

Park Board Minutes

January 6, 2015

The meeting was called to order by President Doris Elling at 7 p.m. on Tuesday, January 6, 2015 at the Case Halstead Library. Members present included Doris Elling, Geoff Jones, Dennis Middendorff, and Gail Schuermann. Jeff Schatz was absent. Others present were Eugene Van Dorn, Ray Elling, Kyle Peters, Kevin Rolfingsmeyer, Christopher Rolfingsmeyer, Shannon Petrea, Dave Laws, Jacob Speiser, Mark Hodapp, Lisa Spaulding, Mayor Mike Burton, JoAnn Hollenkamp, and Martha Reinkensmeyer.

After reviewing the minutes from the December 2, 2014 meeting, Gail Schuermann made a motion to approve the minutes. Geoff Jones seconded the motion. After roll call, all were found in favor.

The first item on the agenda was the pool repair update. JoAnn stated that she, along with John Hodapp, Steve Lappe, and Jacob Speiser, had met with an engineer from HMG. JoAnn stated that the engineer will be meeting with other pool companies to confirm the information from Pisces. JoAnn also stated that she had spoken with Laura Christ, a head lifeguard at the pool. Christ had told JoAnn that there have been issues in the past with chlorine levels and not having chlorine on hand. Doris then introduced Jacob Speiser as Dave Ord's replacement. JoAnn also added that paint has been ordered for the pool and decking, along with primer. She stated that the City already has one sand blaster, along with protective equipment, and that a lead-based paint testing kit has been ordered. JoAnn said that the plan is to have employees complete this project. No motions were made.

The second item on the agenda was striping the pool parking lot. JoAnn stated that the plan allows for 56 parking spots. Three of them will be handicapped accessible. Two of the three will be for vans. JoAnn stated that there could only be 53 spots once the project is completed. She stated that the parking lot will be ready this spring. It will be oiled, chipped, and striped. Jacob stated that the Parks Department already has yellow marking paint and a striper. Doris asked if piling snow on the parking lot will affect the striping. JoAnn stated that she expects to get three to four years out of the striping. No motions were made.

The third item on the agenda was the City of Carlyle Parks Strategic Planning progress report. JoAnn stated that the three year goals had been finished and that the five year goals will be discussed at the next meeting. She said that the next meeting will be held on January 19, 2015 at 7 p.m. at the Library. She believes that this will be the last meeting and that she will then be able to put everything into paper format and present it to Council. No motions were made.

The fourth item on the agenda was the donation of family pool passes. JoAnn stated that in the past Dave Redeker donated family pool passes to different organizations. Recently, JoAnn stated that she had been contacted by St. Mary's via email asking for a pool pass for an upcoming charity event. JoAnn asked the Park Board how many pool passes should be set aside for donation, if any. Dennis stated that guidelines need to be in place. JoAnn suggested having a lottery. Churches and organizations would be notified that if they wanted a family pool pass for an upcoming charity event they would need to contact City Hall. Their names would be put in a hat and a specified number would be drawn out. The question then came up as to how many family pool passes had been donated each year. JoAnn believes there

were approximately ten at \$100 each. Doris stated that she would rather see that \$1,000 be used for other things. Lisa Spaulding suggested giving away day passes instead of the family passes. Dennis Middendorff then made a motion to table the discussion of pool pass donations. Geoff Jones seconded the motion. After roll call, all were found in favor.

The fifth item on the agenda was the Fish Hatchery repairs. JoAnn began by stating that cedar had been ordered to redo the outside of the building, but that Aviston Lumber told her there was not enough to side the building, but just to do a patch job. JoAnn then said that she had received quotes from Aviston Lumber for repairing the roof and replacing the windows and siding. She believes this can be completed for approximately \$10,000 and that there is \$30,000 left in the budget under other improvements. She feels that if work is going to be done on the pavilion it should be done correctly and that these repairs would last thirty years. She stated that roof shingles would cost \$2,056; windows would cost \$2,044; and the siding, including foam insulation, would cost \$3,673. Labor would be completed by City employees. JoAnn also added that John Hodapp would like to add concrete patios, sidewalks, and two ceiling fans. He also wants to raise the benches on the south side of the pavilion to make a shelf. Finally, he would power wash and paint the concrete floor. JoAnn also added that the west doors are in need of repair. Lisa added that the bathrooms are also in need of repair. JoAnn stated that pavilion could get fixed during this fiscal year and the bathrooms could be repaired at the beginning of the next fiscal year. Dennis Middendorff made the motion to have JoAnn present the Fish Hatchery repairs to the City Council. Geoff Jones seconded the motion. After roll call, all were found in favor.

The sixth item on the agenda was the pool manager. JoAnn began by stating it is time to start thinking about a pool manager and advertise for that position. She stated that the criteria would need to be decided upon for the pool manager. It was asked if the manager should be responsible for the pool and the concessions or just the pool. JoAnn stated that this position could be a salaried position. The manager would be responsible for opening and closing the pool and the concessions. She stated that Dave Redeker had been paid \$53,500 and that his responsibilities could be parsed out for approximately \$18,000. She also added that she would like to have a pool manager that is life guard certified. She also believes that there should be a pool manager even if a park director is eventually hired. It was decided that the pool manager would manage personnel and concessions. The manager should also be mechanically inclined and familiar with a pool filtration system. It was also determined that being life guard certified would not be a requirement, but a plus. Gail Schuermann made a motion to recommend to the City Council the hiring of a pool manager. Dennis Middendorff seconded the motion. After roll call, all were found in favor.

The seventh item on the agenda was the park director. Geoff Jones stated that a park director is needed. Doris stated that Kyle Peters is interested in the position and that he would like to address the Board. Dennis Middendorff interrupted and stated that this is not how this position should be filled. Dennis stated that the qualifications for the park director should be decided first. Then the position is advertised. The applicants are reviewed and interviews are conducted. He stated that by going this route the Board would be opening the City up to discriminatory issues. Doris stated that she was hoping Peters would help the Board determine what they are looking for in a park director since he is in that field. Dennis repeated the steps that need to be completed when hiring. Geoff Jones stated that the Employee Concerns Committee will conduct the interviews. JoAnn stated that Employee Concerns will conduct interviews in conjunction with the Park Board. Dennis stated that he had contacted the University of Illinois, Southern Illinois University in Carbondale, and Illinois State University about hiring individuals with degrees in Parks and Recreation. Dennis said that the professor from U of I explained that by hiring a local individual without a degree, the Parks Department will maintain its existing

programs and nothing will change. Dennis stated that the professor, without knowing anything about Carlyle, described the Parks Department current situation. Dennis also said that the professor told him that the salary that was paid to Dave Redeker was at the high end of the pay scale for a community of Carlyle's size. The professor believes that a person could be hired with a Bachelor's Degree and several years' experience for that amount. Dennis then asked Mayor Burton when he would be prepared to hire a park director. Mayor Burton replied he would be prepared to hire a Park Director in the fall of 2015. No motions were made.

The eighth item on the agenda was personnel. During this discussion, the topic of the high school concession stand was brought up. JoAnn stated that it lost \$454 and that if pizza was not sold; it would have almost broke even. Dennis suggested turning this over to a civic organization. The organization would pay the City a flat fee for using the stand and would be responsible for stocking the concession stand. Dennis Middendorff made a motion to present the idea of turning the high school concession stand over to a civic organization to the City Council. Geoff Jones seconded the motion. After roll call, all were found in favor. Discussion then turned to summer camps. Gail Schuermann stated that she would like to see fewer camps that have more quality. It was also mentioned that someone will need to manage the camps and create the programs. Gail Schuermann made the motion to present the idea of hiring a camp manager to City Council. Dennis Middendorff seconded the motion. After roll call, all were found in favor. It was also announced that Mayor Burton had chosen Lisa Spaulding to be the baseball coordinator for the 2015 season.

The ninth item on the agenda was Christopher Rolfingsmeyer's Eagle Scout project. Christopher stated that he is currently a Star Scout and will soon be trying to obtain Eagle Scout status. In order to do this he has to complete a community service project. Christopher would like to redo the swings in the Park for people with special needs. Kevin Rolfingsmeyer, Christopher's father, stated that they would raise the money for the project and attempt to get the labor donated. He said that he had contacted the company Unlimited Play about the project. He was told that mulch would be ADA compliant and that no sidewalk is needed as long as the ground is level. Kevin stated that they are seeking permission from the Board before they pursue this project further. He also added that a representative from Unlimited Play would be willing to meet with the Park Board. He then explained that a grant could be obtained from Unlimited Play that would help provide a swing and that he had approached the Citizens for Carlyle for support. JoAnn stated that the City should also be able to help with the project by donating labor. Geoff Jones made a motion to allow Christopher Rolfingsmeyer to proceed with this project. Gail Schuermann seconded the motion. After roll call, all were found in favor.

The tenth item on the agenda was new business. JoAnn stated that donations for Christmas lights were way up from previous years. Jacob said that all the lights were down except for the enchanted forest trees. He also stated that he had found a recycling place to take the Christmas lights that paid \$.27 per pound, which was more than the place the lights had been taken to in the past. He stated that he received approximately \$250 for one truckload and still has another truckload to take. JoAnn stated that Jacob should be commended for taking the initiative to find a better price for the lights. Mayor Burton stated that enough lights were purchased the day after Christmas for next year's display. No motions were made.

The eleventh item on the agenda was new business. Dennis stated that he had contacted horticulture experts in the community in regards to the trees at the Fish Hatchery. JoAnn said that she had made arrangements to meet with Roger Hayes and Gail Schuermann at 2 p.m. at the Fish Hatchery to mark

trees for removal. JoAnn explained that Joe Smothers and Jody Harris from the Corps had looked at the trees and determined 21 trees need to be removed. No motions were made.

The final item on the agenda was public comments. Shannon Petrea stated that the Citizens for Carlyle will be holding a chicken dinner on January 11, 2015 at Pinball. She said that tickets were \$8 and that members of the organization were selling them and that they would be available at the door. No motions were made.

With no further business to discuss, Gail Schuermann made a motion to adjourn. Geoff Jones seconded the motion. The meeting was adjourned at 8:38 p.m.

Respectfully submitted,
Martha Reinkensmeyer

Park Board Minutes

February 3, 2015

The meeting was called to order by President Doris Elling at 7 p.m. on Tuesday, February 3, 2015 at the Case Halstead Library. Members present included Doris Elling, Geoff Jones, Dennis Middendorff, Jeff Schatz, and Gail Schuermann. Others present included Ray Elling, Judy Smith, Franklin Smith, Eugene Van Dorn, Mark Hodapp, Shannon Petrea, Brenda Johnson, Mike Essington, Lisa Spaulding, JoAnn Hollenkamp, and Martha Reinkensmeyer.

After reviewing the minutes from the January 6, 2015 minutes, Gail Schuermann made a motion to approve the minutes. Geoff Jones seconded the motion. After roll call, all were found in favor.

The first item on the agenda was the pool repair update. JoAnn stated that she had been working with Sarah Tebbe from HMG. Tebbe had met with a representative from the pool manufacturer. The representative said that the sandblasting of the pool should be done professionally and that City employees can do the painting. The representative also added that the filtration system needs the sand replaced and that the big blue tank does not need to be replaced. It may just need sandblasted and painted. JoAnn stated that John Hodapp will be testing it for lead based paint. Dennis stated that he had spoken to the park directors from Mt. Vernon and Kingsbury Park District in Greenville. They both recommended having Midwest Pool look at the pool. They also said that Midwest Pool does certification for pool managers. JoAnn stated that the pool representative added that the pool has a top of the line filtration system. Doris asked that JoAnn call Midwest Pools to have a representative come and look at the pool. No motions were made.

The second agenda item was regrading the park culvert. JoAnn stated that this would be done where the rebar was cut off. She stated that John Hodapp and Larry Peppenhorst both suggested bringing it back further, sloping it, and seeding it. This would prevent it from having to be mowed. Jeff Schatz made a motion to regrade the culvert in the spring the way John Hodapp and Larry Peppenhorst suggested. Geoff Jones seconded the motion. After roll call, all were found in favor.

The third item on the agenda was the strategic planning progress report. JoAnn presented a PowerPoint presentation showing the results of the strategic planning process. She stated that after showing this to the Park Board, it will be presented to City Council. The presentation included the results of an informal survey that was included with the utility bills. The purpose of the survey was to determine what additional park services most interested residents. Indoor walking, woodworking, sewing, ballroom dancing, yoga, and quilting were the most popular. JoAnn then explained that the participants in the strategic planning process created a mission statement for the parks department. They also set one year, three year, and five year goals. All goals should be completed by 2020. One year goals include striping the parking lot at the pool and repairs to the Fish Hatchery. Three year goals include developing the Fish Hatchery ground and bathroom remodeling. Five year goals include building a new band shell and establishing a park district. Ongoing goals were also determined. They include bathroom and landscaping maintenance. Participants also determined implementation guidelines. JoAnn then summarized all the information presented. No motions were made.

The fourth item on the agenda was donation of family pool passes. JoAnn determined that last year ten family pool passes, one pool party, and 150 one-day passes were given out to charities. Ten family passes equal \$1,000, one pool party equals \$100, and 150 one-day pool passes equal \$450. Dennis asked if the Council had guidelines they used for donations. Brenda Johnson stated there were no specific guidelines, but that donations are usually made towards things that provide community service. Dennis stated that by giving passes to organizations and churches, only the organizations and churches benefit. He added that he doesn't feel right donating the citizens' money to something that will not specifically benefit the City. Gail stated that she would like to see the eighth graders continue to receive the one-day passes. During discussion, JoAnn was asked if there had been an accounting of the passes used. JoAnn stated that there are no records of who attended the pool and no accounting of the passes. Gail Schuermann made a motion to continue giving pool passes to the eighth graders, but to no longer donate passes to organizations and churches. Dennis Middendorff seconded the motion. After roll call, all were in found in favor.

The fifth item on the agenda was park fees. JoAnn presented the Board with park fees from Breese, Trenton, O'Fallon, and Greenville. After much discussion, Jeff Schatz suggested adopting Breese's pool fees. This would include categorizing between resident and nonresident, a senior discount, and a military discount. (Please see the table below.) Jeff Schatz made a motion to adopt the pool rates listed below. Geoff Jones seconded the motion. After roll call, all were in found in favor. Discussion then turned to camps. Lack of supervision, pool time, lunches, the quality of the camps, and the length of camps were at the forefront of the conversation. Not being able to create a satisfactory plan for summer camps, Dennis Middendorff made a motion to forgo camps this coming summer, due to an absence of a park director, and offer the baseball and cheerleading camps to the high school. Gail Schuermann seconded the motion. After roll call, all were found in favor.

Activity	Old Fee	New Fee
Family Season Pass – Resident	\$100	\$120
Family Season Pass – Nonresident	\$100	\$145
Adult Season Pass – Resident	\$60	\$70
Adult Season Pass – Nonresident	\$60	\$85
Child Season Pass – (1-13 yrs.) Resident	\$60	\$60
Child Season Pass – (1-13 yrs.) Nonresident	\$60	\$75
Daily Rate (1-59 yrs.) Resident	\$3	\$4
Daily Rate (1-59 yrs.) Nonresident	\$3	\$5
Daily Rate (60+ yrs.) Resident	\$3	\$3
Daily Rate (60+ yrs.) Nonresident	\$3	\$3
Military (all ages) Resident & Nonresident	\$3	\$3
Pool Party (2 hours) Resident	\$100	\$125
Pool Party (2 hours) Nonresident	\$100	\$150

The sixth and seventh items on the agenda were pool/concessions manager and park director. Dennis stated that it is time to move towards hiring a full-time park director who will be in charge of pool operations and provided a job posting for a park director to the Board members. JoAnn suggested that the Board make a motion to put the posting in front of Council. Geoff Jones agreed, but added that a pool/concessions manager needs to be hired, also. He does not feel there will be enough time to find a park director and have that person in place for the opening of the pool. Geoff added that the pool work begins in mid-April. Geoff Jones made a motion to present Council with the posting for a park director

along with a posting for a pool/concessions manager that would be hired for one year. Jeff Schatz seconded the motion. After roll call, all were found in favor.

The ninth agenda item was executive session. Dennis Middendorff made a motion to enter into executive session. Gail Schuermann seconded the motion. After roll call, all were found in favor. Audience members were then asked to leave. Brenda Johnson, Judy Smith, JoAnn Hollenkamp, and Martha Reinkensmeyer were asked to stay.

The tenth agenda item was personnel. Jeff Schatz made a motion to change park workers from permanent park hires to temporary park hires. Gail Schuermann seconded the motion. After roll call, all were found in favor.

The eleventh agenda item was park hires. JoAnn suggested having the park hires from last year reapply to help determine how many will be returning and if any additional workers need to be hired. She said that this needs to be done soon because she fears that there will not be enough lifeguards. Dennis Middendorff made a motion that park workers reapply for their positions. The applications will be turned into City Hall and Mayor Burton, acting as temporary Park Director, will recommend all hires to Council. Jeff Schatz seconded the motion. After roll call, all were found in favor.

There was no old business.

There was no new business.

There were no public comments.

With no further business to discuss, Gail Schuermann made a motion to adjourn. Geoff Jones seconded the motion. With all in favor, the meeting adjourned at 9:02 p.m.

Respectfully submitted,
Martha Reinkensmeyer

Park Board Minutes

March 3, 2015

The meeting was called to order by President Doris Elling at 7 p.m. on Tuesday, March 3, 2015 at the Case Halstead Library. Members present included Doris Elling, Dennis Middendorff, Jeff Schatz, and Gail Schuermann. Geoff Jones was absent. Others present included Ray Elling, Tommy Hagen, Allen Hagen, Shannon Petrea, Mark Hodapp, Amy Wademan, Mandy Boatright, David Mollet, JoAnn Hollenkamp, Jacob Speiser, and Lisa Spaulding.

After reviewing the minutes from the February 3, 2015 meeting, Dennis Middendorff made a motion to approve the minutes. Jeff Schatz seconded the motion. After roll call, all were found in favor.

The first item on the agenda was an update on pool repairs. A quote was received from Midwest Pool. Please see the table below. The bid came in at just under \$10,000 for all repairs. This includes park staff training. The sand blasting and painting would be completed by September, following the 2015 pool season. All other repairs are in process. Dennis Middendorff made a motion to recommend the bid for the pool repairs to City Council. Jeff Schatz seconded the motion. After roll call, all were found in favor.

Sand (City employees will clean sand)	\$2,586
Chemicals	\$3,325
Filter Valves	\$1,385
Acutab Chlor	\$2,985

The second item on the agenda was fish hatchery repairs. The tentative start date of the repairs on the pavilion is March 14, 2015. Bart Johnson will order materials directly. At least ten skilled workers are available to repair the pavilion. JoAnn asked for specific names. No motion was made.

The third item on the agenda was Swim Team. Mandy Boatright, Amy Wademan, and David Mollet were there to represent the Swim Team. Dennis Middendorff stated that fees needed to be discussed. He questioned the \$10 fee. David Mollet stated that the Park made up for this through the concession stands during events. He added that most kids do not use the pool passes. Dennis asked how many kids were currently on the swim team. David stated that there were 140. Of the 140, 60-65 percent was from Carlyle and the surrounding community. The rest are from Clinton County. He added that the Swim Team is a privately funded group and informally operated. Dennis Middendorff made a motion to table the discussion with Swim Team. Gail Schuermann seconded the motion. After roll call, all were found in favor.

The fourth item on the agenda was the 2015 Swim Meet schedule. Jeff Schatz made a motion to approve the schedule. Doris Elling seconded the motion. After roll call, all were found in favor.

The fifth item on the agenda was the announcement that executive session minutes are available for review at City Hall. They will be approved during the April meeting. No motions were made.

The sixth item on the agenda was executive session. Gail Schuermann made a motion to enter into executive session. Dennis Middendorff seconded the motion. After roll call, all were found in favor.

The seventh item on the agenda was voting on executive session business. Jeff Schatz made a motion to recommend to City Council to conduct interviews for the pool and concessions manager. Gail Schuermann seconded the motion. After roll call, all were found in favor. Dennis Middendorff made a motion that Doris Elling be the Park Board representative during the interviews. Jeff Schatz seconded the motion. After roll call, all were found in favor.

The eighth agenda item was old business. JoAnn presented examples of potential pool passes to be used this coming pool season. She stated that the pool passes will have photos and ages of the people permitted to use the pass. She also explained that wristbands will be given to people when admitted to the pool. The bands will be cut off before they leave the pool. A log will be kept for checks and balances for the bands.

The ninth agenda item was public comments. Shannon Petrea announced that on March 28 The Citizens for Carlyle Parks will be hosting a trivia night. Proceeds will go towards the handicap swing that Christopher Rolfingsmeyer is constructing as his Eagle Scout project. Shannon also added that enough lids have been collected for two benches. A decision needs to be made as to where to place the benches. The Fish Hatchery was discussed as a potential location. She stated that there may be enough lids for three to four benches.

With no further business to discuss, Doris Elling made a motion to adjourn. Gail Schuermann seconded the motion. With all in favor, the meeting adjourned at 8:30 p.m.

Respectfully submitted,
Martha Reinkensmeyer

Park Board Minutes

April 7, 2015

The meeting was called to order by Doris Elling at 7 p.m. on Tuesday, April 7, 2015 at the Case Halstead Library. Members present included Doris Elling, Dennis Middendorff, Geoff Jones, Jeff Schatz, and Gail Schuermann. Others present included Hayley Palmer, Cindy Palmer, Andy Palmer, Chris Hilmes, Ray Elling, Judy Smith, Franklin Smith, Stacy Hilmes, Bailey Hilmes, Amy Wademan, Michelle Wood, Shannon Petrea, Jeremy Weh, Nicole Weh, David Mollett, Brenda Johnson, Kevin Rolfingsmeyer, JoAnn Hollenkamp, Lisa Spaulding, and Martha Reinkensmeyer.

After reviewing the minutes from the March 3, 2015 meeting, Doris asked that a change be made to the description of the repairs. Gail Schuermann then made a motion to approve the minutes with the changes made. Geoff Jones seconded the motion. After roll call, all were found in favor.

The first item on the agenda was public comments. Shannon Petrea stated that the Citizens for Carlyle Parks received 2,000 to 3,000 pounds of caps. She said that this will make a lot of benches. Shannon also said that picnic tables and backless benches can be made out of the lids. It is even possible to make small picnic tables for children. She added that she would welcome suggestions. Brenda Johnson urged everyone to come to the chicken dinner on Sunday, April 12, 2015 at the IGA Annex. It is a fundraiser to earn money for the Christmas lights at the Park. She also asked for volunteers. No motions were made.

The second item on the agenda was the pool repair update. JoAnn stated that Sam from Midwest Pool had delivered the sand. The big blue monster and ceiling had been scraped. The electric box was moved outside. The painting and power washing are done. Luebbers Welding will be building a new countertop for the concession stand and the maintenance crew has started trimming bushes. No motions were made.

The third item on the agenda was the Fish Hatchery update. Brenda stated that the exterior of the pavilion is pretty much done. She stated that there have been seven volunteers working on the project, including City employee Andy Wennerstrom. The Carlyle Home Center has donated \$190 in supplies and Quad County Ready Mix will be donating three yards of concrete. IGA and the Lions Club have been donating food and drinks for the volunteers. Brenda added that they are getting quotes on the gutters. She stated that there are \$336 worth of windows that cannot be used or returned to Aviston Lumber because they were special ordered. However, the project is still under original estimates. A composite board has been placed on the south end of the structure and the top windows will not be replaced. Brenda also said that the doors will be painted the same color as the trim. Leftover paint from the storage tank project will be tinted to match the trim. No motions were made.

The fourth item on the agenda was a proposal for Fish Hatchery improvements as per the strategic plan. Judy Smith presented the Board members with a list of items that she and Kent Newkirk had compiled. The improvements included demolishing the bathrooms and building new ones; tiling the drainage ditches; upgrading the playground equipment and moving it to higher ground; adding another shelter; improving parking, adding benches and a cement pad on the north, south, and east sides of the main pond; creating a handicap fishing spot with a sidewalk on the south side of the pond; sprucing up the

west entrance; putting the road back in on the north side of the pond; and adding a horseshoe pit. Judy and Kent would also like to see an enclosed shelter built that can be air-conditioned and heated during the winter. It would also need indoor bathrooms. This would not have to be at the Fish Hatchery, but could possibly be put in at Maple Hill Park. Judy and Kent determined that neither disc golf nor the soccer park would be ideal for the Fish Hatchery. Judy explained that there would be a safety issue for pedestrian traffic getting to the Fish Hatchery. No motions were made.

The fifth item on the agenda was a presentation by Laura Christ. However, Laura was unable to attend the meeting due to illness. It was decided to table this item. No motions were made.

The sixth item on the agenda was the bathroom update. Lisa Spaulding presented her findings on the bathrooms at the three parks. She said that at the Fish Hatchery paint will go a long way. She added that there are major structure issues, as well. The Fish Hatchery bathrooms are made of galvanized steel. It needs to be power washed and painted. The screens also need to be replaced. There are also holes in the walls from previous plumbing and one stool is leaking. The fixtures are wall-mounted, not floor-mounted. The doors are rusted completely through and do not close. The bathrooms at the high school need to be painted. The bathrooms at the park have two broken windows. JoAnn stated that John Hodapp has created a plan for the Fish Hatchery bathrooms. He wants to go from two units per bathroom to one handicap unit per bathroom and mount the fixtures on the wall with a steel-backed plate. Dennis Middendorff made a motion to use John Hodapp's plan for making repairs to the Fish Hatchery bathroom. Jeff Schatz seconded the motion. After roll call, all were found in favor.

The seventh item on the agenda was the park workers. JoAnn stated that the maintenance workers for the 2015 summer are Ricky Huge, Ethan Cox, Justin Kern, Zane Reckling, Ryan Rakers, Alex Voss, Connor Haar, Jared Linton, and Dyllan Allen. Ricky Huge and Ethan Cox will be working for the Electric Department this summer and their wages will be paid from the Electric Department's budget. Umpires/referees for the 2015 summer are Dru Johnson, Colton Reckling, Andrew Ray, Dyllan Allen, Brayden Watts, Adam Alexander, Andrew Brandt, Chase Becker, Zane Reckling, and Alex Voss. Zane Reckling and Alex Voss will be on an as-needed basis. Bookkeepers and scorekeepers for the 2015 summer are Hayley Palmer, Jamie Alexander, Kaylee Hempen, Allison Wilkerson, and Kristina Mioux. Dennis then asked why the Council approved the hiring of scorekeepers for special teams without seeking the Park Board's approval. He stated that this was a decision that should have been made by the Board and not by the Council. After much discussion, it was determined that the Council had approved the hiring of scorekeepers for the special teams only if volunteers could not be found. Gail Schuermann made a motion to approve the park hires. Geoff Jones seconded the motion. After roll call, all were found in favor.

The eighth item on the agenda was the Swim Team. David Mollett presented the Board with an informational sheet about the Swim Team and the meets held at the City pool. The team has averaged 129 swimmers over the last three years. It has six to eight volunteer coaches. David proposed, on behalf of the Swim Team, to eliminate the pool pass given to team members by the City and paying \$15 per team member instead of \$10 per swimmer as it has been in the past. The Swim Team would also be allowed to provide concessions at their meets. After much discussion, Geoff Jones made a motion to accept the proposal by the Swim Team of \$15 per member and to sell concessions at their meets. Gail Schuermann seconded the motion. It was approved after roll call: Aye – Doris Elling, Geoff Jones, Jeff Schatz, and Gail Schuermann; nay – Dennis Middendorff.

The ninth item on the agenda was old business. There was no old business.

The tenth item on the agenda was new business. Geoff Jones mentioned that people have been letting dogs run on the baseball field. He said he would like to see signs posted forbidding pets from being turned loose on the ball field. Andy Palmer raised concern about having only one concession worker in the concession stand at closing time. JoAnn stated that workers will not be by themselves at closing or during big league games.

The eleventh item on the agenda was executive session. Dennis Middendorff made a motion to enter into executive session. Geoff Jones seconded the motion. After roll call, all were in favor. JoAnn Hollenkamp, Judy Smith, Brenda Johnson, Jeremy Weh, Mayor Mike Burton, and Martha Reinkensmeyer were invited to stay for executive session.

The twelfth item on the agenda was to vote on action taken during executive session. Dennis Middendorff made a motion to approve and open the executive session minutes from February 3, 2015. Jeff Schatz seconded the motion. After roll call, all were found in favor. Geoff Jones made a motion to approve and open the executive session minutes from March 3, 2015. Dennis Middendorff seconded the motion. After roll call, all were found in favor. Gail Schuermann made a motion to conduct phone interviews with the park director candidates discussed during executive session. Dennis Middendorff seconded the motion. After roll call, all were found in favor. It was decided that JoAnn would contact those individuals and that Judy Smith, Employee Concerns Chairwoman, would develop a list of interview questions.

With no further business to discuss, Geoff Jones made a motion to adjourn. Jeff Schatz seconded the motion. With all in favor, the meeting was adjourned at 8:35 p.m.

Respectfully submitted,
Martha Reinkensmeyer

Park Board Minutes

April 21, 2015

The meeting was called to order by Doris Elling at 7 p.m. on Tuesday, April 21, 2014 at Carlyle City Hall. Members present included Doris Elling, Geoff Jones, Dennis Middendorff, Jeff Schatz, and Gail Schuermann. Dennis Middendorff and Jeff Schatz arrived late. Others present included Gene Van Dorn, Judy Smith, Ray Elling, Mark Hodapp, Brenda Johnson, Mayor Mike Burton, JoAnn Hollenkamp, and Martha Reinkensmeyer.

After reviewing the minutes from the April 7, 2015 meeting, Geoff Jones made a motion to approve the minutes. Gail Schuermann seconded the motion. After roll call, all were in favor. Dennis Middendorff and Jeff Schatz were absent for the vote.

The first item on the agenda was public comments. Geoff Jones said that he witnessed a park kid on a mower get off the mower and pick up a trash can that was in the middle of the road and place it up by a house. He said he wanted to commend that individual. It was determined that the worker was Justin Kern.

The second item on the agenda was a presentation by the new pool/concessions manager, Laura Christ. The first thing she discussed was swimming lessons. She stated that in the past private lessons cost \$25 per week. She would like to see this increased to \$35 per week. She would also like to add group lessons, along with mommy and me lessons. These would both cost \$25 per week. Gail asked if the private lessons lasted longer than a week, would there be a better rate. Laura explained that two weeks of private lessons would cost \$60 rather than \$70. The other two classes would be \$40 for two weeks instead of \$50. Laura also mentioned that on the last day the pool is open she would like to have a doggy swim day. The next idea she presented was obstacle courses for the pool. She suggested having these set up during the evening or on Saturday mornings. The obstacle courses would have to be adequate for the size of our pool. Laura added that community support could be sought to help purchase the obstacle courses. Other suggestions that Laura had were aqua Zumba on Saturday mornings, family swim, volleyball competitions, and themed movie nights. The movie would be shown at the pool. Judy Smith stated that in some communities businesses are asked to sponsor movie nights in the park and are then allowed to set up booths advertising their business the night of the event. Doris stated that a decision needs to be made about swim lessons. Jeff Schatz made a motion to increase private lessons from \$25 to \$35 per week and to add group lessons and mommy and me lessons at \$25 per week. Dennis Middendorff seconded the motion. After roll call, all were found in favor.

The third item on the agenda was bid concessions. JoAnn asked if the Board wanted to bid out concessions like last year or keep concessions the same for this year. Doris stated that she would like to see the concessions continue the way they were done last year. She feels a better comparison can be obtained of concessions. JoAnn added that the registers have been programmed and that the tape register, Excel spreadsheet, and the money bag should all match. Jeff Schatz made a motion to keep the concessions the same as last year and not seek new bids. Gail Schuermann seconded the motion. After roll call, all were found in favor.

There was no old business.

There was no new business.

The sixth item on the agenda was executive session to discuss personnel. Dennis Middendorff made a motion to enter into executive session. Jeff Schatz seconded the motion. After roll call, all were found in favor.

The seventh item on the agenda was voting on action taken during executive session. No motions were made.

With no further business to discuss, Geoff Jones made a motion to adjourn. Gail Schuermann seconded the motion. With all in favor, the meeting adjourned at 8:10 p.m.

Respectfully submitted,
Martha Reinkensmeyer

Park Board Minutes

May 5, 2015

The meeting was called to order by Doris Elling at 7 p.m. on Tuesday, May 5, 2015 at Case Halstead Library. Members present included Doris Elling, Geoff Jones, Dennis Middendorff, Jeff Schatz, and Gail Schuermann. Others present included Judy Smith, Brenda Johnson, Gene VanDorn, Mark Hodapp, Michelle Wood, Shannon Petrea, Ray Elling, Mike Essington, Mayor Mike Burton, JoAnn Hollenkamp, and Martha Reinkensmeyer.

After reviewing the minutes from the April 21, 2015 meeting, Gail Schuermann made a motion to approve the minutes. Geoff Jones seconded the motion. After roll call, all were found in favor.

The first item on the agenda was public comments. Shannon Petrea asked the Board for ideas on what types of benches to make out of the lids that the Citizens of Carlyle Parks have been collecting. They have the possibility to create benches with or without backs and picnic tables. Dennis Middendorff suggested to Shannon that the Citizens for Carlyle Parks try selling benches as another fundraiser. Whoever purchases a bench would have a plaque placed on the bench in their honor. Dennis then made a motion that the Citizens of Carlyle Parks become an agenda item every month. Jeff Schatz seconded the motion. After roll call, all were found in favor. Mike Essington then asked the number of games the little league teams will be playing, the number of traveling teams, and who picks the traveling teams? Doris stated that Mike would need to speak with Lisa Spaulding as she is in charge of the baseball program.

The second item on the agenda was pool update. JoAnn said that the power wash process is almost completed. The paint has been coming off rapidly and sand has not been needed. JoAnn added that the pool has never been power washed and that the paint is peeling off well because algae had been painted over. JoAnn stated that Sam has been working on changing the chemical feed. She then added that another lead base paint sample was taken and this time it was clear.

The third agenda item was old business. Geoff Jones asked for an update on the Fish Hatchery pavilion. JoAnn stated that it is all done except for the concrete and the doors. Geoff then asked about the bees at the Fish Hatchery. JoAnn stated that an exterminator will need to be called.

The fourth agenda item was new business. JoAnn stated that the swim team purchased six swim blocks that were meant to come in and out of the pool. However, the structure of the pool is not appropriate for this type of block. Michelle Wood stated that the swim team is looking at other avenues of replacing the blocks.

The fifth agenda item was the budget. After reviewing the proposed budget, the Board decided to submit the following budget to City Council for approval.

Fund 17 - Parks		
4210 Salaries	Park Director and Pool Manager	\$51,000.00
4510 Health & Dental Insurance		\$6072.00
5110 Maintenance Services Buildings	Plumbing, tree stump removal, and pest control	\$8,000.00
5120 Maintenance Services Equipment	Mowers, saws, weed eaters, tillers, and Gator	\$1,500.00
5130 Maintenance Services Vehicles	Truck repair and new mowers	\$10,000.00
5520 Telephone		\$1,500.00
5570 IT Software	Software	\$1,000.00
5580 IT Hardware	Computer, monitor, keyboard, misc., and camera system	\$3,000.00
5590 IT Consulting	Serpentine	\$850.00
5610 Dues	NRPA, SIPRA, IPRA	500.00
5620 Travel Expenses	Travel to training	\$750.00
5630 Training	Training	\$350.00
5710 Utilities	Utilities	\$22,000.00
5940 Risk Management Insurance	Insurance	\$7,114.00
6110 Maintenance Supplies Buildings	Nuts, bolts, screws, paint, plumbing, and electrical	\$3,500.00
6120 Maintenance Supplies Equipment	Tractor, mower, weed eater, batteries, hoses, and blades	\$1,000.00
6130 Maintenance Supplies Vehicles	Truck supplies	\$500.00
6140 Maintenance Supplies Grounds	Trees, seed, mulch, sod, topsoil, fabric, and weed killer	\$9,000.00
6510 Office Supplies		\$500.00
6520 Operating Supplies	Trash bags, cleaners, and toilet cleaners	\$650.00
6530 Small Tools		\$700.00
6540 Janitorial Supplies/Disinfectants		\$2,000.00
6550 Automotive Fuel/Oil		\$7,500.00
6560 Chemicals		\$1,800.00
6610 Uniforms	Employees uniforms	\$2,300.00
6650 Other General Supplies	Safety glasses, earplugs, masks, and other safety items	\$500.00
8200 Building	Repairs	\$2,000.00
8300 Equipment	Pool Equipment	\$10,000.00
8700 Furniture	Tables, benches, office furniture	\$1,000.00
8900 Other Improvements	City park and Fish Hatchery bathroom repairs/remodel, Fish Hatchery pavilion & concrete tuckpointing, disc golf and other misc. park improvements	\$23,300.00
9290 Miscellaneous	Portable toilets	\$500.00
9950 General & Administrative		\$11,000.00

Fund 18 Playgrounds/Programs		
Employees	Maintenance workers, lifeguards, concessions, umpires/referees, and landscape workers	\$129,000.00
5110 Maintenance Services Building	Heating and cooling	\$1,000.00
5120 Maintenance Services Equipment	Pool chlorinator tablets, concessions/refrigerator, and in-line	\$1,700.00
5130 Maintenance Services Vehicles	Deck Repairs	500.00
5320 Engineering	Engineering	500.00
5490 Other Professional Services	Red Cross training and AED training	\$1,250.00
5530 Publishing		\$500.00
5570 IT Software		\$250.00
5580 IT Hardware	IT hardware & camera system	\$2,750.00
5590 IT Consulting	Serpentine	\$500.00
5630 Training	Training	\$1,020.00
5940 Risk Management Insurance	Insurance	\$7,115.00
6110 Routine Maintenance Supplies	Bathrooms, showers, pool, lights, paint supplies, electrical, nuts, bolts, screws, and pool umbrella	\$1,550.00
6120 Routine Maintenance Supplies – Equipment	Pool, concessions, and scoreboard	\$500.00
6140 Maintenance Supplies Grounds	Mulch, dirt, rock, sand, seed, fertilizer, trees, and turf	\$1,250.00
6520 Operating Supplies	Balls, bats, helmets, masks, all programs, and lifeguard equipment	\$8,000.00
6530 Small Tools		\$500.00
6540 Janitorial Supplies/Disinfectants		\$1,000.00
6560 Chemicals		\$9,500.00
6590 Concessions		\$15,000.00
6591 Sales Tax on Concessions		\$1,250.00
6610 Uniforms		\$3,500.00
6650 Other General Supplies		\$500.00
8200 Building	Repairs	\$500.00
8300 Equipment	Sports equipment and materials	\$5,000.00
8900 Other Improvements	Pool sandblasting/painting, mechanical room, backstop padding	\$26,000.00
9130 Community Relations	Christmas lights & decorations/Haunted Trail	\$12,500.00
9290 Miscellaneous		\$500.00
9950 General & Administrative		\$11,000.00

The sixth item on the agenda was the Timken Grant. JoAnn stated that she has been keeping Seth Haney updated, but that he is getting anxious to see the grant money used. JoAnn stated that she had spoken to the City Council about possibly using the grant money to repair or replace the current bathrooms at the existing parks and then when the soccer park is built, use the City's money for that bathroom. JoAnn explained that the Council wanted to wait until the new member was seated and have the Park Board's input. Jeff Schatz made a motion to ask City Council to seek permission to revise the Timken Grant for bathroom improvements. Dennis Middendorff seconded the motion. After roll call, all were found in favor.

The seventh item on the agenda was executive session with the purpose to discuss personnel. Gail Schuermann made the motion to enter into executive session. Geoff Jones seconded the motion. After roll call, all were found in favor.

The eighth item on the agenda was to vote on action taken during executive session. Dennis Middendorff made a motion to repost for the park director position and do so until the position is filled. Gail Schuermann seconded the motion. After roll call, all were found in favor.

With no further business to discuss, Geoff Jones made a motion to adjourn. Gail Schuermann seconded the motion. With all in favor, the meeting adjourned at 9 p.m.

Respectfully submitted,
Martha Reinkensmeyer

Park Board Minutes

June 2, 2015

The meeting was called to order by Doris Elling at 7 p.m. on Tuesday, June 2, 2015 at Case Halstead Library. Members present included Doris Elling, Geoff Jones, Dennis Middendorff, and Gail Schuermann. Others present included Ray Elling, Mandy Boatright, Shannon Petrea, Amy Wademan, Michelle Wood, Nancy Nave, Jeff Taylor, Mike Essington, Mark Hodapp, Ray Elling, Brenda Johnson, Lisa Spaulding, Judy Smith, Franklin Smith, Jean Van Dorn, Gene Van Dorn, Rob Hyten, Jason Edwards, Mayor Mike Burton, JoAnn Hollenkamp, and Martha Reinkensmeyer.

After reviewing the minutes from the May 5, 2015 meeting, Geoff Jones made a motion to approve the minutes. Dennis Middendorff seconded the motion. After a voice vote, all were found in favor.

The first item on the agenda was public comments. Shannon Petrea stated that the Citizens for Carlyle Parks are still collecting lids for benches. Michelle Wood stated that the company that the Swim Team was buying blocks from did not receive the check from the City. This check will be refunded and the City will then refund the Swim Team. Michelle also asked if the Park Board would consider reducing the fee paid to use the pool since the Swim Team has had to use the pool at Hazlet due to the delay in the pool opening. Lisa Spaulding stated that the Carlyle Street Fair will be June 12th and 13th. Lisa also added that tickets are now on sale for the July 3rd Cardinals' game. The cost is \$20 per ticket. Lisa explained that there will be a booth at the Street Fair where the tickets will be sold and the cookbook will be advertised. Lisa asked that the Park Board members volunteer to work the booth. Mike Essington asked who made the call to cancel games. Lisa Spaulding stated that she makes that call. JoAnn explained that one year ago the park had ten maintenance workers. This year there is only three maintenance workers. JoAnn added that this has been a very wet spring and it has been difficult to keep up with mowing and the ball fields.

The second item on the agenda was Park Board comments. Geoff Jones stated that he would like to recognize two individuals who have stepped up without extra pay to help with the Park. He went on to say that those two individuals are John Hodapp and JoAnn Hollenkamp. Mayor Burton stated that a bill was received for \$500 for a park association. He stated that he reached out to contacts and asked what park associations Carlyle should join. Mayor Burton learned that the Illinois Park Board and Southern Illinois Park Association would be appropriate for the City to join.

The third agenda item was the pool update. JoAnn stated that workers will begin filling the pool on June 3 at 3 p.m. At 2 p.m. on June 5 Sam from Midwest Pools will be coming to the pool to train workers on the chemicals. JoAnn anticipates that the pool will open on June 6. No motions were made.

The fourth item on the agenda is Water Zumba. JoAnn stated that Michelle Kern will be teaching Water Zumba at the pool on Saturday mornings starting towards the end of June. She will pay the city \$25 for each session. The City will be providing the lifeguards. Gail Schuermann made a motion to allow Michelle Kern to use the pool on Saturday mornings for Water Zumba for \$25 per session. Geoff Jones seconded the motion. After a voice vote, all were found in favor.

The fifth item on the agenda was an Active Net presentation by Sara Wise-Martinez. JoAnn began by saying that all the candidates that were interviewed for the park director position highly recommended this software. She added that Lisa Spaulding had done some research on the program. Sara is from Warsaw, IN and is a senior account executive with Active Net. She also has a degree in Recreation. Sara explained that this software allows for online registration; marketing and communication tools; improving visibility, reporting, and tracking; and a single centralized database. It is possible to post game schedules, winners, and rain outs. Pavilion and pool rentals, swimming lessons, and the Maddux Room could also be handled through this program. JoAnn pointed out that if the City would proceed with this software, it would take six months before it could be used. No motions were made.

The sixth item on the agenda was the budget. JoAnn stated that G&A had been added. Fund 17 has \$189,000 budgeted and Fund 18 has \$248,333.50 budgeted. JoAnn then discussed putting money in the budget in the program for software for the Parks Department. She stated that Active Net will cost approximately \$19,000. Dennis stated that it is frustrating that there is a complete lack of information on participants in the Parks programs. He believes money should be put into the budget for software, but that research needs to be done on the other kinds of programs available. Lisa Spaulding stated that nothing competes with Active Net. Dennis made a motion to ask Council to put \$20,000 in the budget so that the Parks would have the ability to purchase the software, with \$19,000 going into software and \$1,000 going into hardware. Gail Schuermann seconded the motion. After a voice vote, all were found in favor. Gail Schuermann then made a motion to add \$15,000 to the budget to purchase a field grader. Geoff Jones seconded the motion. After a voice vote, all were found in favor. After a lengthy discussion with several people voicing concerns, Dennis Middendorff made a motion to put \$105,000 into Fund 21 for the sports complex. Gail Schuermann seconded the motion. After roll call, all were found in favor.

The seventh item on the agenda was pool chairs. Gail Schuermann asked if it was necessary to charge \$1.00 to rent a chair at the pool. She believes that this is just nickel and diming. Gail Schuermann made a motion to eliminate the rental cost of pool chairs, Dennis Middendorff seconded the motion. After a voice vote, all were found in favor.

The eighth item on the agenda was late registration fees. Lisa Spaulding stated that currently there are no late registration fees for any of the sports programs. She is very frustrated by this because she has had some parents wait until the last minute to sign up children and this causes extra work. Lisa also suggested implementing resident and nonresident fees. Doris stated that this should wait until there is a park director in place. Dennis Middendorff made a motion to table the discussion of late fees until a later date when fees in general could be discussed. Gail Schuermann made a motion. After a voice vote, all were found in favor.

The ninth item on the agenda was the year round maintenance personnel wage. JoAnn stated that Dave Ord had been getting paid \$12.50 an hour before he received a raise. She also said that the City has only received one applicant for the maintenance position with the wage of \$8.25. JoAnn added that John Hodapp suggested offering \$12 per hour in order to get people interested in the position. Two people would be hired and they would not be allowed to exceed 1,000 hours. Geoff Jones made a motion to increase the year round maintenance personnel wage from \$8.25 per hour to \$12 per hour. Dennis Middendorff seconded the motion. After roll call, all were found in favor.

The tenth item on the agenda was the Timken Grant and bathroom replacement location and design. JoAnn stated that she has plans for a new bathroom at the City Park. It would sit between the playground and the pavilion by the park shed. She added that the existing bathroom would need to be

remodeled. After reviewing the sketches, Gail Schuermann made a motion to recommend to Council for approval the Version Two plans for the bathroom. Geoff Jones seconded the motion. After a voice vote, only three were found in favor. Approve – Doris Elling, Geoff Jones, and Gail Schuermann ; Opposed – Dennis Middendorff; Absent – Jeff Schatz Gail Schuermann made a motion to recommend to Council that the new bathroom be at the City Park. Geoff Jones seconded the motion. After a voice vote only three were found in favor with one opposing. Approve – Doris Elling, Geoff Jones, and Gail Schuermann ; Opposed – Dennis Middendorff; Absent – Jeff Schatz

The eleventh item on the agenda was executive session to discuss personnel. Gail Schuermann made a motion to enter into executive session. Dennis Middendorff seconded the motion. After a voice vote, all were found in favor.

The twelfth item on the agenda was to vote on action taken during executive session. Dennis Middendorff made a motion to approve Garrison Cohoon for hire as an umpire and maintenance worker. Geoff Jones seconded the motion. After roll call, all were found in favor.

With no further business to discuss, Doris Elling made a motion to adjourn. Geoff Jones seconded the motion. With all in favor the meeting was adjourned at 10:10 p.m.

Respectfully submitted,
Martha Reinkensmeyer

Park Board Minutes

June 30, 2015

The meeting was called to order by Doris Elling at 9 a.m. on Tuesday, June 30, 2015 at the Case Halstead Library. Members present included Doris Elling, Dennis Middendorff, and Gail Schuermann. Geoff Jones and Jeff Schatz were absent. Others present included Mayor Mike Burton, JoAnn Hollenkamp, Judy Smith, and John Hodapp.

There were no public comments.

There were no Park Board comments.

The third item on the agenda was executive session to discuss personnel. Gail Schuermann made a motion to enter into executive session. Doris Elling seconded the motion. After a voice vote all were found in favor.

The fourth item on the agenda was to vote on any action taken during executive session. Dennis Middendorff made a motion to offer Derek Spanton the position of Park Director with a salary of \$45,000 per year, one week of vacation that will be subject to review on the anniversary of his hire date after one year. Insurance for Derek will be provided by the City, but he will need to pay for his wife's insurance. Gail Schuermann seconded the motion. After a voice vote, all were found in favor.

With no further business to discuss, Dennis Middendorff made a motion to adjourn. Gail Schuermann seconded the motion. With all in favor, the meeting was adjourned.

Respectfully submitted,
Gail Schuermann

Edited by Martha Reinkensmeyer

Park Board Minutes

July 7, 2015

The meeting was called to order by Doris Elling at 7:15 p.m. on Tuesday, July 7, 2015 at Case Halstead Library. Members present included Doris Elling, Geoff Jones, Dennis Middendorff, Jeff Schatz, and Gail Schuermann. Others present included Ray Elling, Shannon Petrea, Frank Smith, Judy Smith, Brenda Johnson, Jeff Taylor, Mike Essington, Mayor Mike Burton, JoAnn Hollenkamp, and Martha Reinkensmeyer.

After reviewing the minutes from the June 2, 2015 meeting, Gail Schuermann made a motion to approve the minutes. Geoff Jones seconded the motion. After a voice vote, all were found in favor.

The first item on the agenda was public comments. There were no public comments.

The second item on the agenda was Park Board comments. Dennis Middendorff stated that he had played disc golf and noticed that the course is in bad shape. He pointed out that the park workers have been making a noticeable path through the Park with the Gator. JoAnn said that she would look into this.

The third item on the agenda was the Citizens for Carlyle Parks comments. Shannon Petrea stated that the group would like to do a small project with a cost of \$10-20,000. One idea the group had was to remodel the Grade School Pavilion. It is possible that they can have picnic tables for the pavilion made out of the lids that they have been collecting. Shannon pointed out that the money for any project they decide to do will not come out of the \$30,000 already pledged to the new soccer park.

The fourth item on the agenda was ducks. Judy Smith stated that the anonymous person who took care of the ducks this past winter will not be housing them again. It cost this person \$800 to feed the ducks over the winter. After much discussion, Dennis Middendorff made a motion to table this issue. Jeff Schatz seconded the motion. After a voice vote, all were found in favor.

The fifth item on the agenda was old business. There was no old business.

The sixth item on the agenda was new business. JoAnn informed the Board that the diving board at the Pool is in need of either repair or replacement. Also, the ladders at the Pool did not pass state inspection. They need to be permanently affixed to the deck of the pool. Currently, they are temporarily affixed so that they can be removed from the pool for swim meets. JoAnn stated that she would gather more information on both of these items.

The seventh item on the agenda was executive session to discuss personnel. Geoff Jones made a motion to enter into executive session. Gail Schuermann seconded the motion. After a voice vote, all were found in favor.

The eighth item on the agenda was to vote on any action taken during executive session. Geoff Jones made a motion that once the new Park Director starts, any other paid employee assisting with baseball,

basketball, and/or soccer will be terminated. Dennis Middendorff seconded the motion. After roll call, all were found in favor.

After some discussion, Dennis Middendorff made a motion to table soccer. Gail Schuermann seconded the motion. After a voice vote, all were found in favor.

With no further business to discuss, Gail Schuermann made a motion to adjourn. Dennis Middendorff seconded the motion. With all in favor, the meeting was adjourned at 8:07 p.m.

Respectfully submitted,
Martha Reinkensmeyer

Park Board Minutes

August 4, 2015

The meeting was called to order by President Doris Elling on Tuesday, August 4, 2015 at 7:15 p.m. at the Case Halstead Library. Board members present included Doris Elling, Geoff Jones, Dennis Middendorff, Jeff Schatz, and Gail Schuermann. Others present included Ray Elling, Brenda Johnson, Rob Hyten, Shannon Petrea, Judy Smith, JoAnn Hollenkamp, and Mayor Mike Burton.

After reviewing the minutes from the June 30, 2015 meeting, Jeff Schatz made a motion to approve the minutes. Geoff Jones seconded the motion. After a voice vote, all were found in favor.

After reviewing the minutes from the July 7, 2015 meeting, Geoff Jones made a motion to approve the minutes. Dennis Middendorff seconded the motion.

The first item on the agenda was public comments. Brenda Johnson spoke against the new park director's office. Mike Essington commented on the trash in the Park after the swim meet on Saturday and Sunday. He added that more stuff is needed for kids to do at the Park. Mayor Burton stated that he purchased baseball medallions for considerably less than previous years. He added that next year pins with the year will be added to the medallions instead of buying new medallions.

The second item on the agenda was Park Board comments. Geoff Jones wanted to thank Shelly Huels for the new landscaping at the City Pool. There have been lots of nice comments.

The third item on the agenda was the pool manager comments. Laura Christ shared the current amounts taken in at the Pool.

Concessions	\$7,342.56
Daily Pool	\$7,350
Pool Passes	\$4,250
Pool Parties	\$2,125
Swimming Lessons	\$4,310
Zumba	\$150

Laura added that the budget is currently at \$18,186. This includes labor and pool chemicals. It was also mentioned that a worker had charged a person for a chair rental.

The fourth item on the agenda was the Citizens for Carlyle Parks Comments. Shannon Petrea stated that they have decided on rebuilding the pavilion at the Grade School as the project they would like to complete. Shannon added that there will be a golf tournament in October and a BBQ at IGA on Labor Day weekend. They have also had three, eight foot benches made to contribute to the Parks, but they group is not sure where they should be placed.

The fifth item on the agenda is the demolition of the old pavilion at Maple Hill Park. The Citizens for Carlyle Parks requested that the City demolish the old pavilion so they can build a new one. Jeff Schatz made a motion to demolish the old pavilion at Maple Hill Park next spring. Dennis Middendorff seconded the motion. After a voice vote, all were found in favor.

The sixth item on the agenda was the new park hire, Wilson Brown. He will work 20 hours a week year round. He is filling a vacancy. Dennis Middendorff made a motion to hire Wilson Brown as a part-time, year round employee. Geoff Jones seconded the motion. After a voice vote, all were found in favor.

The seventh item on the agenda was the Park Shed remodel. Originally, quotes were not sought with a loft. Duane Nordike suggested the loft for extra storage. To lessen the cost, interior doors will not be made of steel. Judy Smith spoke in favor of the remodel. Dennis Middendorff made a motion to table the park shed remodel so that JoAnn could get the costs for remodeling the office and adding a loft and the cost for just remodeling the office. Jeff Schatz seconded the motion. After a voice vote, all were found in favor.

The eighth item on the agenda was the Swim Team. No one was there to address the Park Board.

There was no old business.

There was no new business.

With no further business to discuss, Geoff Jones made a motion to adjourn. Jeff Schatz seconded the motion. With all in favor, the meeting was adjourned at 8:45 p.m.

Respectfully submitted,
Gail Schuermann

Edited by Martha Reinkensmeyer

Park Board Minutes

September 1, 2015

The meeting was called to order by President Doris Elling on Tuesday, September 1, 2015 at 7:15 p.m. at the Case Halstead Library. Board members present included Doris Elling, Geoff Jones, Dennis Middendorff, Jeff Schatz, and Gail Schuermann. Others present included Ray Elling, Mike Essington, Shannon Petrea, Judy Smith, Jason Edwards, Mayor Mike Burton, JoAnn Hollenkamp, Derek Spanton, and Martha Reinkensmeyer.

After reviewing the minutes from the August 4, 2015 meeting, Geoff Jones made a motion to approve the minutes. Dennis Middendorff seconded the motion. After a voice vote, all were found in favor.

There were no public comments.

There were no Park Board comments.

The third item on the agenda was the Citizens for Carlyle Parks Comments. Shannon Petrea stated that the group will be picking up benches on Friday, September 4, 2015. There will be three benches and they will be on display Saturday, September 5, 2015 at the organization's BBQ at Carlyle IGA. Shannon stated that the organization would like to have a photo opportunity with someone from the City and the benches. Shannon also stated that the golf tournament will be held on October 3, 2015 and that the group is still gathering ideas for the pavilion at the Grade School. Shannon added that caps are also still being collected for more park benches.

There were no Swim Team comments.

The fifth item on the agenda was the end of season pool/concessions report. JoAnn stated that Laura gave her numbers and that there was not as much lost this year as last year. Concessions lost \$3,600 this year and the pool lost \$11,555. JoAnn stated that Laura suggested that pizza no longer be served. JoAnn also added the concession stand was closed once school started. Derek suggested scaling down the concessions by possibly using vending machines. This would cut down on salaries and scheduling issues. It was decided that Derek would continue to do research on the possibility of using vending machines. Jason Edwards asked if no one is doing the concessions at the high school during junior high games. Derek stated that he would talk to Hayley Palmer and have her see if the high school is interested in purchasing any open concession items and that the vendors would be contacted about taking any unopened concession items back. Gail asked if there was anything that could be done about the pool loss. JoAnn explained that unusual expenses, the pool opening late, and that the excess amount of rain all contributed to the pool loss.

The sixth item on the agenda was basketball signups. Derek stated that there are now updated registration forms on the website and an ad will be in the paper. He has dropped off forms at the Grade School. He also plans to start a Parks and Recreation Facebook page.

The seventh item on the agenda was Park Director comments. Derek stated that staffing has become a major problem. He explained that the times workers can work are inconsistent. He recommended more

staff lead maintenance. Derek said that he would like to have a dedicated crew who can work Monday through Friday from 7 a.m. until 3:30 p.m. He added that it has been impossible to pinpoint the kids' schedules. He is looking for consistency and continuity. Judy Smith stated that a position like Dave Ord's needs to be created. The topic of mowing non-park properties was then discussed. It was suggested that if the Parks Department was not responsible for mowing non-park properties, the staff could be smaller. JoAnn suggested that maybe a new department could be created that would be entitled Citywide Maintenance. The employees of this department would be floaters. Judy Smith stated that Employee Concerns, the Finance Committee, and the City Council will need to have a discussion.

The eighth and ninth items on the agenda were the approval to hire two temporary/part-time seasonal employees at \$12 an hour and a lead maintenance position. JoAnn suggested hiring three people to do the job that Wilson Brown is currently doing and to hire an additional person to be the lead maintenance person. The kids would be kept as fill-ins. Judy Smith stated that these employees could tackle most of the mowing and that only four kids would be needed. The adults would be limited to 1,000 hours per year, no benefits, and \$12 per hour. Gail Schuermann made a motion to ask the Council for permission to hire a lead maintenance worker. Dennis Middendorff seconded the motion. After roll call, all were found in favor.

There was no old business.

There was no new business.

The twelfth item on the agenda was executive session with the purpose to discuss personnel. Geoff Jones made a motion to enter into executive session. Gail Schuermann seconded the motion. After a voice vote, all were found in favor.

The thirteenth item on the agenda was to vote on any decisions reached during executive session. Dennis Middendorff made a motion to have the five applicants chosen interviewed by Employee Concerns for the maintenance positions at the Park. Jeff Schatz seconded the motion. After a voice vote, all were found in favor.

With no further business to discuss, Jeff Schatz made a motion to adjourn. Gail Schuermann seconded the motion. With all in favor the meeting was adjourned at 8:40p.m.

Respectfully submitted,
Martha Reinkensmeyer

Park Board Minutes

October 6, 2015

The meeting was called to order by President Doris Elling on Tuesday, October 6, 2015 at 7 p.m. at Case Halstead Library. Board members present included Doris Elling, Geoff Jones, Dennis Middendorff, and Jeff Schatz. Others present included Judy Smith, Shannon Petrea, Justin Vonder Haar, Mayor Mike Burton, JoAnn Hollenkamp, Derek Spanton, and Martha Reinkensmeyer.

After reviewing the minutes from the September 1, 2015 meeting, Dennis Middendorff made a motion to approve the minutes. Jeff Schatz seconded the motion. After a voice vote, all were found in favor.

There were no public comments.

There were no Park Board comments.

The sixth item on the agenda was Citizens for Carlyle Parks comments. Shannon Petrea stated the new benches have been placed at the tennis courts and at the Fish Hatchery. She asked that people keep saving lids. The group is trying to collect enough to make picnic tables. JoAnn asked if the group had begun work on a pavilion design for the new pavilion at Maple Hill Park. Shannon stated that they hope to begin on this project soon. The goal is to have a pavilion with more accessible electricity.

The seventh item on the agenda was Park Director comments. Derek Spanton stated that the Pumpkin Patch will be held on October 24, 2015 from 9 a.m. until 1 p.m. at Carlyle City Park. He added that he is seeking volunteers to help with this event and that he would like to see the Park Board involved. Derek then explained that on November 4, 2015 ProConnect South will be coming to Carlyle. This group will be assessing the Parks Department and offering suggestions. Derek said he would like to have all the Park Board members present for this.

The eighth item on the agenda was sports management software. Derek explained that he has learned of a sports' management software that is available at no cost through Dicks Sporting Goods. It is called Blue Sombrero. Derek added that Alton, Illinois uses this software and he feels it would be a good place to start. The Park Board asked that he check into it. Dennis asked that the Council be made aware of this software.

The ninth item on the agenda was the new park bathroom design. JoAnn stated that if City employees built the bathroom it would cost \$84,000. She added that this is a bad time for the employees to work on a project like this. The City is short manpower and it is now time to begin hanging Christmas lights in the Park. JoAnn then explained that another option has been presented. JoAnn provided the Board with information on prefab concrete buildings. The cost would be approximately \$74,000 and would be smaller. It would be made out of concrete and stainless steel, making the interior extremely easy to clean. JoAnn added that it would take 10-12 weeks for delivery. She stated that if a general contractor were hired to complete this project it would cost approximately \$140,000. Dennis Middendorff made a motion to revise the bathroom layout to the prefab concrete layout and take this revision to Council for approval. Geoff Jones seconded the motion.

There was no old business.

There was no new business.

With no further business to discuss, Geoff Jones made a motion to adjourn. Jeff Schatz seconded the motion. With all in favor, the meeting was adjourned at 7:30 p.m.

Respectfully submitted,
Martha Reinkensmeyer

Park Board Minutes

October 21, 2015

The meeting was called to order by President Doris Elling at 6:30 p.m. Board members present included Doris Elling, Jeff Schatz, and Gail Schuermann. Geoff Jones and Dennis Middendorff were both absent. Others present included Ray Elling, Judy Smith, Derek Spanton, JoAnn Hollenkamp, and Mayor Mike Burton.

After reviewing the minutes from the October 6, 2015 meeting, Jeff Schatz made a motion to approve the minutes. Doris Elling seconded the motion. After a voice vote, all were found in favor.

There were no public comments.

The second item on the agenda was Park Board comments. Gail said that the bed around the Maple Park Hill sign and in front of the pool did not look good. Derek agreed with Gail. It was decided that Gail, with the help of an employee, will rip out all the landscaping in both beds. The beds will be redone in the spring.

There were no Citizens for Carlyle comments.

The fourth item on the agenda was the park director comments. Derek stated that he is having a meeting with the basketball coaches he has not met. He added that basketball practices have started and that soccer has ended. Derek also said that the weather looks good for the Pumpkin Patch on Saturday, October 24, 2015.

The fifth item on the agenda was the new bathroom design. Jeff Schatz made a motion to approve the new bathroom design. Doris Elling seconded the motion. After roll call, all were found in favor.

The sixth item on the agenda was the bathroom/pool winterization. It will start on Friday, October 23, 2015.

There was no old business.

There was no new business.

With no further business to discuss, Jeff Schatz made a motion to adjourn. Doris Elling seconded the motion. With all in favor, the meeting adjourned at 6:55 p.m.

Respectfully submitted,
Gail Schuermann

Edited by Martha Reinkensmeyer

Park Board Minutes

November 3, 2015

The meeting was called to order by Gail Schuermann at 7 p.m. Board members present included Geoff Jones, Dennis Middendorff, Jeff Schatz, and Gail Schuermann. Doris Elling was absent. Other members present included Judy Smith, Dave Redeker, Jason Edwards, Mayor Mike Burton, JoAnn Hollenkamp, and Martha Reinkensmeyer.

After reviewing the minutes from October 21, 2015, Geoff Jones made a motion to approve the minutes. Jeff Schatz seconded the motion. After roll call, all were found in favor.

The first item on the agenda was public comments. Dave Redeker explained the plan for wintering the ducks from the Fish Hatchery. He stated that it is getting to be the time of year where the ducks need to be housed. He said that the pens that were used in the past are no longer around and he is thinking about making a pen out of snow fence and stakes. The ducks will be fed in the pen. He added that there is currently about 30 ducks. There were ten ducks lost and no eggs hatched this year. Dave also asked the Park Board to consider a gumball type machine to sell feed for the ducks. A bag of duck feed costs about \$12 a bag. This machine may help with feed costs.

The second item on the agenda was Park Board comments. Geoff Jones stated that a parent at one of the basketball games informed him that one of the scorekeepers was texting during a game and missed that the time ran out on the clock. Geoff added that the refs needed to do a better job explaining to the kids what they have done incorrectly when the ball is taken away from them. He asked Derrick to look into these issues. Dennis asked that fees for next year be put on the agenda for next month. Gail asked that vending machines versus concessions stand be added, also.

The third item on the agenda was Citizens for Carlyle Parks comments. Dave Redeker stated the group is continuing to work on fundraising ideas. A dinner is planned in January 2016 and a trivia night is planned for March 2016.

The fourth item on the agenda was park director comments. Derrick stated that the ProConnect South meeting is tomorrow, November 4, 2015. He explained that everyone will meet at Case Halstead Library and will then break into four groups. The groups consist of parks, recreation, aquatics, and financial strategies. Derrick would like to have a Park Board member in each group. He added that lunch will be at the Fish Hatchery.

The fifth item on the agenda was the new park bathroom. JoAnn stated that this was tabled by the Council at its last meeting. The consensus of the Council appears to be that they are not in favor of having a one stall bathroom. Judy Smith stated that they would like to see a concrete building that was bigger than the prefab building. She said that having City workers pour the concrete and having the bathroom double as a storm shelter was also discussed. Judy added that it would be nice to have a meeting with Seth Haney to ask him for more time to build a good quality structure instead of putting up a lesser quality structure quickly.

There was no old business.

There was no new business.

The eighth item on the agenda was executive session personnel. It was decided it was not necessary to enter into executive session. Four or five applications were received for the maintenance position; therefore, all applicants will be interviewed. The interviews will be held on November 12, 2015 at 6 p.m. Employee Concerns will be conducting the interviews and Derrick will be asking the questions.

With no further business to discuss, Dennis Middendorff made a motion to adjourn. Jeff Schatz seconded the motion. With all in favor, the meeting was adjourned at 7:40 p.m.

Respectfully submitted,
Martha Reinkensmeyer

Park Board Minutes

December 1, 2015

The meeting was called to order by Doris Elling at 7 p.m. Board members present included Doris Elling, Geoff Jones, Jeff Schatz, and Gail Schuermann. Others present included Ray Elling, Judy Smith, Jeremy Weh, Wendy Folen, Shannon Petrea, Brenda Johnson, Derek Spanton, Mayor Mike Burton, JoAnn Hollenkamp, and Martha Reinkensmeyer.

After reviewing the minutes from the November 3, 2015 meeting, Gail Schuermann made a motion to approve the minutes. Geoff Jones seconded the motion. After a voice vote, all were found in favor.

There were no public comments.

There were no Park Board comments.

The third item on the agenda was Citizens for Carlyle Parks Comments. Shannon Petrea stated that the group is working on a pavilion design for the Grade School. They want to build one that is similar to the new one at the school in Germantown. Shannon added that a chicken dinner is planned for January and a trivia night is scheduled for March.

The fourth item on the agenda was Park Director Comments. Derek stated that he and the workers have been working on Christmas lights. He added that the first season of basketball is half over and registration for the second season ends on December 4, 2015.

There was no old business.

There was no new business.

The seventh item on the agenda was alderman liaison. Mayor Burton stated that he is looking into the legalities of this. He stated that it will happen sometime after the first of the year. In the meantime, he will work with Derek until one is appointed. Gail questioned why one hadn't been appointed already.

The eighth item on the agenda was notes from SIPRA. JoAnn asked that everyone send her their notes so that she can combine them into one document. A special meeting will be held in January so that the notes can be compared with the strategic plan. Gail asked Derek about his thoughts on next spring and summer. He stated that he is beginning to work on plans for summer camps. He hopes to work on them during January.

The ninth item on the agenda was the duck food dispenser. JoAnn stated that one had been ordered and was delivered. The Electric Department is working on a plan for how to set it out so it is weatherproof and thief proof.

The tenth item on the agenda was the Fish Hatchery playground. Derek announced that it is closed until further notice. An inspector had inspected it and saw several issues and concerns.

The eleventh item on the agenda was the City Park bathroom. JoAnn announced that the Finance Committee will be touring bathrooms at the Kingsbury Park in Greenville and at Carlyle Lake on December 2, 2015. Anyone from the Park Board is welcome to attend.

With no further business to discuss, Jeff Schatz made a motion to adjourn. Geoff Jones seconded the motion. With all in favor, the meeting was adjourned at 7:20 p.m.

Respectfully submitted,
Martha Reinkensmeyer