

**LINCOLN PARK DISTRICT
BOARD MEETING MINUTES
OCTOBER 14, 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, Gary Nodine and Dave Perring. Bob Thomas was absent at roll call but arrived at 6:02 PM. Attending from the Park District were Abby O’Brien, Vern Haseley, Jennifer Prather, Jaylee Swinford and Angie Coombs. None were absent.

PUBLIC HEARING – At 6:01 PM, Don Peasley opened the floor for the public hearing to discuss the next item on the agenda:

“Conduct of a public hearing for the issuance of park bonds for park purposes, for the payment of outstanding obligations of the District, and for the payment of expenses thereto.”

Don read aloud the Notice of Public Hearing, which had been published in the Courier. Next, Don asked the guest in attendance if he had any questions or concerns regarding the sale of the 2020 Series GO Bonds. There were no guests in attendance to comment. Seeing no further discussion, Gary Nodine made the motion to close the public hearing at 6:02PM. Dave Perring seconded the motion, which passed after a unanimous, roll-call vote.

MINUTES OF MEETING – Minutes of the September 9, 2020 meeting were presented. 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 moved to second it, 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	-	\$	6,745.54
RECREATION	-	\$	2,124.61
CAPITAL IMP.	-	\$	74,361.92

Don asked if anyone had any questions about the listed Accounts Payable. Laura Duffer made the motion to approve Accounts Payable, which was seconded by Dave Perring. The motion passed after a unanimous, roll-call vote.

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

RECREATION	-	\$	37,885.45
GENERAL	-	\$	136,656.61
CAPITAL	-	\$	610,730.21

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AUDIT	-	\$	2,270.99
LIABILITY	-	\$	83,500.67
2014 DEBT CERT & INT.	-	\$	49.11

Angie mentioned that she had included a report of Real Estate Tax Distribution and Personal Property Replacement Taxes that have been received this fiscal year. Also, Angie stated that a \$3,000.00 was received from Martin Engineering for the parking lot project, after the Accounts Payable had been completed. Don inquired about the check to Top Quality, which was being held per Ryan Benson's request, and if the work had been done yet. Abby stated that Ryan and Top Quality have both been on site a few times. After Ryan's inspection the previous week, he was still not advising the release of the final payment. Gary verified that Ryan, of Garland Roofing, which is the project manager, requested that the final payment be held until the work has been completed and passes a final inspection. Abby verified that Gary understood the situation correctly.

DIRECTOR'S REPORT – ABBY O'BRIEN

-Abby stated that the topics that she needed to discuss with the Board were listed later in the agenda.

OPERATIONS REPORT – VERN HASELEY

-The Sports Center's siding has been power washed and looks much better.
-The new John Deere tractor has been delivered but is being worked on since discovering a few issues with the hydraulics.
- Tony and I have been spreading new mulch in all the parks' playgrounds.
-John has been helping us by coming in to prepare the diamonds for the few games that are scheduled.
-There was a pump issue back by the baseball diamonds. Tony and I were able to repair the issue at the shop, which avoided the cost of purchasing a new pump.
- Entec will be at the facility tomorrow to install a Carbon Dioxide detector in the Aerobics room roof top unit. They want to monitor the CO₂ in the room because there is a possibility it is causing the unit to open the dampers more frequently, which then lets in some humidity. Gary inquired how that would help the situation, which Vern stated that if they can verify that is what is happening, then adjustments can be made. Basically, they speculate that the dampers can be adjusted to work more efficiently. Gary then inquired if Entec was still monitoring the humidity in the room, which Vern stated that they are not currently. However, the humidity data that was recorded previously has been estimated to be around 10% higher than the recommendation. Gary asked if this was enough to have caused the floor issue. Vern informed the board that the floor distributors recommend maintaining around 45% humidity. Thankfully, with the fall season progressing, the humidity should start to decrease naturally. Vern recommended to the Board that they wait until next year before they make any decisions on the Aerobic Room flooring so that there will be another summer of humidity to make sure that the HVAC issues have been resolved.

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PROGRAM REPORT – JAYLEE SWINFORD

- Jody's painting class will be Fall Pumpkins on wood instead of on canvas. The class filled up quickly, so she decided to offer a second session the following week, which is half full already.
- The Outdoor movie had a decent turn out for a cold evening; we had about 30 people.
- The Build-a-Scarecrow event was held outside under the pavilion near the playground. The event was limited to 5 families, who built 10 scarecrows. Registration was full and everyone seemed to have a good time. I plan on holding this event next year.
- The Halloween Haunted Trail is in the works. Several local businesses and organizations have donated. Originally it was supposed to be an event that required pre-registration, but due to the fact that it filled up within 2 hours of the posting, even after adding another night, which also filled up just as quickly, we had to review the event. Then, the CDC released their Halloween season recommendations, which further required the event to be re-evaluated. We adjusted the plan so that the public can drive through the trail (the gravel path around the baseball diamonds) and look at the spooky scenes and décor. We plan on distributing goody-bags at the beginning and the end of the trail. Instead of 2 hours for 2 nights, the event will only be held on Friday, October 23rd from 6-9PM.
- Jennifer and I have been working on the upcoming Open House, which will be the first week of November. The public can register for tours and attend some demo classes.

FITNESS MANAGER'S REPORT – JENNIFER PRATHER

- Group Fitness Class attendance for September was 667, which was up when compared to August. Also, I have been hearing a lot of positive feedback from participants.
- We offered free classes the first week of October, and thankfully with the COVID-19 registration requirement, I could see how many people were new to the facility. Also, I was able to contact them via email afterwards to follow up with them to thank them and let them know about upcoming events. I included the offer of scheduling a tour of the facility with information about membership options available.
- We had a successful class participation-based promotion where the winner's prize was a private class of their choice for a group of their friends. Bethany Rademaker won and chose Extreme HIIT Chaos. She and a friend from her group have continued to attend classes.
- Our Spin® 4 School Fundraiser was held on October 3rd, had 10 participants, and raised \$300 for Chester-East Lincoln. We are look forward to conducting this fundraiser again, possibly in the spring. A few attendees were not members but have continued to attend classes after the event.
- We currently have a group participating in our Small Group Training program with Michelle.
- The Active Agers group is very happy to have classes again but are requesting more days and/or times for participation.
- In lieu of the semi-annual Active Ager potluck lunches, I have requested participants to provide me with recipes of the dishes they usually bring with which I am making a booklet.

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-I measured out spacing requirements to hold special, holiday related classes out on the basketball courts. With the space available, we can include 25-40 participants safely. Gary inquired if the surface would be an issue, which Jennifer stated that the basketball area is better than the tennis area. Although, with the concrete below the basketball surface, jumping will still be a little hard on knees and a limited activity included within the workout.

-Taylor will be helping with the online Holiday Challenge, which is a 6-week event held during November and December.

-As usual, we will cancel all group fitness classes the week between Christmas and New Year's. However, this year, we will be offering a special video series of workouts on our group page during that week.

- Amber has been working with me to coordinate the staff's AED & CPR recertification. I emailed everyone links to the online portion and Amber will schedule a day/time for the in-person portion to be completed.

-Sheralyn completed her Extreme HIIT Chaos certification.

-Angie mentioned that Jennifer did an excellent job contacting fitness related businesses and has received some product donations to include in the upcoming giveaways.

CORRESPONDENCE:

-The Park District received a Thank You note from the family of John Barnard. John worked at the Fit Zone desk for several years before his retirement in early 2019.

UNFINISHED BUSINESS:

A. Capital Improvements:

1. Roof Replacement:

- a. As mentioned previously, Ryan Benson, of Garland Roofing, recommends holding the last payment until Top Quality passes the final inspection.
- b. The gutter and fascia portion of the Locker Room project is scheduled after the Road project has been completed.

2. Road Project:

- a. Abby directed the Board to the included photo, before explaining the issue at hand.
- b. Vern noticed that the islands were not where they should be, which caused the drive (past the pool) to be too narrow to be reciprocal.
- c. Tommy, the PH Broughton foreman, relayed the issue to Martin Engineering.
 - 1) The CAD (satellite mapping) system was calibrated in Springfield.
 - 2) Measurements were skewed 4-6' when they used them to mark areas on site.
- d. Abby stated that work has been halted until the Board decides which direction they would like the project to take; there are 2 options.
 - 1) The islands can be removed and repoured, as per the current plans.
 - 2) The islands can be removed, the space filled, and islands be painted on.
 - 3) Gary inquired who would be paying for the extra work to remove and repour the islands to correct the error, which Abby stated that it would not cost the Park District extra for the error to be fixed.

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e. Dave suggested that the Board walk out to view the situation themselves to discuss the matter more effectively.

*The Board paused discussion until they arrived at the construction site. *

f. Vern pointed out where the islands should have been placed and explained that the satellite mapping skewed the placement.

g. Abby pointed out that the main entryway was too narrow from the end of the pool's fence back towards the Legion Field, reducing traffic to one-way.

- 1) Don inquired if ripping out and paving over the islands would meet local zoning code requirements, especially if green areas are pertinent.
- 2) Laura suggested that the islands be fixed to match the original plan, which Gary agreed with.
- 3) Bob stated that the removal of the islands would allow for an easier time plowing in the winter.

*The Board returned to the Railer Room to continue the discussion. *

h. Gary and Laura reiterated that the islands should be removed and replaced, per the previously approved plan.

i. Dave agreed stating that the contractors made the mistake, and they should correct the error, especially if the alternative suggestion would not meet the zoning and building code guidelines.

- 1) Gary stated that the engineers should know the local requirements, to successfully submit a plan for approval.
- 2) Abby inquired if the green space was passed recently, which Don stated that he believed it had been passed a few years ago.
- 3) Laura recommended verifying zoning requirements.
- 4) Dave agreed adding that he wanted to make sure that it would not cost LPD more money in the future to add green spaces if they were removed now.

j. Gary stated that he was concerned that LPD could face repercussions if the project is changed, only to later discover that the changes do not meet code requirements.

k. Dave pointed out that the only people to gain from changing the project plan by removing the islands is the companies contracted to do the work. Dave Perring made the motion to notify Martin Engineering and PH Broughton that the islands should be placed as agreed upon within the originally approved plan. Laura Duffer moved to second the motion, which passed after a unanimous, roll-call vote.

l. Abby informed the Board that this decision would likely push back the project at least 1 week, which would be the beginning of November 2020.

m. Vern added that Tommy Cecil, of PH Broughton, offered to consult on road work needed at Memorial Park.

B. COVID:

1. Abby asked the Board how they felt about adjusting the practice of conducting employee wellness checks during the pandemic, as it was using a lot of paper daily.
2. The Board was asked if they would be ok if changes were made to reduce the amount of paper for the recordkeeping.

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3. Dave stated that the less paper used, the better, but the Board agreed that Abby can adjust procedures as she felt was appropriate.

Vern asked for clarification from the Board on the Parking Lot project. He noted that the enclosed photo showed the second option, which was to remove the islands and paint them on later, not where they were supposed to have been installed. Therefore, the traffic was directed differently on the included proposal than the original plan. Vern asked the Board if the traffic flow was an issue that they wanted to discuss before exiting the meeting. Abby printed out a copy of the original plan for everyone to review and compare to the traffic flow in the second suggestion. Vern stated that when he and Abby met with Don and the project foreman & engineer, they proposed the idea of altering some of the traffic flow. That is how the second option was also changed from the original plan. Laura stated that she was more concerned about having proper islands installed than the direction of the traffic flow, on which Dave agreed. Vern pointed out that the islands were different in the second option than the original plan, which accounts for the change in traffic flow. Dave inquired if the Board were to vote to alter the islands to match those detailed in the alternate plan/flow, if it would cost extra since it would then be a change in the plan than what was originally contracted. Vern stated that it would be a change, which would likely result in some additional fees. Bob stated that he thought the original plan's traffic flow makes much more sense than the second. Don then asked the Board if this new information would then change their minds about the plans for the parking lot work. He also stated that he worried about the public ignoring painted lines if the islands were not installed to help maintain order. Gary pointed out that any additional changes would likely cost more. Dave Perring made the motion to request that the original plan be kept, and any errors be fixed to match them. Laura Duffer moved to second the motion, which passed unanimously after a roll-call vote.

C. 2020 Amended Budget & Appropriation: Angie stated that this item was left on the Agenda in case the Board had any comments and/or questions.

NEW BUSINESS:

- A. 2021 Tax Levy:
- B. 2021 Budget & Appropriation.
- C. Laura asked Abby to review possibilities to accommodate the extended construction and the public's entrance into the facility, especially with the weather getting colder.

EXECUTIVE SESSION:

The Board entered Executive Session at 7:10 P.M. to discuss an employment policy related matter. The Board exited the meeting at 7:24 P.M.

ADJOURNMENT: Seeing no further business, Bob Thomas moved to adjourn the meeting, Laura Duffer seconded the motion. The motion carried. Adjournment: 7:25 P.M.

NEXT MEETING: The next meeting date will be Wednesday, November 11, 2020 at 6:00 P.M.