

**LINCOLN PARK DISTRICT  
BOARD MEETING MINUTES  
JUNE 10, 2020 ~ HELD IN BALL ROOM**

**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, Laura Duffer and Dave Perring. Gary Nodine and Bob Thomas were absent. Attending from the Park District were Vern Haseley, Jennifer Prather and Angie Coombs. Abby O’Brien and Jaylee Swinford attended via Zoom.

**MINUTES OF MEETING** – Minutes of the May 13, 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, Dave Perring was second, 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:

<b>GENERAL</b>	-	\$	<b>2,766.25</b>
<b>RECREATION</b>	-	\$	<b>3,973.78</b>
<b>LIABILITY</b>	-	\$	<b>3,831.00</b>
<b>CAPITAL IMP.</b>	-	\$	<b>637.69</b>

Angie stated that an invoice from Design Perspectives had been received the day before, which was for the Master Plan and Grant application, and was not included in the Accounts Payable. Both of which are nearly complete. 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 May 31, 2020.

<b>RECREATION</b>	-	\$	<b>-53,968.24</b>
<b>GENERAL</b>	-	\$	<b>89,925.89</b>
<b>CAPITAL</b>	-	\$	<b>511,454.59</b>
<b>AUDIT</b>	-	\$	<b>4,791.86</b>
<b>LIABILITY</b>	-	\$	<b>66,737.30</b>
<b>2014 DEBT CERT &amp; INT.</b>	-	\$	<b>28,842.61</b>

**DIRECTOR’S REPORT – ABBY O’BRIEN (Via iPad / Zoom)**

-As of June 1<sup>st</sup>, all Full-Time employees returned to work except for Christine. We hope to move to Phase 4 June 26<sup>th</sup>, but do not plan on reopening the facility until Monday, June 29<sup>th</sup>. We are still waiting for the new parameters for Phase 4 but expect them to be issued at any time. Therefore, pushing back the open date until the 29<sup>th</sup> should provide plenty of time to review the Governor’s restrictions and train staff on the changes. The Governor released the details of Phase 3 a week before it began.

-Without knowing the Governor’s parameters for Phase 4, I think that we will most likely need to adapt our hours of operation to allow for more sanitization. For example, the

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hours could be changed from 6:00 am until 11:00am, close for thorough sanitization until 1:00 pm then close for the evening at 6:00 pm for further sanitization. Don requested that the weekday hours start at 5:00 am since there is a rather large crowd that prefers earlier times. Jen stated that the 5:00 am classes correlate better with the group fitness schedule. Abby stated that she will also need to speak to staff about their availability before the hours can be confirmed. Before the hours are confirmed, she will email the Board for their input. Don inquired if Abby had been in touch with any Park Districts in the surrounding communities to see what they are doing for their facilities. Abby stated that she has, but very few Park Districts have fitness facilities like Lincoln's, but those that do report to be doing the same things that we are.

-For the public, we will recommend that they wear masks while entering and exiting the building, but not require them to be worn while they are exercising. Don and Dave both agreed with that idea. Abby stated that any group activities, such as summer camp activities, would have the requirement that participants' temperature be taken daily.

-We will most likely need to hire someone to clean the Fit Zone in the evenings. Right now, Brandy and Jeff do all the cleaning, but we have no one to back them up if either are out sick. Jennifer stated that she believed some of the Aerobics instructors would be willing to help clean. Don stated that Abby should go ahead and hire someone.

-The fireworks have been canceled for July 4<sup>th</sup>, but would the Board consider rescheduling the event for later in the summer? Both Don and Dave were worried about the possibility of field fires if the event was rescheduled for too far in the summer but were open to the idea depending on the Phase 4 guidelines. The discussion was tabled until more information was available.

-The DCEO Grant is in process, Jaylee and Angie are working on a few things, as is Tod Stanton. I will review the application paperwork with Tod next week. The submission deadline is at the end of June. Per Tod, it is a very competitive grant, and the application is quite different from the OSLAD, which he is most familiar with. Don stated that even if we get a little bit of money from the grant, it will help and be appreciated.

**OPERATIONS REPORT – VERN HASELEY**

-Memorial Park: Still waiting to get bids for tree removal.

-I have requested some quotes to update the parking lights to LED.

-Mowing is still being done daily. Don inquired if seasonal, part-time help was needed to keep up. Vern stated that they can keep up, but it does limit time available to spend on other projects and repairs around the facility.

-A plexiglass barrier was built for both the Front and Fit Zone desk.

-The roof work over the locker, laundry and spin rooms has begun. An electrician switched out the exhaust vents from belt to direct drive motors.

-The Fit Zone had a touchless water bottle feature installed.

**PROGRAM REPORT – JAYLEE SWINFORD (via iPad/Zoom)**

-I have managed to adapt some programs to accommodate "virtual" attendance. For example, Paint camp required that registrants pick up a kit at the Front Desk and videos of Jody leading the daily painting session will be posted.

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- I am advertising a virtual July 4<sup>th</sup> celebration, asking members of the community to share pictures of their yard or porch decorated for the holiday. I have designed a virtual scavenger hunt as well.
- I am working on updating signage for our diamonds, which will include the Governor's provisions. I will be incorporating the State's signage whenever possible.
- The Park District's social media numbers have increased during the pandemic. All our accounts have had increased visitors and hits.
- July is National Park and Recreation Month, I am working on packing the month full of activities.
- We are working on updating our website.

**FITNESS MANAGER'S REPORT – JENNIFER PRATHER**

- Virtual classes have received a lot of positive feedback.
- We started outdoor group fitness classes on June 1<sup>st</sup>. We had to add a few extra classes to meet the demand; we started with 11 per week and added 5 more. Each week has brought out new participants, and 46 memberships have restarted to include the classes. The website is being used for class registration, and no one seems to mind the preregistration.
- I have measured out the studios for the current/anticipated social distancing's guidelines; Aerobic Studio (10 people), Spin Studio (5 people). I will be speaking to Abby about the possibility of other options to include more members.
- Michelle has been personal training with a new client.
- Zumba kids will be offered later this summer. The virtual class did not go over well, but we hope that the in-person class has more interest.
- Hog Wild 5K was a virtual race, where registrants have a timeframe to run the distance and submit their information to receive their Shirt/medal.
- Emily taught a meditation class via Zoom, which had positive feedback.
- We sold all the bender balls that we had purchased and may order more for sale.
- I have been sending our Active Agers workouts, either via email or print outs for those that requested them.
- I have been promoting a "Stride and Seek" walking activity to encourage the public to walk around the community. Every post has a different local destination and participants submit their photos for a chance to win a prize.
- Michelle and Lori have become "Rumble" certified on their own. We will be offering the class as a special class, which will have a registration fee for members/non-members. They will be paid the usual Instructor Wage, which is a percentage of the program income.
- I skipped my annual training via Midwest Mania, partially because all the classes were virtual this year. Also due to my interest in another certification, which is provided by the Barre Above family.
- I have been working to update our advertising and signage for the facility regarding the IL Restore plan and its phases.
- I also have it noted that there are certain staff members that will need to be recertified in CPR. Angie mentioned that IPARKS does offer a grant to help fund that training.

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**CORRESPONDENCE: NONE**

**UNFINISHED BUSINESS:**

**A. Capital Improvements:**

1. Roof Replacement:
  - a. Vern stated that the work began on Monday.
  - b. The current project includes the roof over the locker/laundry rooms as well as the spin room and hall closet.
2. Road Project: Will begin in August.
3. The Master Plan:
  - a. Abby stated that the Community meeting will be available in the next few weeks.
  - b. Tod and Abby will begin wrapping up the application mid-June.
4. Fit Zone Equipment: Everything is delivered and installed; looks great.

**B. Parks:**

1. No news from the City, however, there is a new, Interim Mayor, Tracy Welch.
2. Pheasants Forever:
  - a. They planted the seed last Saturday.
  - b. Don stated that, per Gary, the group is willing to arrange a proper burn and reseed, if it is later deemed necessary.
  - c. The group stated that they would like to use their work in Lincoln to demonstrate what can be done in other communities.
3. Vern stated that special tubes had been ordered for the saplings being cultivated in Memorial Park. Doug will be installing them.

**NEW BUSINESS:**

**A. Ordinance#339: Prevailing Wage Act – 2020:**

1. Angie reminded the Board that this is an annual requirement.
2. Laura Duffer made the motion to approve Ordinance#339 – 2020 Prevailing Wage Act, which was seconded by Dave Perring. The motion was approved and passed by a unanimous, roll-call vote.

**B. 2019 Annual Audit:**

1. The Board was provided with the draft version of the Audit report.
2. The Board decided to table the discussion until after they had a chance to review the draft and the report was finalized.

**C. DCEO Infrastructure Grant Application: See Director's Report.**

**D. 2014 Debt Certificate Interest Payment:**

1. Due July 1<sup>st</sup> in the amount of \$28,793.75.
2. Laura Duffer made the motion to approve the payment to Heartland Bank in the amount of \$28,793.75 to pay the 2014 Debt Certificate Interest due by July 1, 2020. Dave Perring seconded the motion, which passed after a unanimous, roll-call vote.

**E. Angie informed the Board that has the authority to use the interest earned from the Capital Improvement funds being invested in the CDs to another fund that needs the money.**

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1. Angie conferred with Abby and they both agreed that the Rec Fund could use the \$3,296.28.
2. The Board agreed that the money could be allocated to the Rec Fund.

**F. Amended Budget & Appropriation.**

1. Angie verified with the Park District Code that it is possible, after the first 6 months of the fiscal year, and following the adoption procedures as usual.
2. There are restrictions regarding amending amounts budgeted & appropriated from one line item to another.
3. Angie requested that the Board review the suggested changes.

**EXECUTIVE SESSION:** The Board entered Executive Session at 6:39 P.M. to vote on the minutes from the previous 6 months' executive sessions. The Board exited the meeting at 6:40 P.M. There were no actions to be recorded upon exit as the Board decided to table the vote until the next meeting.

**ADJOURNMENT:** Seeing no further business, Laura Duffer moved to adjourn the meeting, Bob Thomas seconded the motion. The motion carried. Adjournment: 6:41 P.M.

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