

**LINCOLN PARK DISTRICT
BOARD MEETING MINUTES
JANUARY 13, 2021**

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, Dave Perring, and Bob Thomas. None were absent. Attending from the Park District were John Andrews, Vern Haseley, Jennifer Prather, Jaylee Swinford, and Angie Coombs. None were absent.

VISITORS – None.

MINUTES OF MEETING – Minutes of the December 09, 2020 meeting were presented. Don asked if there were any questions, comments, or suggested changes. Since there were none, Bob Thomas made the motion to approve the minutes as presented, Laura Duffer moved to second it, which passed after a unanimous, roll-call vote.

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

GENERAL	-	\$	7,726.96
RECREATION	-	\$	3,267.51
CAPITAL IMP.	-	\$	2,412.50

Don then asked if anyone had any other questions about the listed Accounts Payable. 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 December 31, 2020.

GENERAL	-	\$	129,498.99
RECREATION	-	\$	24,437.54
CAPITAL IMPROVEMENT	-	\$	1,285,818.10
AUDIT	-	\$	3,581.07
LIABILITY	-	\$	96,401.79
2014 DEBT CERT.	-	\$	22,045.02

Angie stated that despite the state mandated closure for 104 days and operating under reduced capacity, the Park District’s finances are stable. She credited the staff for being frugal.

DIRECTOR’S REPORT – JOHN ANDREWS

- I have disbursed to all staff the information regarding the new Sexual Harassment policy and test. All but 2 have completed it, and the remaining 2 will have it done by the end of the week. Dave inquired if it was expected to be a new annual requirement, which Don stated that he believed the verbiage of the new state law stated it to be an annual requirement.

- This is the time of the season to schedule the annual fireworks for the Fourth of July celebration. Don informed John that the contract was extended another year since the

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2020 event was canceled due to COVID-19. John stated that he will contact the company to verify that we are on their schedule for the 2021 event.

- The road work is mostly done, but Bruce, of Martin Engineering, has recommended withholding a small amount on retainage until the sunken area up front has been repaired. The repair will take place in the spring.

- I spoke with Kirby, of Rotary, about the desired wheelchair swing. The cost of the actual swing is estimated to be about \$2,500.00. John asked Gary if he was able to confirm with the local Masonic Lodge regarding possible funds available to be donated towards the project. Gary stated that there had not been a recent meeting, but that he would follow up on the matter. John informed the board that the swing required a specific type of area for installation, which included a 32x32' pad with a few surface options. The recommended top surface would cost around \$7,000.00, which would bring the pad installation cost to total around \$10,000.00.

OPERATIONS REPORT – VERN HASELEY

- Vern asked the board if they had any preference to the playground equipment to be replaced at Exchange Club Park. John stated that the board wanted to order the equipment while it was on sale for half price to get more for the money. Bob inquired as to what was recommended within the 5-year plan. John reminded the board that \$25,000.00 had been approved to spend on new playground equipment for this park at the last meeting. Vern will meet with John to review the 5-year plan and discuss what needs to be ordered.

- Tony and I have been busy cleaning the equipment and the shop.

- I have noticed that there are areas of the shop that need to be repaired. The shop was built in 2004 by FBI Buildings, and I have contacted them about the issues I discovered. On the cold storage side, I have noticed areas of mold where the rafters meet the fascia. FBI sent someone down to inspect the issue, which needs to be taken care of. The warranty has expired, but FBI is interested in what is causing the mold. Vern stated that this is not a new issue for them but is a new problem they are discovering regarding similar structures that they constructed around the same time.

- With all the wind that has been going through the area, we have spent some time collecting limbs at all the parks. Don inquired about any felled trees or large limbs within Memorial Park. Vern stated that there were none to be directly concerned about, but did notice that the birch trees seemed to have suffered the most wind damage in the area.

PROGRAM REPORT – JAYLEE SWINFORD

- There is a virtual paint class scheduled for the end of the month.

- The drive through Santa event was well attended with a steady stream of cars. Also, I collected almost \$80.00 of donations during the event. Don inquired as to the number of attendees, which Jaylee estimated to be around 80 cars.

- I am designing a Sweet Heart Dance "To Go" kit. I am working on including some crafts, snacks and accessories to include in each kit.

- I have been working with Angie to use our Rec1 software to enable online registration and payments.

- Jen and I have been discussing our new social media goals that we want to set for 2021.

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- Easter is April 4th, and I have been researching other options if we can not do the annual hunt as usual.
- I have begun contacting area Baseball and Softball organizations to discuss the plans for the year.

FITNESS MANAGER'S REPORT – JENNIFER PRATHER

- Group Fitness classes were virtual in December, per the state's mandate.
- I created a "Members Only" Face Book page, which gives them access to more videos. Also, I spoke with John and Angie to create a virtual membership option for the public. For a \$60.00 fee, the public can purchase a virtual membership to access the Members Only page's aerobic videos. I have received some feedback from the public stating that they feel connected to our local instructors more so than if they downloaded a random video off the internet. It makes a difference to how they feel about their workouts.
- The Holiday Hustle was a successful program, which included a mixture of Spin® and HIIT Chaos classes.
- The workouts posted around the Track & Courts have been well received. I see many patrons doing the different exercises and plan on continuing to keep them posted.
- Taylor worked with me for the On-Target Holiday Challenge, which ended just before Christmas. A few of the participants have continued to meet to exercise and have even joined other challenges.
- We will be offering a 6-week virtual HIIT Fire Challenge, with Taylor and Sheralyn contributing. The program costs \$50.00 per participant, and so far, we have had 17 registrations, 10 of which are new to the facility. Also, I reached out to the creator of Extreme HIIT Chaos, and she recorded a video message to be used as an intro to the class. Caroline Erickson, the creator, is a well-known instructor who has worked directly with Julianne Michaels, who has her own fitness program in the industry.
- Mad Dog Athletics contacted me asking for testimonies from the instructors about how they have managed during the COVID-19 pandemic, which were published on their website.
- Some of our regular nutrition supplements have been discontinued, so I did some research and have ordered new products.
- I hired a new Instructor, who is also certified to be a personal trainer, Katie Heit. She has previously worked at a YMCA in Springfield.
- I will begin working with an Intern from Lincoln College next week, John will be working with another student as well.
- I have been preparing our annual Football Frenzy event.

CORRESPONDENCE:

- John stated that he did receive an email from a concerned patron regarding COVID-19. He responded with the information on how the Park District has adapted the cleaning protocols to meet the State's guidelines. He also offered the patron a refund on their membership should they prefer to no longer use the facility during the pandemic.

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UNFINISHED BUSINESS:

A. Capital Improvements:

1. Roof Replacement:

- a. Vern stated that the gutters and fascia have been replaced and look good.
- b. Vern stated that Ryan is still waiting for Top Quality to finish the work on the Front Office roof before approving the final payment be disbursed.

2. Exterior Water Main:

- a. Vern stated that D&D submitted their estimate, which came in at \$17,500.00.
- b. Vern also requested a company in Petersburg, which collaborated with Scott Goodman.
 - 1) They located the lines and marked them as well as prepared an estimate.
 - 2) The estimate came in at \$21,000.00.
 - 3) John asked Vern if the location cost was included in that estimate, which Vern stated that he requested the location labor be billed separately.
- c. Vern stated that the ground temperature needs to be above 40°F.
- d. There will also need to be some exploring done once work begins, because once the pipes go under the building, we are not sure where they go exactly.
- e. Don asked Vern to verify that D&D was the less expensive estimate, which Vern confirmed and stated that it is also a local company.
- f. Don asked if the Board would like to decide on which company to contract.
- g. Dave Perring made the motion to accept the estimate by D&D Sewer to run a new exterior water main from the road to the boiler room. Gary Nodine moved to second the motion, which then passed after a unanimous, roll-call vote.

3. Aerobic Room Flooring / HVAC System:

- a. Gary queried if it had previously been decided to wait until summer to determine how the new HVAC addition affects the situation.
- b. Vern pointed out the board that if the flooring is extended towards the tennis closet, there would not be enough of the existing flooring to cover that area.
 - 1) Jen and John both agreed that the discussion needs to be tabled until the HVAC issue has been resolved, then the extension can be reconsidered.
 - 2) Jen explained that the desire to extend the flooring would possibly add more barre space for patrons, which she wanted the board to consider should the flooring need to be replaced.

B. COVID:

1. John stated that there have been a few patrons reporting that they have self-quarantined to mitigate public exposure.

NEW BUSINESS:

A. Close the State Bank account for the 2019 GO Bond & Interest Repayment, which has been paid in full.

- a. The remaining balance will be deposited into the Capital Improvement Fund.
- b. Gary Nodine made the motion to close the 2019 GO Bond & Interest Repayment Fund account. Laura Duffer moved to second the motion, which then passed after a unanimous, roll-call vote.

B. Annual accounting contract with J.M. Abbott's & Associates.

- a. Angie stated that all the rates, monthly & quarterly, have only increased \$5 each.

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- b. Gary Nodine motioned to approve the 2021 accounting contract with Abbott's & Associates. Bob Thomas moved to second the motion, which then passed after a unanimous, roll-call vote.
- C. Vern inquired about the Pheasants Forever plots located within the Park District properties.
 - a. Gary stated that he was informed that they had conducted a controlled burn, which went without incident.
 - b. Vern asked Gary to let him know when they plan to reseed the areas.

EXECUTIVE SESSION:

Laura Duffer made the motion to enter executive session to discuss the search to fill the position of Executive Director and other employee matters. Gary Nodine moved to second the motion, with passed after a unanimous, roll-call vote. The Board entered Executive Session at 6:40 P.M. and exited the meeting at 7:07 P.M. Laura Duffer made the motion to approve John's recommendation of changing Jennifer Prather's position to a salaried position, with the recommended raise. Dave Perring moved to second the motion, which passed after a unanimous, roll-call vote.

ADJOURNMENT: Seeing no further business, Gary Nodine to adjourn the meeting, Dave Perring seconded the motion. The motion carried. Adjournment: 7:09 P.M.

NEXT MEETING: The next meeting date will be Wednesday, February 10, 2021 at 6:00 P.M.