

**LINCOLN PARK DISTRICT  
BOARD MEETING MINUTES  
AUGUST 12, 2020 ~ HELD IN RAILER ROOM**

**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, Laura Duffer, and Gary Nodine. Dave Perring and Bob Thomas were 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 July 08, 2020 meeting were presented, along with the minutes of the tour of parks held on the 20<sup>th</sup>, 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, Gary Nodine was second, which passed after a unanimous, roll-call vote.

**RECOGNITION OF VISITORS:**

Ryan Benson, of The Garland Company, Inc.

-Mr. Benson addressed the Board about the current roof project, which is in progress of replacing the roof over the locker rooms/laundry room/spin room/tennis court closet roof. However, it was brought to his attention that the gutters and fascia were accidentally omitted from the original bidding process. He spoke with the contractor that was awarded the bid for the project, who has completed almost 90% of the project. The contractor, Kreiling Roofing Co., would be able to schedule a crew to complete the gutter and fascia work along with the remaining 10% of the roof project, if the Board approves their quote. Ryan stated that the original estimated cost of the project was \$145,500, but the accepted quote (without the gutters and fascia) was accepted as the lowest bid at \$136,500. However, to add the materials and labor cost of the omitted work, it would add around \$21,000 to the project cost. Therefore, the total project cost would ultimately be around \$12,000 over the original estimate. Ryan did point out that the exterior brick is showing signs of water damage, which is a result of the gutters and fascia needing to be replaced. The quote is for the same products to match what was previously installed upon the Front Administration’s roof project. Gary Nodine motioned to accept Kreiling Roofing Company’s quote to replace the gutters and fascia for an additional \$21,216.00. Laura Duffer moved to second the motion, which then passed unanimously after a roll-call vote. Don inquired about the timeframe and schedule of the work, which Ryan stated that he would speak with the contractor the following day to get a schedule worked out. Also, Ryan mentioned that had the contractor completed the current roof project 100% before this was brought to his attention, it would likely have costs more in the long run. Abby stated that she had spoken to Ryan about needing to coordinate work with the road project, and Ryan stated that he did not think it would be an issue to coordinate. Ryan thanked the Board for their time before exiting the meeting.

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

<b>GENERAL</b>	-	<b>\$</b>	<b>4,408.20</b>
<b>RECREATION</b>	-	<b>\$</b>	<b>5,105.74</b>
<b>CAPITAL IMP.</b>	-	<b>\$</b>	<b>3,266.96</b>

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Don asked if anyone had any questions about the listed Accounts Payable. Gary inquired about the difference between the amounts for the Ryan Thomas and JD Eigenbrod's mileage to get tested for COVID-19. Abby explained that one had traveled to a site, only to be turned away, which required subsequent trip to be tested another day. Laura Duffer made the motion to approve Accounts Payable, 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 July 31, 2020.

<b>RECREATION</b>	-	\$	<b>-4,224.45</b>
<b>GENERAL</b>	-	\$	<b>195,954.21</b>
<b>CAPITAL</b>	-	\$	<b>321,691.18</b>
<b>AUDIT</b>	-	\$	<b>3,173.23</b>
<b>LIABILITY</b>	-	\$	<b>48,702.79</b>
<b>2014 DEBT CERT &amp; INT.</b>	-	\$	<b>49.11</b>

Angie mentioned that Real Estate Tax Distribution monies had been received, and that it was a rather large sum. She predicts that the amount to be received in August will be less, then there would be another payment received in September and the final payment with interest to come in November.

**DIRECTOR'S REPORT – ABBY O'BRIEN**

-The facility has been open at half capacity for about 6 weeks now. Everything seems to be going well. Unfortunately, I anticipate the 50% capacity mandate to extend at least through the end of the year. However, the phase status can change at any time.

- We are still actively looking for an evening custodian and part-time desk supervisor for the Sports Center. Brandy and Troy have been splitting evening cleaning duties and Jeff has been working on the weekends.

- The Aerobic room flooring is still an issue and will most likely need to be replaced. There is moisture under the flooring, which is causing it to buckle more. Gary asked about the moisture source, which Vern then explained that there are 3 dehumidifiers in the room and one bucket handle broke when staff was emptying them; causing the bucket to spill all over the floor. Even though the staff mopped up the water, there was spillage that soaked into the subfloor's padding. Vern explained that he had contacted the manufacturer with a request for a local, installation-authorized contractor, which was provided. Unfortunately, part of the problem is the HVAC unit for the room, which was mentioned last month as having issues. Gary asked if the unit had been replaced with a different unit, or like for like, but a newer model. Vern answered Gary by verifying that it was a newer model of the same unit. As mentioned last month, the parts were under warranty and had yet to have been replaced. Gary pointed out that there was clearly an issue since there needed to be 3 dehumidifiers in the one room, on top of the HVAC unit, to control the humidity. Gary then asked if a dehumidifier could be added to the HVAC unit's ductwork. Vern stated that Entec installed a few sensors to monitor the situation and gather data to help them determine issues and potential solutions. Laura inquired if the flooring would be replaced with a better product or the same/similar

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materials. Vern and Jen both agreed that the current flooring, current issues aside, is the best option for the room's use and facility needs. Vern stated that he had spoken to the expert that was recommended by the production company, and he could not definitively state that the refinishing had played a part in the current issues. He also relayed that sometimes the wood "wakes up" and begins to buckle with no real explanation as to why. Abby stated that the quote to replace the existing floor, including the carpeted area if the walls are removed, came in around \$30,000.00. The quote does not include the wall/carpet removal nor mirrors, should the Board want to add more of them. However, Abby does not want to schedule any construction in the Aerobic room until the HVAC issue has been resolved. Gary Nodine made the motion to accept the \$30,000 quote to replace the aerobic room flooring, but only after the humidity and HVAC issues were settled. Laura Duffer seconded the motion, which then passed unanimously after a roll-call vote.

- Abby pointed out to the Board the Profit & Loss reports, with year-to-date amounts for comparison, for each of the 5 main accounts. Unfortunately, COVID-19 has caused a loss of income over the past 4 months. Hopefully, the lesser revenue is offset by the reduced overhead expenses, also due to the COVID-19 closure. Angie stated that she and Abby had talked about discussing the balance monthly to monitor the situation. Abby asked that the Board review the reports.

**OPERATIONS REPORT – VERN HASELEY**

- We removed 2 oak trees out front that were causing a mess in the pool, and a few others in preparation for the upcoming road project. The public did complain about their removal, but new trees have been planted in their place elsewhere.
- The Allen baseball tri-plex has a large, over-the-counter ball valve that will need to be replaced. It has rusted over and made it quite difficult to turn the water on, which may cause worse problems in the future if not dealt with sooner. I would like to replace it with a city-grade valve. Don queried the cost of city-grade compared to an over-the-counter valve. Vern stated that he did not have an exact amount but estimated it to be a few hundred dollars.
- Even though there was no baseball or softball programs, to properly maintain the diamonds, another load of diamond dirt needs to be ordered.
- A few families have been taking lumber harvested from a few of the felled trees out at memorial park.
- We have been prepping Memorial Park for the drive through visitations that have been scheduled out there. Which entails filling potholes and rolling the ground.
- The parking lot lights have been replaced, but not all were compatible, so more parts were ordered. Almost all the lights been upgraded to LED.

**PROGRAM REPORT – JAYLEE SWINFORD**

- Tennis camp and virtual paint camp went well.
- We had 15 entries for our sidewalk chalk competition.
- Music lessons were also offered virtually and will be finishing shortly.
- Jody will be having a paint class, with a hot air balloon as the scene this time.
- The free family movie was rescheduled for September 19<sup>th</sup>, in collaboration with ALMH.
- I am working on planning a Halloween haunted trail along the ballfields.

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- The social media contact numbers have increased the past few months. In July, the website had 7,000 hits and by the first week of August, the number had increased up to 10,000. It does help that patrons have to visit the site to schedule time in the facility. Also, the number of likes on Facebook have increased during the COVID-19 period. I have been posting kids crafts and activities on daily, which have had a few hundred views.

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

- Group Fitness classes in July had 544 participants.
- In August, we are offering a Facebook special video series with Taylor teaching Barre, which has had good feedback so far.
- I was certified in Extreme HIIT Chaos, and offered an introductory class, which had great feedback.
- Rumble is offered as a special, 4-week class beginning in August.
- Kid's Zumba was the first program offered after the lockdown and had 5 participants. The kids enjoyed the chance to move around and dance.
- Emily is offering another session of beginner's yoga, which is usually popular.
- I have been working on a Spinning Fundraiser for local schools. The idea is that schools can submit an essay stating what they would use the funds for. LPD will host the fundraiser by paying the instructors, but all registration fees would be donated to the chosen school. Each participant will pay \$20 per ride.
- Michelle and I are offering a personal training special for small groups.
- LPD will host another Spin certification on August 29<sup>th</sup>. The previous certification was in January.
- I have spoken with Abby about possibly bringing back activities for the Active Agers, the group that has been off the schedule since the closure. A few do choose to come use the facility on their own, outside of the typical classes. Gary agreed that it would not hurt to offer a class, but it is their choice to attend. Laura inquired if the class number would be limited like all others, which Jennifer verified that it would be. Gary suggested including in any advertising/posts all precautionary measures being taken. Jennifer stated that the class will be limited to 10 but was unsure of how many classes to offer each week. Laura suggested offering a few each week. Angie stated that having a preregistration, phone-in requirement, since many do not use computers, and offering first come, first serve on attendance. Laura stated that some will choose not to come back due to the risk and restrictions, to which Jennifer agreed. Jennifer will speak with Abby about the matter more.
- I offered a self-care foot massage class, which was well attended, and I received positive feedback on.
- Working on a September give-away for attendance.
- Jaylee and I have been working on creating a virtual open house.
- I am going to be looking for a few more instructors, mainly so that there are options for substitutes to avoid canceling classes.

**CORRESPONDENCE:**

-The public has reached out various ways to complain about the removal of trees on the property. It has been explained that it was in preparation for the upcoming parking lot project and that replacements are being planted around the property.

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**UNFINISHED BUSINESS:**

**A. Capital Improvements:**

1. Roof Replacement: See discussion in Visitor's Section.
2. Road Project:
  - a. Works should begin mid-August.
  - b. The company is a little behind schedule, as the shot-blasting was not done first, due to equipment not being available.
  - c. Public will enter through the overhead door on the tennis courts until the Front Office opens.
  - d. The project is scheduled to be completed by October 31<sup>st</sup>.
3. The Master Plan:
  - a. Tod made the requested adjustments, which moved the City's parks to the appendix.
  - b. Exchange Club park's plan was left as-is, with an \$267,000.00 estimate.
    - 1) The earliest work would be done is 2021, per the plan schedule.
    - 2) It is a potential OSLAD Grant project.
  - c. Lehn & Fink park's plan was adjusted to remove the suggestions listed later than the next 5 years.
    - 1) The ADA dugout/stadium seating was removed from the plan.
    - 2) Updating the playground and adding a basketball court and pavilion were kept in the plan.
  - d. The Park District Facility's portion of the plan was amended.
    - 1) Abby requested that the diamond light upgrade be removed because they are in good condition and expect to include them in the next 5-year plan.
    - 2) The sand volleyball and updated playground implements are still included.
    - 3) The addition of walking paths and pickleball courts are still included, but I would like to review and maybe amend them before the official project begins.
    - 4) Gary inquired about the amount listed for tree planting.
      - a) That line item is not necessary, especially since there is an active plan to work with Doug Ebelherr to replant/replace naturally.
      - b) Laura suggested removing the tree plan.
    - 5) Gary asked if an \$200,000.00 estimate for ADA playground equipment was reasonable.
      - a) Abby stated that she had researched playground options and verified that it was reasonable
      - b) Vern informed the Board that each park's small playground cost around \$18,000 each when they were installed around 15 years ago.
    - 6) Abby pointed out that these projects would be another possibility for an OSLAD Grant.
  - e. Memorial Park's plan was amended to remove the landscaping.
    - 1) The diamonds were listed as a possible site for installing a dog park.
    - 2) Gary inquired if asphalt was suggested for the road portion, which it is.
    - 3) The addition of a large pavilion was to be kept in the plans.
    - 4) Gary asked if Abby would email the Board the updated version of the plan for further review.
      - a) Abby stated that she will send it to everyone so that the final version could be approved and signed at the next meeting.

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**B. COVID:**

1. Abby included a copy of the Family First COVID-19 Act for the Board's reference.
  - a. The county's numbers are about to increase due to school starting.
  - b. The colleges will bring in more people from areas of higher positivity rates.
2. Abby inquired as to how the Board felt employee positivity should be handled.
  - a. Current policy states that those experiencing symptoms should stay home.
  - b. Prolonged illness will require a test for COVID.
  - c. With the new act, positive results require a 2-week quarantine.
    - 1) Gary queried if all others exposed to someone who tested positive requires them to also be quarantined for a while.
    - 2) Abby informed the Board that the CDC guidelines state that anyone that is in contact with someone who tested positive should be quarantined if that contact was less than the 6-foot requirement for longer than 15 minutes.
    - 3) Abby stated that the CDC recommends closing for a day, the second day should be staff cleaning so that the facility can reopen on the third day.
3. Laura inquired about the issue if notification that someone was at the facility a week prior to having been tested, but the result was positive.
  - a. Abby stated that the CDC states that notification over a week from the possible contamination does not require a closure or quarantine.
  - b. Don suggested reviewing each on a case-by-case basis.
4. Gary asked if the aerobic instructors are wearing masks.
  - a. Jennifer stated that everyone wears a mask when walking around, but not during the actual class.
  - b. If any equipment is to be used, like the bikes, staff sanitize before distributing and as they collect at the end of class.
5. Laura stated that she recommends shutting down the facility if it comes to the point of requiring everyone to wear a mask, even when they are actively exercising.
6. Gary suggested creating some general guidelines for positive results for employees.
  - a. Abby pointed out that the Families First COVID-19 Act stipulates paid leave for employees, even if they are quarantined to care for a family member.
  - b. Gary asked if someone is quarantined until they receive a negative test result, but are later quarantined for another, positive test result; does each quarantine offer a possible 2-week duration? The Board agreed they do.
7. Abby queried the Board about enacting a travel policy for staff, which Gary and Laura both stated that they did not feel a need for such policy.
8. Abby stated that she would contact IPARKS to request clarification on the Governor's mandates on wearing masks and the exercising issue.
9. Gary stated that the issue is many people, in many places, will not follow the mandate, but it all comes down to which location is reported for not enforcing the policy.
  - a. Don stated that if LPD is reported and receives a citation, that the facility is shut down for a period.
  - b. Laura agreed.
10. Abby stated that if a business is cited and is reported again, they will be issued a fine for non-compliance.

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11. Gary stated that guests and staff should not have to deal with overly confrontational issues from others.
  12. Laura stated that she believes that all paid employees should be mandated to wear a mask at all times.
  13. Gary inquired about extra precautions taken for instructors and their classes.
    - a. Jen stated that the number of participants has been reduced to 10 max.
    - b. There are decals placed on the floor to ensure sufficient social distancing.
    - c. As well as other sanitation practices mentioned previously.
- C. Memorial Park: See discussion of Master Plan.
- D. 2019 Audit: Angie requested that the Board review the report to vote on in Sept.

**NEW BUSINESS:**

- A. 2019 Amended Budget & Appropriation:
1. Angie asked that the Board review the list.
  2. The Board does not have to decide until December which changes, if any, to be made.
- B. Interfund Loans:
1. Angie included a list of interfund loans brought to her attention during the last audit, most of which occurred in 2015 or earlier.
  2. Angie requested approval to repay the loans as funds became available.
  3. Gary Nodine made the motion to approve paying the interfund loans listed, as funds became available. The motion was seconded by Laura Duffer, and approved after a unanimous, roll-call vote.
- C. Abby wanted to bring to the Board's attention the list of Capital Projects included in the packet.
1. With the expenses listed, the balance will drop below \$1,000,000.00 by the end of the year.
  2. Laura pointed out that all projects were necessary, which everyone agreed with.
  3. Gary stated that some projects were put off too long, which was partially due to not previously having a Master Plan.
  4. Abby informed the Board that there were limited, smaller Capital projects to be completed in 2021.
  5. Gary queried loss of revenue due to COVID closure and restrictions.
    - a. Angie stated that overhead costs have also decreased, which helps the loss of income.
    - b. There has been some loss of income (i.e. no college students paying/playing basketball), but that also reduces potential contamination.
  6. Abby asked the Board to look over the Profit & Loss reports, which have year-to-date and previous month/year comparisons.
  7. Jen stated that she has spoken to other park districts about their loss of memberships.
    - a. Some park districts did nothing online to fill the void during the shutdown.
    - b. We created an online following and ventured outdoors to fill the void.
    - c. Gary stated that other gyms sold their equipment in order to purchase new but are now reporting trouble keeping the new equipment since more people are looking to create their own home gyms.

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**EXECUTIVE SESSION: NONE**

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

**NEXT MEETING:** The next meeting date will be Wednesday, September 09, 2020 at 6:00 P.M.