

**LINCOLN PARK DISTRICT
BOARD MEETING MINUTES
NOVEMBER 13, 2019**

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, Gary Nodine and Laura Duffer. Dave Perring and Bob Thomas were absent. Attending from the Park District were John Andrews, Vern Haseley, Angie Coombs, Abby Neece and Jennifer Prather. No one was absent.

MINUTES OF MEETING – Minutes of the October 09, 2019 meeting were presented to the board for review. Don asked if there were any questions, comments or suggested changes. Laura Duffer motioned to approve the minutes as presented, which was seconded by Gary Nodine, and approved after a unanimous, roll-call vote.

RECOGNITION OF VISITORS:

-Will Glass, of First Midstate: Mr. Glass informed the Board that the 2019 Series Bonds were purchased in full by Farmer's State Bank of Emden. The rate was down to 1.75% from 2.75% the previous year. The funds will be available and transferred into the Park District account no later than December 3rd, which will cover the January 1st payment due on the 2014 Debt Certificate. Mr. Glass also reminded the Board that there are 4 more principal payments left on the 2014 Debt Certificate, which funded the new Aquatic Center. Mr. Glass thanked the Board for their time and left some paperwork to be signed and returned. Don Peasley proceeded to ask the Board if they would like to go ahead and make a motion on the Bond Item listed under New Business. Laura Duffer made the motion to approve the Bond Ordinance #336, which was seconded by Gary Nodine, and passed after a unanimous, roll-call vote.

-Dick Hines, of Monitor Productions: After briefly explaining his business history in marketing and advertising, Mr. Hines presented the Board with his proposal of adding advertising monitors around the facility. Having started providing his services to bowling alleys, he has now transitioned to mainly serving non-profit organizations. His offer is to provide a few tvs, at no cost to the Park District, to be installed where traffic is the highest. Then, Mr. Hines will contact local businesses with the opportunity to display their advertisements on the screens for around \$1.30/day. The Park District only needs to provide information that they wish to have rotated, in slide format, with the other advertisements. He even brought a tv and the necessary equipment with a sample slideshow for a brief demonstration. Mr. Hines informed the Board that previous installations have increased other non-profits' income around \$30,000.00 in the first year. Their system provides the Park District content approval and can be updated monthly to keep Park District program advertising current. Don inquired about the cost to the Park District, which Mr. Hines stated that there is no cost other than installing the provided monitors. The advertisements cover the cost of the equipment. John asked if the Park District would be responsible for contacting the businesses about possibly advertising, which Mr. Hines stated that he would be responsible for duty. Gary queried as to how many tvs that he was looking to install on the premises, which Mr. Hines replied that he thought 4-5 would be appropriate. Don asked if he had toured the facility, which Mr. Hines replied that he and John had done a walk through previously. He assured the Board that the flat screen tvs would be

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proportionate to the space available. Mr. Hines thanked the Board for their time before exiting the meeting.

-Phil Martin, of Martin Engineering: John began by explaining to the Board that he had contacted a couple of other Park Districts for recommendations before contacting Martin Engineering. Mr. Martin stated that his father started the company in 1982 and he then purchased it in 2003. He informed the Board that John had provided a tour of the facility and explained the desired improvements, for which his team has prepared an estimate on the high end of the scale. If the Board approves their plan/proposal, a more accurate estimate would be provided after some measurements were taken, which would help determine the extent of work to be done. Core samples of a few areas would help his engineers complete a more accurate plan. As it is currently, the plan includes repaving the second entrance, leaving the parking gravel. The drive around to the Complex entrance could be patched or also repaved, raising the level approximately 3 inches; removing the rocky median is also included in the plans. The culvert under the drive to Breezy may be replaced after regrading the ditch, which would help avoid flooding if water could be diverted towards the drain between the golf shed and Legion field. Vern advised Mr. Martin about the easement required for the gas line that runs along that area, which Mr. Martin stated he would request further details regarding the pipeline. Continuing with the proposed plan, the Complex parking lot, which is the concrete left from the previous Complex floor prior to the 2003 remodel, that will be extended towards the Legion field. Thankfully, only 1 tree would need to be removed. The existing cement will be diamond ground to add texture, and the extension would double available parking. Channeling need to be discussed, whether raised curbs are the best option to improve the current parking and traffic flow issues. John inquired about the gravel around the pool and if curbs would be installed to help contain it, which Mr. Martin stated that the level would increase by 3 inches so curbs should not be needed. Abby pointed out that it seems that the public mainly drive in the gravel when trying to avoid the area when it is flooded, which should be resolved with the proposed work. Mr. Martin also pointed out that after samples are taken, the engineers will review the information to recommend either removing portions of existing concrete or pulverizing it to create a gravel underlayment. He also mentioned that prices vary depending on the local providers of either asphalt or concrete in the area; if product needs to be shipped in from other areas, then the cost increases. John pointed out that the plans are for 90° parking, extended lanes and wide spaces. Don stated that we just need to make sure that emergency vehicles have plenty of room to get where they need to be. Laura asked if the area directly behind the Legion field would still be a gravel lot, which Mr. Martin stated that it will, and Vern added that it needs to be leveled. Vern also stated that additional lighting should also be considered for the extended area. Then Vern inquired about the difference in upkeep between asphalt and concrete. Mr. Martin explained that asphalt is cheaper to install and has more upkeep than concrete, which typically costs more initially and tends to require less upkeep. Asphalt upkeep consists of treating after the first year then every 2-3 years; which includes filling voids/cracks and resealing the entire lot. John asked the approximate amount to reseal a lot the size included in the proposal, which Mr. Martin estimated to be around \$20,000.00. John then inquired about the estimated duration of the parking project once work started, which Mr. Martin estimated to be 4-6 weeks. Mr. Martin thanked the Board for their time before exiting the meeting.

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

GENERAL	-	\$	4,252.57
RECREATION	-	\$	3,138.98
CAPITAL IMP.	-	\$	8,291.55

Laura inquired about the status of transitioning away from Abbott's and doing the accounts payable and payroll in-house. Angie stated that the Auditors seemed confident that our books are in the proper order to do so and are willing to send someone to help set up payroll, but she has yet to schedule it. 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 October 31, 2019.

RECREATION	-	\$	20,428.12
GENERAL	-	\$	101,694.21
CAPITAL	-	\$	276,351.69
AUDIT	-	\$	3,215.37
LIABILITY	-	\$	52,020.08
2014 DEBT CERT & INT.	-	\$	39.88

DIRECTOR'S REPORT – JOHN ANDREWS

- I spoke with Tod Stanton and everyone has a copy of his proposal should we contract him to help us to create a Master Plan and/or apply for the OSLAD grant next year. I withdrew our application this year since the proposed expenses were out of balance in comparison to the requirements. The proposal has two different totals listed, one is just for the OSLAD application and the larger figure would include the design of a Master Plan.
- As presented, I had discussed with Phil Martin regarding our parking and traffic issues prior to his proposal.
- The new membership fees have been implemented and I haven't heard too much feedback from the public regarding them.
- I spoke with the staff about adjusting the fees for pickleball, and they agreed upon \$3.00 for one hour, per person or \$5.00 per person for more than one hour. The price change is scheduled to take effect later this month.
- We did have Allred Flooring come in and repaint the pickleball courts on the first tennis court. Now there is one pickleball court on each side of the tennis net, where the pop-up nets can be used.
- I met with the City Attorney and queried his thoughts on the City deeding over the City's parks to the Park District. He suggested that I speak with the City Administrator, Beth Kavelman, which I did, and she recommended that I then speak with Mayor Goodman and the alderman.

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I did meet with the Mayor and a few aldermen, they requested that the proposal be presented at the November 26th Council meeting. Our proposal pointed out that we already maintain them, and the tricky issue of liability would be solved. I mentioned that it would open up the opportunity for us to include them in future OSLAD grant applications to develop the parks. I did not inquire about the lot on 8th street, since ALMH gifted that to the City recently, but instead named Melrose, Ray White, Postville and Mayfair parks.

OPERATIONS REPORT – VERN HASELEY

- We were able to get the concession stands and pool winterized with no issues.
- We ran out of time to get to the leaves. Hopefully, we will get some decent days of weather.
- We have also been busy getting equipment repaired.
- There is an issue with the heat in the Complex locker rooms and we have a call out to Entec. A fire safety feature tripped, which closed a duct, so we need to find out why it got that hot in the first place. They should be here next week to look at it.

PROGRAM REPORT – ABBY NEECE

- Coed Softball has finished for the season.
- Jr. Railer registration just ended; our numbers are down a little from last year (~70 v 79). Scott Kirby is helping me, and RT get started, then RT will be supervising Saturday games. The first games are scheduled for December 7th.
- Halloween Fun Fest was a success and possibly had the highest attendance in the last few years. Jaylee, my intern, was a big help with the event and we had a lot of other community volunteers from other businesses.
- The brochures have been redesigned and updated with the new prices.
- If the Board could look at our website and let me know if you feel that it is user-friendly, I would appreciate it. Laura stated that she has always been able to easily navigate it to find the information that she needs.
- Coed volleyball registration is about to start for this year's league. I am hoping to get 8 teams signed up to play.
- Saturday with Santa is scheduled for December 14th, from 9a-11a. We partner with WLCN and they provide the cookies, milk and Santa. We provide the space and crafts for the kids to do.
- I have a pickleball clinic scheduled for December 1st at 2pm with Jim Welchel as the instructor.
- We printed the staff some new shirts.
- The Christmas party is scheduled for December 7th at TK Grill out at the Elks from 6-8:30p. We will have a buffet dinner and cash bar.
- Vern asked Abby if she could arrange for some school children to have a project to paint some 50 gal trash drums, and she stated that she could do that.

FITNESS MANAGER'S REPORT – JENNIFER PRATHER

- October class attendance was 1,148, which was higher than last October and had an average of 5 participants less than the previous October. Don asked if any classes were too big, which Jennifer explained that the Senior classes were.
- The Holiday Challenge began on November 3rd, has 16 participants & Taylor Rohrer is helping.

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- The Weights to the Next Level course went well.
- The Senior class will be having their Christmas potluck December 13th.
- The membership drive is going rather well so far and will end with November.
- We have a few holiday themed classes scheduled.
- The Park District will be hosting a Spin Certification Class in January, where a master instructor will teach the class. One benefit is that our instructors will not need to travel to get (re)certified, but the Spin website will also be promoting the event. I explained to them how I do a promotional giveaway in February for Heart Awareness Month, and they also have promised to donate for that event. Don inquired about how we are with instructors and Jen explained that we could use a few more.

CORRESPONDENCE:

- Lincoln Daily News sent a thank you note for the donation to their pink pumpkin auction.
- Fitzapalooza also sent a thank you note for the donation to their annual fundraiser.

UNFINISHED BUSINESS:

A. Capital Improvements:

1. Roof Replacement:

- a. The edging and gutter installation is almost complete.
- b. They need to wait 30 days for the final treatment, weather permitting.

B. Aquatic Center:

a. The sandblasting has been completed.

- 1) The wading pool has been sandblasted and recoated with more texture included.
- 2) The other pools have been blasted, repainted, and look good.

b. Pool Pumps: No news yet.

2. Memorial Park:

a. Gary stated that Doug has transplanted some of his saplings already.

b. Two areas have been approved by the Pheasants Forever group as good areas to plant the pollinating plots; near the playground and the road by the ball fields.

- 1) There is enough room for 3-5 passes, depending on the area.
- 2) It would be best if the areas were sprayed in the fall in preparation of spring planting.

3) There was concern of planting in the middle, which could cause space issues with events that are held in the park.

c. Gary also stated that they approved an area with Vern on the end of the driving range to also be planted, the last 30-40 feet of land before the fields.

d. Laura Duffer made the motion to approve spraying areas designated in Memorial Park and the Driving Range in preparation of Pheasants Forever installing pollinating plots, which will support bees, butterflies, rabbits, pheasants and quails. The motion was seconded by Gary Nodine and passed after a unanimous, roll-call vote.

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C. Gary Nodine made the motion to hire Martin Engineering as the General Contractor for the Road Project, which was seconded by Laura Duffer, and passed after a unanimous, roll-call vote.

D. Laura Duffer motioned to contract Tod Staton to prepare the next OSLAD Grant application, which was seconded by Gary Nodine. The motion passed after a unanimous, roll-call vote.

NEW BUSINESS:

- A. 2019 GO Bond Series: See Recognition of Visitors.
- B. Employee Insurance: Annual Renewal – Angie explained that the rates for the same plan only went up 1.5% and the Agency Rep stated that most companies were seeing 10-15% increases.

EXECUTIVE SESSION: The Board entered Executive Session at 7:25 P.M. to discuss annual employee bonuses, later spoke with Abby, and exited the meeting at 8:09 P.M. Laura Duffer motioned to approve employee bonuses as presented by John Andrews, which was seconded by Gary Nodine. Motion passed after a unanimous, roll-call vote.

John mentioned that Ron Hall Painting had submitted a quote to strip, sand, prime and repaint the Complex courts for \$18,000.00. The Board noted that they will keep the company in mind for when they are ready to undergo that project.

ADJOURNMENT: Seeing no further business, Laura Duffer moved to adjourn the meeting, Gary Nodine seconded the motion. The motion carried. Adjournment: 8:13 P.M.

NEXT MEETING: The next meeting date will be Wednesday, November 13, 2019 at 6:00 P.M.