

**LINCOLN PARK DISTRICT
BOARD MEETING MINUTES
APRIL 08, 2020 ~ HELD IN BALL ROOM**

CALL TO ORDER – At 6:05 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. No one was absent. Attending from the Park District were Abby O’Brien, Vern Haseley and Angie Coombs. Jennifer Prather and Jaylee Swinford were absent.

MINUTES OF MEETING – Minutes of the March 11, 2020 meeting were presented to the board for review. Minutes from the Emergency meeting held on March 16, 2020 to discuss the COVID-19 issue, as well as the follow up meeting held on March 30, 2020 to reassess the situation, were also included 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: None

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

GENERAL	-	\$	2,976.24
RECREATION	-	\$	5,576.88
CAPITAL IMP.	-	\$	10,398.67

Don inquired about the payment listed to SJR Media, which totaled \$3,932.09. Angie verified that the amount was to advertise the bid process for both the roof and road projects for 10 days each. Laura inquired about the payment to Marten Engineering, which Angie explained that they are the company contracted for the road project. Laura Duffer made the motion to approve Accounts Payable, which was seconded by Bob Thomas. The motion passed after a unanimous, roll-call vote.

CASH FLOW REPORT – The following balances were reported as of March 31, 2020.

RECREATION	-	\$	-20,206.28
GENERAL	-	\$	67,239.78
CAPITAL	-	\$	355,982.11
AUDIT	-	\$	4,791.56
LIABILITY	-	\$	65,475.68
2014 DEBT CERT & INT.	-	\$	28,840.85

DIRECTOR’S REPORT – ABBY O’BRIEN

- I have been working with our attorneys at Woods & Bates to update all the waivers used in our facility. Some are not available in an electronic format, which I am in the process of converting them. I have also discussed updating the signage around the facility, some of which may incorporate verbiage regarding the liability waivers. Gary inquired about a sign posting the daily fees at the Fit Zone desk, which Abby stated that there is not one currently posted. It was

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asked if every person signs a waiver upon entry or just when a membership is purchased, or a program is registered for. Abby stated that the issue was part of the discussion with the attorney; what is necessary to provide adequate coverage for the Park District and Patrons.

- During the COVID-19 Closure of the facility, Vern and Tony have been busy keeping up the maintenance of the grounds and mowing in the parks around town. Angie has been working daily in the office to keep up with payroll, payables, and the annual audit. I have been in the office each morning and usually work from home during the afternoons unless I need to be on the premises. Both Jen and Jaylee have been working from home and have done a great job building our social media accounts to accommodate (when possible) the closure. Amber will be coming in to clean and prep the guard room and pool concession stand. I approved Jeff's request to come in to clean the locker rooms and helped finish cleaning the weight room. John will be coming in periodically to help keep up with the mowing. Everyone will be practicing social distancing and using masks/sanitizer as needed. Unfortunately, spring is a critical time for the Park District, and we need to make sure that we do not fall behind, but still follow the protocols mandated by the Governor and President.

- I have spoken with both Brandy and Christine about IDES benefits available to them, in lieu of exhausting all their leave. We are expecting the Governor to extend the mandate at least a few more weeks, if not all of May. With the additional stimulus monies available during the pandemic, they may end up earning more than their usual paycheck. Don inquired about their insurance coverage. Angie stated that Blue Cross/Blue Shield of Illinois has released a memo stating that they have amended their policy to allow furloughed employees to remain on the insurance. The portion that each employee contributes, which is withheld from each paycheck, will need to be amended upon their return to work.

OPERATIONS REPORT – VERN HASELEY

-Vern will present his report as each subject is addressed during Unfinished and New Business .

PROGRAM REPORT – JAYLEE SWINFORD: Report included in packet.

FITNESS MANAGER'S REPORT – JENNIFER PRATHER: Report included in packet.

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 went out to bid, opened the bids via a virtual meeting.
 - b. Ryan, of Garland Roofing, estimated the cost around \$145,000.00.
 - 1) Ryan apologized; he included a section not intended to be part of the bid.
 - 2) Submitted bids will need to be updated, but all came in under budget.
 - 3) The new bid information should be submitted within the next few days.

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- c. The work is scheduled to be completed before the pool is scheduled to open.
 - d. Dave inquired how much the additional section added to the bids, which Vern verified was around \$20,000.00.
 - e. Gary Nodine made the motion to accept the lowest bid submitted via phone call approval to all Commissioners of the Board to confirm the actual price. Laura Duffer seconded the motion, which passed after a unanimous, roll-call vote.
3. Road Project:
- a. Abby stated that the project went out for bid in March and 4 were received.
 - b. During the March 11th meeting, adding the rear drain area was discussed, which increased the total projected cost to \$330,000.00.
 - c. All 4 of the bids came in higher than anticipated; around \$360,000.00 and higher.
 - 1) The area currently existing, which was to be diamond ground and treated, was not included in any of the submitted bids.
 - 2) Abby stated that Phil Martin, of Marin Engineering, had contacted her and apologized for his mistake. He had listed the treatment as diamond grinding, when it was supposed to be shot blasting, which cost \$17,000.00 more.
 - 3) Don inquired about the contingency built into the plans, which Abby verified was the typical 10%.
 - 4) Abby stated that the shot blasting could always be done later.
 - d. Dave pointed out that the money saved on the roof project could be reallocated to cover the additional cost of the road project.
 - e. Abby wanted to note the total cost of the 2020 capital projects, nearly \$500,000.00, which is more than the typical annual capital project expenditure.
 - 1) Abby reminded the Board that new fitness equipment had been ordered and cost around \$10,000.00.
 - 2) Also, the Fit Zone flooring would cost approximately \$15,000.00.
 - f. Laura inquired if the shot blasting was done at a later date, if the lines would then need to be repainted.
 - 1) Gary followed up Laura's question by asking if the section would then need to be resealed as well.
 - 2) Vern answered yes to both questions.
 - g. Don asked the Board if they would prefer to table the discussion until more information regarding the shot blasting was received, and Gary agreed.
 - h. Abby stated that there was still time to decide on the shot blasting portion should the Board choose to move forward with the bid process at this time.
 - i. Dave Perring made the motion to approve the adjusted cost of the road project at \$361,000.00, with the decision on shot blasting to be tabled for further discussion. The motion was seconded by Laura Duffer and passed unanimously after a roll-call vote.
4. The Master Plan:
- a. Survey data compiled results from around 250 completed submissions.
 - b. Abby would email the Board the results.
 - 1) Highlights from submissions:

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- a) The majority were completed by females.
 - b) Most responses were from individuals who frequented the facility at least monthly.
 - c) Popular parks listed were the City's parks.
 - d) More than half would like to see public bathrooms in the parks.
 - e) Many comments suggested landscaping, pavilions, walking trails, and new equipment in the Fit Zone.
 - f) Many responses expressed concern about taxes being raised.
 - 2) Dave stated that he was appreciative of the public's input but wanted to stress that the Park District has not raised their tax levy since they did so for the pool bonds.
 - c. The schedule of events has been adjusted to accommodate COVID-19 restrictions.
 - d. OSLAD Grant application may need to be postponed.
- B. Aquatic Center:
- 1. We will be getting ready as usual.
 - 2. Abby stated that she has been speaking with other facilities with pools about their expectations of upcoming changes in restrictions.
 - 3. Even though water will be added, the chemicals will not added until later.
- C. Parks:
- 1. No word from the City yet.
 - 2. Gary stated that the Pheasants Forever group is ready when the weather cooperates.

NEW BUSINESS:

- A. Fit Zone Flooring:
- 1. Abby stated that once the color is selected, it will be ordered.
 - 2. The materials should take a week to arrive and another week to install.
 - 3. The entire project should cost around \$15,000.00.
- B. COVID -19 Pandemic:
- 1. Abby stated that we are still waiting to hear more from the Governor and President about the current April 30th end of the stay-at-home mandate.
 - 2. Don informed the Board that Champaign had recently announced that they had canceled this year's fireworks on July 4th.
 - a. Abby stated that we are contracted with Central State Fireworks.
 - b. Abby will contact the company to verify our options.
 - c. Expectations are that group sizes will continue to be limited for some time.
 - d. Last year, volunteers raised \$12,000.00 for July 4th celebrations, which will not be possible to do this year.

EXECUTIVE SESSION: NONE

ADJOURNMENT: Seeing no further business, Laura Duffer moved to adjourn the meeting, Bob Thomas seconded the motion. The motion carried. Adjournment: 6:53 P.M.

NEXT MEETING: The next meeting date will be Wednesday, May 13, 2020 at 6:00 P.M.