

**LINCOLN PARK DISTRICT
BOARD MEETING MINUTES
JULY 08, 2020 ~ HELD IN RAILER 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, Dave Perring and Gary Nodine. Bob Thomas was absent. Attending from the Park District were Abby O'Brien, Vern Haseley, Jennifer Prather, Jaylee Swinford and Angie Coombs. None were absent.

MINUTES OF MEETING – Minutes of the June 10, 2020 meeting were presented to the board for review. Don asked if there were any questions, comments, or suggested changes. Since there were none, Dave Perring made the motion to approve the minutes as presented, Laura Duffer 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:

GENERAL	-	\$	4,224.67
RECREATION	-	\$	2,765.73
CAPITAL IMP.	-	\$	132,730.35

Angie stated that an invoice from Design Perspectives had been received the day before, which was for the Master Plan and Grant application. Both of which are nearly complete. Also received was the invoice for the annual audit, neither of which were included in the Accounts Payable, but still are due before the end of July. Andie pointed out that the partial invoices for the current roof project were included. Don inquired as to how much of the work was left to be completed/invoiced. Angie referenced the line item for Kreiling Roofing, which has about 10% left, and Garland's invoice was for the materials. Laura Duffer made the motion to approve Accounts Payable, including the 2 additional invoices, which was seconded by Gary Nodine. The motion passed after a unanimous, roll-call vote.

CASH FLOW REPORT – The following balances were reported as of June 30, 2020.

RECREATION	-	\$	-71,397.67
GENERAL	-	\$	92,920.49
CAPITAL	-	\$	352,032.59
AUDIT	-	\$	4,791.94
LIABILITY	-	\$	66,738.43
2014 DEBT CERT & INT.	-	\$	49.11

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DIRECTOR'S REPORT – ABBY O'BRIEN

-The Facility reopened on June 29th, with a change in hours as well as policies and procedures to accommodate necessary adjustments for sanitization and cleaning. The public has, for the most part, been grateful for the accommodations, with only a few complaints (mostly regarding the change of hours). Currently, the hours are expected to continue into August, especially since a few staff members have decided to not return to work. There is a need for hiring more staff, hopefully, not as a seasonal hire, but those that can work year-round. Laura inquired if the preference is for adults (18 and older), which Abby agreed that adults are preferable. With the State's 50% capacity guideline, online registration for facility usage is currently in practice. If someone is unable to pre-register online, they can simply call the office to reserve a day/time. This system allows control and the ability to monitor attendance as well as see trends in facility usage. Currently, only 15 people are allowed within the cardio/weight area at one time, and sanitization stations have been set up to allow the public to sanitize before and after each use. A touchless water bottle station has been installed on one water fountain, as they are the only type allowed at this time. The state has also mandated that saunas and public showers be closed, and we have additionally discontinued the towel service as well as checking out balls or purchasing baskets of golf balls. Contact sports such as basketball and volleyball are not currently allowed, but limited skills and practice are, as well as tennis and pickleball. Jen has helped schedule aerobic instructors to assist with the mid-day sanitization during the week. Brandy has been working hard to keep the high touch surfaces sanitized as well as do her regular janitorial duties. Abby stated that she would like to hire evening custodian to help sanitize when the facility is closed. Gary volunteered some of his time, if needed.

-With the soft reopening, the cash flows are coming back.

-Laura inquired if face masks were required within the facility. Abby stated that state recommendations are posted but request the public wear masks while entering and exiting the facility. Wearing one while exercising is not required, but rather left to the public's discretion.

-All memberships have been updated to add back the number of days each was affected by the closure. A few have requested refunds, mostly due to schedule conflicts, which are being pro-rated.

-Gary queried the change in hours of operation and if it was mainly due to the loss of staff. Jennifer stated that the main concern was sufficient time to make sure that the cleaning protocols were conducted to meet the State's criteria. Abby stated that the 50% capacity allowed for a "soft reopening" and the chance to test the protocols put in place.

OPERATIONS REPORT – VERN HASELEY

-Memorial Park: We received 3 bids for tree removal, including a few at the Facility. Bree's bid came in the cheapest at \$1,500.00. The Board approved accepting Bree's bid for the tree removal.

-Another large tree in Memorial park, near the playground, has been discovered to be dead. Dave asked if the tree would fall on the playground, which Vern stated that he was not sure. Vern will watch it and notify the Board if it needs to be removed.

-The flooring in the Aerobic room is buckling even with the dehumidifiers in there, but the room temp was high. The roof-top unit was found to be frozen up, Entec was

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contacted, the Lenox unit was still under warranty (5 years), but not the labor (1 year). The parts were ordered and Hoegger has been contacted to do the work, and they fixed a work-around until the part comes in. The buckling started after the floors were refinished a few years ago, and I think that dust has gathered between the boards, which is swelling with the moisture. Dave inquired when the refinishing was done, which Jen stated it was about 3 years ago, over Christmas break. Abby queried if the flooring was original, which Vern verified that it was, however, it was taken up and relayed for the 2003 Complex remodel project. There have been issues since the refinishing, but foam and a few boards have been removed to resolve those previous issues. Gary asked if there was a need for a bigger room. Abby stated that she and Jen have discussed removing the half-wall partitions to add extra space. Dave suggested that options be researched and prepared for discussion for the next meeting.

-Lincoln College donated 32 light fixtures, complete with boxes and wires, but no poles were provided. Vern suggests replacing any problematic light fixtures with an LED upgrade instead of using the older donations. The question stands as to what to do with the extra lights, which were accepted a few years ago as possible replacements, but are no longer necessary. Gary and Don both seemed interested in either passing along the donation or trying to sell them. Don asked Abby to reach out to other Park Districts to inquire if any would be interested in receiving the light fixtures.

-We received the new LED bulbs and fixtures for the parking lot lights but will need to rent a lift to change them out.

PROGRAM REPORT – JAYLEE SWINFORD

-July is National Parks & Recreation month, so I have been posting a variety of virtual events and spirit days.

-Co-ed 16" Softball registration has begun and scheduled to start in August. So far, we have had 1 team sign up.

-The fields have been scheduled for use by travel teams, and I made sure to post the updated restrictions and guidelines on each field, incorporating the Covid-19 parameters.

-Upcoming events include a virtual paint camp with Jody and outdoor movie, which is sponsored by ALMH

FITNESS MANAGER'S REPORT – JENNIFER PRATHER

-Group fitness classes were held outdoors in June, per the State's guidelines. Attendance was limited, but still the numbers were 522 for June, which is about half of 2019's even without the extra number from water aerobics. The average class size is 9 attendees.

-We are still offering live and Facebook videos.

-July will have daily 5 min videos, which vary by instructor and muscle/group. I hope to combine the videos to make different workouts.

-Rumble is being taught by Michelle and Lori as a special 4-week class, which has been full every morning at 9am, and we are considering offering it in the evening.

-Zumba Kids with Rachel has 7 participants.

-Emily will be offering another session of Beginner's yoga.

-I will be ordering more bender balls for resale.

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- Ruth Sloat was the Stride and Seek walking event winner. She posted walking to 13 out of the 18 destinations that were posted.
- Weights 101 will be promoted as an extra class offered in August.
- Emily and I are also discussing possibilities for another upcoming special event.
- I am working with Amber to schedule the staff's AED/CPR training that needs to be completed.

CORRESPONDENCE: NONE

UNFINISHED BUSINESS:

A. Capital Improvements:

1. Roof Replacement:
 - a. The Front Office roof is almost complete, but Top Quality still needs to complete a few tasks before Garland will approve issuing the final payment.
 - b. The current project, over the locker/laundry rooms, is setting before the final coat can be applied.
2. Road Project:
 - a. The Shotblasting will be done first, at the end of July or beginning of August.
 - b. The rest will begin mid-August, but I will get a 1-week notice prior to the start.
 - c. We are discussing having the public enter through the gym's overhead door until the front office opens.
3. The Master Plan:
 - a. Abby emailed everyone the presentation, but also showed it via projector.
 - b. After a quick overview, Abby requested everyone review it and email any comments, suggestions, or questions.
 - 1) There is abundant information about the community's needs/wants/desires.
 - 2) Parks are rated as is and have a section of recommendations to improve.
 - c. Community Partnerships are listed; Abby asked for suggestions on partnering with a business or agency/organization: Donations for advertising options.
 - d. Goals and Objectives are charted with suggested years to achieve completion.
 - e. City Parks:
 - 1) Both Community and Tod highly recommend continuing the discussion to obtain the City's Parks.
 - 2) Dave and Laura agreed that since the City is stalled in its discussion, perhaps the next 5 years be focused on improving our own parks.
 - 3) Gary inquired about the probability of eventually obtaining the City's parks.
 - a) There is still a title search issue, per the City's attorney.
 - b) Dave mentioned that there is a new, interim mayor in the discussion now.
 - 4) Melrose Park would be a good consideration for a splash pad.
 - 5) Memorial Park is ideal for a walking trail and possibly a dog park.
 - f. Dave suggested a separate meeting, a tour of parks, better discuss options.
 - 1) The idea of focusing on installing paths for better ADA accessibility was mentioned.
 - 2) Abby suggested focusing on 1 park per year, which Dave agreed was a good idea since the last few years have focused on the main property.
 - 3) Laura agrees that the focus should be on LPD's parks, until the City matter is resolved, which may give the Council some incentive.

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- 4) The Board scheduled a Park Tour at 7:00pm July 22nd, starting at the facility then to Lehn & Fink, Exchange Club and ending at Memorial Park.

B. Memorial Park:

1. See Vern's report regarding tree removal.
2. Vern added that there are around 20 oak tree saplings starting on the range.
3. Don asked how the pollinator plots that Pheasants Forever planted were growing.
 - a. Vern stated that they are doing well, but the first 2 years are not as lush as more established plots.
 - b. Gary stated that the controlled burn process helps with that and the group is prepared to organize a safe burn, if allowed, with firetrucks and all.
 - c. There is still plenty of seed to reseed the plots in the fall or spring.

C. DCEO Infrastructure Grant Application: Was successfully submitted.

NEW BUSINESS:

A. 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.

B. 2019 Amended Budget & Appropriation:

1. Angie reminded the Board that only 10% of the original budget can be transferred to another line item within the same fund.
2. Angie requested that the Board review the recommended transfers for the next meeting.

C. Chicago Street Rentals:

1. Vern requested a quote to break up the concrete slab under the Farm Bureau Pavilion at Memorial Park and remove the materials.
2. The cost would be \$1,600.00, not including the cost of lime to lay in its place.
3. Laura Duffer made the motion to accept Chicago Street Rental's quote to remove the concrete slab under the Farm Bureau pavilion within Memorial Park, including the removal of materials. Gary Nodine seconded the motion, which passed after a unanimous, roll-call vote.

EXECUTIVE SESSION: The Board entered Executive Session at 7:19 P.M. to discuss an employee matter and to vote on the minutes from the previous 6 months' executive sessions. The Board exited the meeting at 7:40 P.M. (Laura Duffer exited the meeting to leave at 7:32 P.M.) Dave Perring moved to keep the minutes of the previous 7 months' minutes from any Executive Sessions closed. Gary Nodine seconded the motion, which passed after a unanimous, roll-call vote.

ADJOURNMENT: Seeing no further business, Gary Nodine moved to adjourn the meeting, Dave Perring seconded the motion. The motion carried. Adjournment: 7:45 P.M.

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