Council members have expressed concern that the land will be sold for Park District profit, which I assured them is not even being considered.
 - c. A few councilmen are worried that the Park District will raise the tax levy to maintain the parks, which is already being done within the current budget and levy.
 - d. The Council is still interested in having a caveat within the intergovernmental agreement to deed over the land that states it will revert to the City if improvements are not seen within a specific time period.
 - 1) Dave inquired if anyone mentioned all the improvements that have already been added and paid for by the Park District in the past?
 - 2) It pointed out that the City has not made any of their own improvements to any of the parks in years, outside of allowing the addition of the pavilion to be build in Ray White Park at no cost to them.
 - e. Abby inquired why the Park District did pay to install the playground in the parks previously. Vern stated that the existing Board at that time wanted to “give back to the community”.
 - f. Abby informed the Board that she did request that the City be specific in the definition of “improvements” within the intergovernmental agreement to deed the land.
 - g. Laura asked if the request that the City produce the existing 196? Ordinance been issued yet. Abby stated that she was waiting until after her presentation at the Council before issuing the request.
 2. Pheasants Forever Pollination Plot:
 - a. Gary stated that they are ready to plant once the spaces are marked and sprayed.
 - b. Vern stated that the wind has been prohibitive to spraying.
 - c. Pheasants Forever have requested a sign denoting their donation.

NEW BUSINESS:

- A. Weight Room Equipment:
1. Abby pointed out the handout included in the packet this month.
 2. The survey resulted in the request for a new squat rack and leg press at the top.

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3. Abby met with Troy, of Fit4All, and he quoted about \$10,000.00.
4. Laura inquired if the barbells and curl bars could be replaced in the future.
 - a. Gary agree with Laura about their need for replacement.
 - b. Gary inquired about trade-in value for the old equipment being replaced.
5. Laura asked if the hack squat machine was being removed or replaced.
 - a. Abby stated that only the curl machine and the one leg press machine were to be removed at this time.
 - b. Laura queried the decision on the proposal of bumper plates or platform pads be added, to which it was decided that there was not enough room at present time.
- B. Abby pointed out that she had included an example of the new park signs, which were created by Picture This Photography, and were using the old Heat sign stock.
- C. The next packet was regarding the Fit Zone's section of tile flooring that needs to be dealt with.
 1. Vern had requested a quote to cover the existing tile with a wood-like laminate.
 - a. Gary inquired if the lobby for the locker room would be included.
 - b. Vern stated that it included from the entrance around and down to the locker rooms.
 2. Abby stated that she recommended choosing a commercial grade vinyl flooring that has commonly been installed in nursing homes.
 - a. The product cost for the quoted area would be around \$8,000.00 with installation around \$6,000.00, with a project total of \$14,000.00.
 - b. The vinyl is durable, scratch and waterproof; damaged sections are easily cut out and replaced.
 3. The color choices vary, and a lighter version was recommended, as it doesn't show footprints as much as the darker versions.
 4. The type of vinyl can be installed over the existing tile, only the gaps will need to be filled before installation instead of removing all the tile.
 5. The company has offered to work overnight, if needed.
 - a. Abby would prefer either staff on site overnight or considering closing the facility for a day.
 - b. The Board requested that Abby or Vern inquire about how long it will take for the material to be delivered before that decision is made.
 6. Abby stated that if the Board is happy with the product and company, perhaps the Ballroom could be considered for new flooring in the next few years.
 7. Don requested that Vern or Abby find out the company's time frame for materials and installation scheduling.
 8. Abby then asked the Board if they would prefer to replace the Fit Zone Desk at this time or install the floor around the existing unit.
 - a. Vern stated that the desk was custom made in 2003 and could use a few improvements.
 - b. Don requested that the topic be tabled until quotes and plans could be requested and received.

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- D. Gary inquired about the cleaning process for the new sauna.
1. Abby stated that Jeff sanitizes the sauna at least once per week.
 2. Gary asked if a heated sprayer was used and how it was cleaned.
 3. Vern stated that Jeff uses a heated sprayer for the locker rooms, but he didn't believe that it was used on the sauna.
 4. The surveys did return with some complaints about dust and dirt, which as Abby mentioned in her report that she was working with Brandy, and Jen mentioned that she was working with the desk staff.
 - a. Gary suggested that the shower stalls should be cleaned with the heated sprayer more frequently to disinfect the area.
 - b. It was pointed out to the Board that the floor texture, to prevent slips and falls, was not conducive to mopping, which makes it difficult to clean.
 - c. Abby stated that she will continue to work with Jeff and Brandy to make sure that the locker rooms are cleaned routinely, and that Jen would be working with desk staff to help keep the exercise areas cleaned.

EXECUTIVE SESSION: NONE

ADJOURNMENT: Seeing no further business, Dave Perring moved to adjourn the meeting, Gary Nodine seconded the motion. The motion carried. Adjournment: 7:37 P.M.

NEXT MEETING: The next meeting date will be Wednesday, April 08, 2020 at 6:00 P.M.