

Park Board Minutes

January 5, 2016

The meeting was called to order on Tuesday, January 5, 2016 at 7 p.m. by President Doris Elling. Board members present included Doris Elling, Geoff Jones, Dennis Middendorff, Jeff Schatz, and Gail Schuermann. Others present included Ray Elling, Jeremy Weh, Shannon Petrea, Derek Spanton, JoAnn Hollenkamp, and Martha Reinkensmeyer.

After reviewing the minutes from the December 1, 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.

Under Park Board comments, Gail Schuermann stated that she was in awe of the lights and said that they had been wonderful this past year.

The third item on the agenda was Citizens for Carlyle Parks' comments. Shannon stated that the group is still working on plans for a pavilion. It hopes to be able to present them at the next meeting. She added that the chicken dinner will have to be rescheduled due to a conflict and the trivia night is scheduled for March 19, 2016.

The fourth item on the agenda was park director comments. Derek stated that he will be presenting prizes to the Penguin in the Park contestants during the Council meeting on January 11, 2016. He said that the first season of basketball ended in December and that the second season starts this coming weekend. Derek explained that the fourth through sixth grade boys' and girls' teams will need to receive a refund as there was not enough interest. Derek stated that he will be attending a meeting in February of the Mid-county League to learn about joining the league. Dennis Middendorff mentioned speaking with St. Mary's about combining with its league.

There was no old business.

There was no new business.

The seventh item on the agenda was alderman liaison. JoAnn stated that Mayor Burton wants to appoint Jeremy Weh as liaison to the Park Board. Dennis Middendorff made a motion to accept Jeremy Weh as the Park Board liaison and to seek City Council's approval. Jeff Schatz seconded the motion. After roll call, all were found in favor.

The eighth item on the agenda was the Fish Hatchery playground. Derek stated that he had recently had an unofficial playground inspector do inspections of all the playgrounds. He said that several issues were found with the Fish Hatchery playground and it was decided to close the playground. Derek said that he then had the inspector for the City's insurance inspect the playground. After viewing the playground and the other inspector's notes, this inspector agreed that the playground should remain closed. After a lengthy discussion, Jeff Schatz made a motion to demolish the playground at the Fish Hatchery. Gail Schuermann seconded the motion. After a voice vote, all were found in favor.

The ninth item on the agenda was vending machines. Derek stated that in 2014 \$5,095 was lost in concessions and that in 2015, \$3,500 was lost. He explained that he had spoken with a representative from Pepsi-MidAmerica and discovered that the vending machines would not cost the City and that the City would receive a 15 percent commission from drinks and a 10 percent commission from snacks. It would require a three to five year contract. They could be put inside the current concession stand so that doors could be locked and cameras would be in place. JoAnn asked the Park Board to consider not having a concession stand at the High School. Dennis Middendorff stated that there is an intergovernmental agreement between the City and the school that lets both parties use the ball fields, but requires that only City workers use the concession stand. Gail Schuermann made a motion to ask Council to replace the concession stands with vending machines and for permission to seek quotes on vending machines. Dennis Middendorff seconded the motion. After roll call, all were found in favor.

The tenth item on the agenda was the City Park Bathroom. JoAnn read an email from Seth Haney stating that he is retiring and will no longer be the liaison between the City and Timken. He provided JoAnn with the name and contact information of his replacement. Seth stated in his email that he would be advising Timken's grant committee to accept another delay in the building of the bathroom, but implied that no more delays would be acceptable.

The eleventh item on the agenda was lifeguard hires. Derek stated that eight lifeguards will be returning, but that he would like to hire five more. Gail Schuermann made a motion to ask for permission from Council to advertise for lifeguards. Jeff Schatz seconded the motion. After a voice vote, all were in favor.

The twelfth item on the agenda was maintenance supervisor interview date and time. Jeff Schatz made a motion to interview all four applicants. Geoff Jones seconded the motion. After a voice vote, all were found in favor.

There was no executive session.

With no further business to discuss, Gail Schuermann made a motion to adjourn. Jeff Schatz seconded the motion. With all in favor, the meeting was adjourned at 8:03 p.m.

Respectfully submitted,
Martha Reinkensmeyer

Park Board Minutes

February 2, 2016

The meeting was called to order on Tuesday, February 2, 2016 at 7 p.m. by President Doris Elling at Case Halstead Library. Board members present included Doris Elling, Geoff Jones, Dennis Middendorff, Jeff Schatz, Gail Schuermann, and City Council Liaison Jeremy Weh. Others present included Judy Smith, Jeff Miller, Jim McClaren, Ray Elling, Marsha McClaren, Shannon Petrea, Carl Tucker, Kathy Tucker, Derek Spanton, JoAnn Hollenkamp, and Martha Reinkensmeyer.

After reviewing the minutes from the January 5, 2016 meeting, Jeff Schatz 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. Marsha McClaren stated that she had concerns about the concession stands closing. She explained that when her husband and sons worked for the Park, the concession stands made money. She views the vending machines as a potential problem for vandalism. Jim McClaren stated that he was the concessions/pool manager during the mid to late eighties. He explained that if there were any errors while conducting sales they were documented on the register's receipt tape. He added that if there were any discrepancies between the money and the paperwork turned in, City Hall would contact him. Marsha also said that there was only one worker in the concession stand and that either an umpire or the manager was there to help with closing. Carl Tucker stated that he was the park director for ten years and that during that the time the Park always made money on concessions. Jeff Miller stated that when he was living in Patoka and helped with ball games at its park, the parents of the players would work the concession stand.

The second item on the agenda was Park Board comments. Doris introduced Jeff Miller as the new park maintenance supervisor. Geoff Jones thanked those who came to speak about concessions. Dennis Middendorff asked if it was possible to go back and reconstruct records from the time frame the McClarens and Carl Tucker were speaking of. JoAnn stated that those records no longer exist and that they predate the computer system. She added that three years ago \$18,000 were lost. The following year \$5,000 was lost and last year \$3,500 was lost. JoAnn explained that inventory is taken and free food is no longer allowed. An Excel spreadsheet was created to take opening and closing inventories and to track sales. However, things still do not balance. This has led to ongoing discussions about labor and reducing costs. Dennis Middendorff stated that the Park has been losing money and no one has any idea how long this has been happening. He added that the Park Board cannot keep asking the City to lose money. He explained that any civic or school group is welcome to take over the concession stands. Several organizations were contacted, but none were interested. Carl Tucker stated that he believes that the Park Board is necessary and that the concession stands appear to be a work in progress. He asked that the Park Board not give up on them since it appears things are going in the right direction. He added that there is no excuse for losing such large amounts of money.

The third item on the agenda was Citizens for Carlyle Parks comments. Shannon stated that the group is in the process of rescheduling the chicken dinner and the trivia night due to conflicts with other community fundraisers.

The fourth item on the agenda was park director comments. Derek stated that in an attempt to get the number of participants in the baseball and softball leagues back up, the City will be joining the Mid-county Youth League. The league is for grades first through eighth. These are not select teams and the teams will play other teams from Clinton County. The City will keep the little league team. Gail asked Derek about uniforms. He stated that he would like to no longer supply pants and only supply shirts.

The fifth item on the agenda was old business. JoAnn stated that the City has a load of millings left over from another project and she would like to see these used at the Fish Hatchery to create a walking/bike path that passes under the columns at the west entrance or repairs made to the road so that pedestrians and bicyclists can safely travel it. She asked Dennis if guardrails would invite liability and if stakes and signs that prohibit car traffic would decrease liability. Dennis stated that guardrails **only** would invite liability and that guardrails along with stakes and signs would decrease it. He added that the Council would have to make the ultimate decision regarding the road. Jeremy stated that he likes the idea of a walking/bike path at the Fish Hatchery.

There was no new business.

The seventh item on the agenda was concessions. Derek stated that he had been looking into vending machines as an option. He realizes that they are not a perfect fit, but the losses in concessions were eye-opening and knows that changes need to be made. He added that he had met with three vending machine companies. He stated that one of the companies was Pepsi Mid-America. Pepsi would lend the City the machines at no cost and the City would receive 15 percent of the drink sales and 10 percent of the food sales. Pepsi would fix and restock the machines. Derek explained that if the City kept the concessions, the inventory would be reduced and simplified. Prices would also have to increase. Jeremy stated that the Council would like to keep concessions. Jeff Schatz stated that the youth league may create more sales. Judy stated that if Derek keeps tweaking the concessions, he might get it to at least break even. After further discussion, Jeff Schatz made a motion to table concessions and to allow Derek to investigate ideas for concessions further. Dennis Middendorff seconded the motion. After a voice vote, all were found in favor.

The eighth item on the agenda was permission to advertise for park workers. Derek stated that this would be for umpires, camps, maintenance, and possibly concessions. Jeff Schatz made a motion to ask Council for permission to advertise for park workers. Geoff Jones seconded the motion. After a voice vote, all were found in favor.

The ninth item on the agenda was the Fish Hatchery playground. Derek displayed several playground designs. He suggested letting the public vote on the design they most liked. JoAnn stated that the designs could be displayed in the Grade School's library and that the students could vote on the design they most liked. The number of choices would have to be narrowed down. JoAnn added that this would have to be put into next year's budget. Derek stated that he, JoAnn, and Doris had decided to ask the companies for designs that would be in the \$30,000 range. This price included the equipment, freight, and a maintenance worker to supervise City employees during its construction. Derek added that there are both traditional and nontraditional features included in the designs. He added that the new location for the playground equipment would be between the bathrooms and the shelter. This would allow it to be closer to the parking lot. Judy Smith asked if the Park Board had ever considered approaching any civic groups and asking them to possibly sponsor the playground. JoAnn stated that the equipment would have to be voted on first and then after the City knows what it wants, the civic groups could be

approached. Gail Schuermann made a motion to ask the Council for \$30,000 for the playground equipment. Geoff Jones seconded the motion. After roll call, all were found in favor.

The tenth item on the agenda was lifeguard hires. Derek stated that he had twelve names that he would like to recommend for approval to hire. He added that some will need to be recertified. Dennis Middendorff made a motion to seek Council approval to hire the twelve lifeguards. Jeff Schatz seconded the motion. After roll call, all were found in favor.

The eleventh item on the agenda was park worker wages. Derek stated that he would like to see a pay scale implemented based on merit and tenure. He believes that would make the park workers want to work harder and increase retention. The workers are currently only being paid \$8.25. Dennis Middendorff stated that the City has lost several good workers to the Corps. After a lengthy discussion, it was decided that Derek should keep working on devising a pay scale. No motions were made.

With no further business to discuss, Gail Schuermann made a motion to adjourn. Geoff Jones seconded the motion. With all in favor, the meeting was adjourned at 8:23 p.m.

Respectfully submitted,
Martha Reinkensmeyer

Park Board Minutes

March 1, 2016

The meeting was called to order on Tuesday, March 1, 2016 at 7 p.m. by President Doris Elling at Case Halstead Library. Board members present included Doris Elling, Geoff Jones, Dennis Middendorff, Jeff Schatz, Gail Schuermann, and City Council Liaison Jeremy Weh. Others present included Bill Leith, Judy Smith, Mike Essington, Shannon Petrea, Mark Popov, Jacob Colbert, Paula Nixon, Paul DeHart, Mark Hodapp, JoAnn Hollenkamp, and Martha Reinkensmeyer.

After reviewing the minutes from the February 2, 2016 meeting, Dennis Middendorff made a motion to approve the minutes. Geoff Jones seconded the motion. After roll call, all were found in favor.

There were no public comments.

The second item on the agenda was Park Board comments. Geoff Jones commented on the fact that the lights on the Park Department's trailers now work for the first time in years.

There were no Citizens for Carlyle Parks comments.

The fourth item on the agenda was Park Director comments. Derek Spanton could not attend the meeting so he supplied the Park Board with a packet of information. Under Park Director comments, he stated that he was at a Pro Connect South function and that the second season of basketball concluded on February 27, 2016. He added that he had received positive feedback regarding the basketball program.

There was no old business.

The sixth item on the agenda was new business. JoAnn stated that Mike Meskil has volunteered his labor to put a new roof on the High School concession stand. She added that the school would be paying for the roofing materials and that the City would be covering the cost of the soffits.

The seventh item on the agenda was the soccer park pipeline upgrade. Paul DeHart, a real estate agent for Ameren, explained that Ameren is upgrading the existing pipeline running through Carlyle. The original pipeline was installed in 1961. Currently, the pipeline runs diagonally under the City's property. Ameren wants to move the pipeline so that it runs along the City's property line. In return for moving the pipeline, Ameren would like the City to allow it to place a 40'x40' regulator site and a 20'x20' gas valve site on the southeast corner of the property. Both of these sites would be fenced. Ameren is also asking for a 30' wide easement along the property line. It would also give the City \$10,000 to improve landscaping around the regulator and valve sites. There would also no longer be an easement through the center of the property. Dennis questioned why this was being discussed with the Park Board and not with the City Council. JoAnn stated that this information was first presented to the City late last week and that it would be also put before the Council on the 14th of March, but since the Park Board meeting was occurring first she brought it to this meeting. JoAnn also stated that the Council would probably like to have the Park Board's recommendation regarding the pipeline itself, but not financial restitution. Geoff Jones stated that he believes that the regulator and valve sites will enhance the City. He feels that

it will help the City develop to the west because natural gas could eventually be available to residents in that area. Dennis stated that he was not prepared to make a recommendation without further information. Dennis agrees that what Ameren has proposed adds value to the City, but he would like to hear from a realtor that is representing the City's interests and is not employed by Ameren. He questioned whether the advantages of the regulator and valve sites outweighs the easement the City has to provide for the two sites. Geoff Jones made a motion to recommend to Council to accept the moving of the pipeline and the building of the regulator and valve sites. Jeff Schatz seconded the motion. After roll call, the motion passed. Doris Elling, Geoff Jones, Jeff Schatz, and Gail Schuermann voted yes. Dennis Middendorff voted no.

The eighth item on the agenda was the pool diving board. Derek stated in his packet that the diving board is cracked and needs to be replaced. The crack is most likely from banging against the rail arms repeatedly. This is usually the result of a board not being installed correctly on the stand or the front and back parts are not installed with the same centerline, causing the board to pull to one side. A replacement board will cost approximately \$4,000. Gail asked if the diving board could be installed on the same side of the pool as the lifeguard stands so that it would not need to be uninstalled each time there was a swim meet. JoAnn said that she would get with Derek and Midwest Pools to see what rules govern diving boards. After discussing this issue, Jeff Schatz made a motion to table the replacement of the pool diving board until more information could be found on state regulations regarding diving boards. Geoff Jones seconded the motion. After a voice vote, all were found in favor.

The ninth item on the agenda was concessions. Judy Smith stated that she had spoken with Excel Bottling in Breese and obtained prices for Ski. A 24 case of cans costs \$8.50 per case. A 24 case of bottles costs \$16 per case. She added that Excel told her that the best way to make money is with fountain soda. However, each tank costs \$25 and a carbon dioxide cylinder also costs \$25. Fountain soda requires ice. An ice machine would need to be purchased or there would need to be a place to store ice. After much discussion, Gail Schuermann made a motion to seek quotes on Ski, other soda, water, Gatorade, hot dogs, buns, and ice cream from Wal-Mart, Super Valu, IGA, and Excel Bottling. Jeff Schatz seconded the motion. After a voice vote, all were found in favor.

The tenth item on the agenda was park worker hires. Derek recommended the following list of workers to be hired.

Maintenance	Lifeguards	Concessions	Umpires/Referees
Shelly Huels	Lissa Speisser	Autumn Walker	Autumn Walker
Austin Cohoon	Autumn Walker	Alyssa Deiters	Blake Holthaus
Zane Reckling	Collin Holthaus	Hazel Huels	Shelly Huels
Justin Kern	Molly Isaak	Shelly Huels	Dru Johnson
Eli Cox	Alyssa Deiters	Arionna Perkins	Zane Reckling
Colton Reckling	Nathanael Husmann	Taylor Foster	Brianna Hamilton
Ricky Huge	Hazel Huels	Alexandra Vahlkamp	Blake Essington
	Shelly Huels	Brianna Hamilton	Colton Reckling
	Austin Cohoon	Blake Essington	
	Ashton Brandt		
	Andrew Becker		
	Kayli Brandt		

JoAnn also added Kaylee Hempen and Colby Lowe to the list; their applications had been received after the list was printed. Kaylee would be an umpire/referee and Colby would be an umpire/referee and possibly concessions. Jeff Schatz made a motion to recommend the list of park workers, with the two additions subject to Derek's approval, to Council for hire. Geoff Jones seconded the motion. After a voice vote, all were found in favor.

The eleventh item on the agenda was the fish hatchery playground. JoAnn stated that the three boards chosen by the Park Board are at the school this week. Derek will pick them up on Friday. JoAnn added that while the playground equipment is considered a replacement, it is not an emergency replacement. She explained that sealed bids will need to be sought. Bids will be sought with the features of the top choice. However, the winning bid may not be from the company with the top pick. Dennis Middendorff made a motion for Council to go out to bid for playground equipment according to the specifications of the top choice of playground equipment. Jeff Schatz seconded the motion. After a voice vote, all were found in favor.

The twelfth item on the agenda was park worker wages. In his packet, Derek stated that seasonal park staff members who work multiple seasons should be eligible for pay rate increases. Having a system like that in place would allow park staff members to get yearly pay increases and would provide incentive for employee performance and retention. Derek contacted a few park departments that are of similar size and geographic location to see if they had a system in place.

1. Breese
 - a. All park employees start at \$8.25 per hour.
 - b. If hired back for the next season, they automatically get a \$.50 pay raise.
 - c. The pay cap is \$10.50.
2. Kingsbury Park District (Greenville)
 - a. Park employees start at \$8.25 per hour.
 - b. A \$.25 pay increase is given per season of employment.
3. Trenton
 - a. Does not currently offer pay increases for seasonal staff, but would consider adopting a similar system to stay competitive
 - b. Interested in seeing what Carlyle decides and how the City implements the pay scale.

Derek added that he believes a system should be put in place. He recommended the system that Breese has in place. After much discussion, Geoff Jones made a motion to table park worker wages until Derek could participate in the discussion. Gail Schuermann seconded the motion. After a voice vote, all were found in favor.

The thirteenth item on the agenda was camps. JoAnn stated that Derek currently has soccer and basketball camps planned for the summer. She added that the prices for these camps are set by the organization providing the camps. JoAnn explained that a problem has occurred with the basketball camp. It was scheduled to take place at Carlyle Grade School in the gym. However, the gym will be undergoing repairs at this time. Derek is actively looking into places to relocate the gym. JoAnn also stated that Derek is looking into a kayaking camp and a camp involving the Illinois Department of Natural Resources. Another possible camp is a dog training camp that would potentially be held at the Fish Hatchery in conjunction with the Humane Society. JoAnn quickly added that she would need to speak with the City's insurance company about the possibility of holding this camp. No motions were made.

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 8:30 p.m.

Respectfully submitted,
Martha Reinkensmeyer

Park Board Minutes

April 5, 2016

The meeting was called to order by President Doris Elling on Tuesday, April 5, 2016 at 7:01 p.m. at Case Halstead Library. Board members present included Doris Elling, Dennis Middendorff, Jeff Schatz, Gail Schuermann, and City Council Liaison Jeremy Weh. Geoff Jones was absent. Others present included Ray Elling, William Leith, Nicole Weh, Nancy Zieren, Henry Hollenkamp, Amy Wademan, David Mollett, Judy Smith, Jason Edwards, Mayor Mike Burton, Derek Spanton, JoAnn Hollenkamp, and Martha Reinkensmeyer.

After reviewing the minutes from the March 1, 2016 minutes, Jeff Schatz made a motion to approve the minutes. Gail Schuermann seconded the motion. After a voice vote, all were found in favor.

There were no public comments.

There were no Park Board comments.

There were no Citizens for Carlyle comments.

There were no Park Director comments.

There was no old business.

There was no new business.

The seventh item on the agenda was the Fish Hatchery playground. Derek stated that sealed bids are being sought based on the winning option's design. The current plan is to place the new playground between the Fish Hatchery shelter and bathrooms. No motions were made.

The eighth item on the agenda was the Fish Hatchery landscaping around narrow turns. JoAnn stated that even though the Park Board voted to close the path to vehicle traffic, the Council decided it should stay open, but it did approve \$2,500 to improve the path. JoAnn explained how boulders, poles tied with rope, and river birch trees have been and will be placed along the path. She stressed that these items were not to be considered a road barrier, but landscaping. The money for the project came out of the FY 16 Parks budget. Dennis voiced concerns that the landscaping may make the path more attractive to vehicle traffic. JoAnn explained that the landscaping made the path appear narrower, but the actual driving space has not changed, nor will it. Because it appears narrower, cars will be more likely to slow down. No motions were made.

The ninth item on the agenda was the park worker pay scale and raises. Derek stated that he met with Judy Smith and together they drafted a plan for a pay scale and raises.

- Lifeguards starting pay is \$8.75 per hour.
- Maintenance starting pay is \$8.50 per hour.
- Concessions and score keepers start at \$8.25 per hour.

- All seasonal workers can earn \$0.25 after each successful season of employment if they have a good employee evaluation report.
- Pay would be capped at \$10 per hour.

While discussing the pay scale and raises, JoAnn brought up the question as to whether this should be retroactive or going forward from this point. It was decided that it would be retroactive to the previous summer. Gail Schuermann made a motion to recommend to Council the pay scale and raises, making them retroactive to the summer of 2015. Dennis Middendorff seconded the motion. After a voice vote, all were found in favor.

The tenth item on the agenda was the camps update. Derek stated that the soccer and basketball camps are ready and that he is currently working on a nature camp. He will have more information on it at the next meeting. Derek said that he had spoken to Michelle Kern and she is interested in doing Aqua Zumba classes at the Pool again. There were no motions.

The eleventh item on the agenda is the pool manager. Derek stated that when SIPRA held its meeting at Carlyle, several members recommended that a pool manager be hired. Derek said that he would like to see one hired and be paid \$12 per hour. After some discussion, it was decided that the pool manager should be offered a flat stipend of \$6,000. Dennis Middendorff made a motion to ask Council for permission to hire a pool manager that will be paid with a flat stipend of \$6,000. Jeff Schatz seconded the motion. After a voice vote, all were found in favor.

The twelfth item on the agenda was the diving board. Derek stated to just replace the diving board it would cost \$4,281. To replace the diving board and stand with a board that tilts up, would cost \$13,539. JoAnn stated that there is still \$10,000 in Fund 18 of this year's budget that could be used to help replace the diving board. It was money that was set aside for a trampoline to put in the pool for parties. Dennis Middendorff made a motion to recommend to Council that the diving board be replaced with the board that tilts up. Gail Schuermann seconded the motion. After a voice vote, all were found in favor.

The thirteenth item on the agenda was Swim Team. Derek stated that he had called area towns and inquired as to how much swim team members pay to use their pools. His results are listed below. Derek stated that he felt that Swim Team members should be asked to purchase a pass. Dennis Middendorff stated that the traveling baseball leagues have to pay hundreds of dollars to play on those teams and he feels that Swim Team members should have to pay more to use the pool than they have been. Jeremy Weh stated that he has been hearing comments from the public that the Park Board is trying to run the Swim Team out of Carlyle. Everyone present realized that was not the case. After much discussion, Gail Schuermann made a motion to recommend to Council to allow Swim Team members to purchase a special Swim Team pass that costs \$40. Dennis Middendorff seconded the motion. After a voice vote, all were found in favor.

- Red Bud currently charges each swim team member \$100 for a season pool pass.
- Millstadt currently charges each swim team member \$40, but they are in the process of redoing the contract and plan to raise the price.
- Pinckneyville currently charges each member \$45 to \$100 depending on what type of seasonal pool pass they buy (individual resident, individual nonresident, family resident, or family nonresident).
- Mt. Vernon Parks and Recreation Department
 - Swim team members must have a season pass. An individual student pass costs \$75 and a family pass for up to four people costs \$235.

- Mt. Vernon also charges the swim team for lifeguards for practices and meets. There are two guards per event and the guards are paid \$8.50 per hour.
- Kingsbury Park District
 - Each team member must purchase a pool pass
 - In district family passes cost \$150
 - Out of district family passes cost \$210
 - In district individual passes cost \$75
 - Individual passes out of district cost \$105
- Carlyle
 - Resident family pass costs \$120
 - Nonresident family pass costs \$145
 - Individual adult resident pass (14+ years old) costs \$70
 - Individual adult nonresident pass costs \$85
 - Child resident pass (1-13 years old) costs \$60
 - Child nonresident pass costs \$75

The fourteenth item on the agenda was the concession bid format. Derek stated that bids will be sought from Wal-Mart, IGA, and Super Valu. All stores will be told to bid for the exact things listed. Delivery and coolers must be included in the bid. The items to be bid are listed below. Jeff Schatz made a motion to approve the bid format. Doris Elling seconded the motion. After a voice vote, all were found in favor.

- Packs of 8 count beef hot dogs (lowest price, brand does not matter)
- Hot dog buns 8 count package white bread (lowest price, brand does not matter)
- 24 pack of soda 12 oz. cans (Name brand: Pepsi, Ski, etc.)
- 24 pack of Gatorade 20 oz. bottles (Glacier Freeze and Fruit Punch)
- Ice cream sandwiches 12 count package, 3.5 FL oz. (lowest price, brand does not matter)

The fifteenth item on the agenda was the dog park. JoAnn stated that there is a spot out at the Fish Hatchery that is approximately one acre that she would like see turned into a dog park. She added that she spoke to a fencing company and the company told her it would cost approximately \$17,000 to fence this area off. The fence would be coated, black vinyl and would include a keypad with up to a 1,000 combinations. JoAnn suggested charging \$75 for a yearly pass or \$250 for a lifetime member pass. She hopes to attend the next Citizens for Carlyle Parks meeting to see if that group would be interested in helping support this project. JoAnn also added that the City's insurance costs would not go up as it is based on claims. Judy asked if the dog owners would have to prove if the dogs are up-to-date on their shots. JoAnn stated that a system would be eventually put in place to monitor such things. Dennis Middendorff asked if it would be possible to gauge public support for a dog park. JoAnn stated that she would look into creating a survey. Gail Schuermann made a motion to allow JoAnn to proceed with the dog park. Dennis Middendorff seconded the motion. After a voice vote, all were found in favor.

The sixteenth item on the agenda was review the FY 17 budget. See the tables on the attached pages. There were no motions made.

With no further business to discuss, Doris Elling made a motion to adjourn. Gail Schuermann seconded the motion. With all in favor, the meeting was adjourned at 8:48 p.m.

Respectfully submitted,
Martha Reinkensmeyer

Proposed Fund 17 Parks FY 17 Budget

4210 Salaries	Derek Spanton and Jeff Miller	\$75,761.20
4510 Health and Dental Insurance		\$11,428.32
4610 Social Security Contributions		In General Fund
4620 Retirement Contributions		In General Fund
4630 Medicare Contributions		In General Fund
4650 Cafeteria Plan		\$0.00
5110 Maintenance Services - Buildings	Plumbing, start up and winterizing of pool, tree and stump removal, and pest control	\$10,000.00
5120 Maintenance Services - Equipment	Mowers, saws, weed eaters, tillers, and gator	\$2,500.00
5130 Maintenance Services - Vehicles	Truck repair and trucks are old with high mileage	\$5,000.00
5140 Maintenance Services - Streets		\$0.00
5150 Maintenance Services - Utility System		\$0.00
5330 Legal		\$0.00
5490 Other Professional Services		\$0.00
5520 Telephone		\$1,700.00
5560 Other - Internet		\$0.00
5570 IT Software		\$1,000.00
5580 IT Hardware	Misc. and camera system	\$8,000.00
5590 IT Consulting		\$400.00
5610 Dues	NRPA, SIPRA, & IPRA	\$1,300.00
5620 Travel Expenses	Travel to training	\$750.00
5630 Training	Training	\$750.00
5710 Utilities	Utilities	\$26,000.00
5930 Rentals		\$0.00
5940 Risk Management Insurance		\$8,063.50
6110 Maintenance Supplies - Buildings	Nuts, bolts, screws, paint, plumbing, and electrical	\$8,000.00
6120 Maintenance Supplies - Equipment	Tractor, mower, weed eater, batteries, hoses, and blades	\$1,000.00
6130 Maintenance Supplies - Vehicles	Truck supplies	\$1,500.00
6140 Maintenance Supplies - Grounds	Trees, seed, mulch, sod, topsoil, fabric, and weed killer	\$11,000.00
6510 Office Supplies		\$250.00
6520 Operating Supplies	Trash bags, cleaners, and toilet supplies	\$800.00
6530 Small Tools		\$700.00
6540 Janitorial Supplies/Disinfectants		\$1,800.00
6550 Automotive Fuel/Oil		\$5,500.00
6560 Chemicals		\$250.00

6610 Uniforms	Maintenance, concessions, lifeguards, and umpires	\$2,000.00
6650 Other General Supplies	Safety glasses, earplugs, masks, and safety items	\$500.00
8100 Land		\$0.00
8200 Building		\$2,000.00
8201 Loans - Pool House		\$0.00
8202 Buildings - Pool House		\$0.00
8300 Equipment	Pool equipment	\$15,000.00
8400 Vehicles	Two new mowers, trade in two old mowers	\$10,000.00
8600 Streets		\$0.00
8700 Furniture		\$800.00
8900 Other Improvements	½ Playground equipment, Fish Hatchery bathroom repairs, and ½ of new city bathroom	\$37,000.00
9250 Special Programs		\$0.00
9290 Miscellaneous	Portable toilets	\$800.00
9950 General and Administrative		\$9,000.00

Proposed Fund 18 Playgrounds FY 17 Budget

Salaries	Elijah Isaak, Wilson Brown, summer maintenance, lifeguards, concessions, umpires/referees, summer camp programs, and pool manager	\$120,000.00
4510 Health and Dental		\$0.00
4610 Social Security Contributions		In General Fund
4620 Retirement Contributions		In General Fund
4630 Medicare Contributions		In General Fund
4650 Cafeteria Plan		\$0.00
5110 Maintenance Services – Buildings	Heating and cooling, plumbing for pool, (start up and winterizing)	\$1,000.00
5120 Maintenance Services – Equipment	Pool chlorinator, concessions/refrigerator, and computer	\$5,000.00
5130 Maintenance Services – Vehicles	Playground and deck repairs	\$1,000.00
5140 Maintenance Services – Streets		\$0.00
5320 Engineering		\$1,000.00
5330 Legal Services		\$0.00
5490 Other Professional Services	Red Cross & AED training	\$1,250.00
5510 Postage		\$0.00
5530 Publishing		\$1,500.00
5570 IT Software		\$500.00
5580 IT Hardware		\$500.00
5590 IT Consulting		\$300.00
5630 Training	Training	\$1,200.00
5940 Risk Management Insurance		\$8,063.50
6110 Maintenance Supplies – Buildings	Bathrooms, showers, pool, lights, paint supplies, electrical, nuts, bolts, and screws	\$2,000.00
6120 Maintenance Supplies – Equipment	Pool, concessions, and scoreboard	\$1,200.00
6140 Maintenance Supplies - Grounds	Mulch, dirt, rock, sand, seed, fertilizer, trees, and surface	\$5,000.00
6510 Office Supplies		\$100.00
6520 Operating Supplies	Balls, baths, helmets, masks, all programs, and lifeguard equipment	\$8,000.00
6530 Small Tools		\$500.00
6540 Janitorial Supplies/Disinfectants		\$300.00
6560 Chemicals		\$5,000.00
6590 Concessions		\$10,000.00
6591 Sales Tax on Concessions		\$1,250.00
6610 Uniforms	Replacement baseball, basketball, soccer, shirts, pants, and socks	\$5,500.00
6650 Other General Supplies	First aid kits and safety supplies	\$350.00

8200 Building	Repairs	\$300.00
8300 Equipment	Sports equipment and materials	\$4,500.00
8900 Other Improvements	Ball diamond materials, miscellaneous, backstop padding, ½ Fish Hatchery playground, ½ of new city bathroom	\$55,000.00
9130 Community Relations	Christmas lights and decorations	\$5,000.00
9250 Special Programs	Pumpkin patch, movies in the park, and summer camps	\$5,200.00
9251 Citywide Auction		\$0.00
9290 Miscellaneous		\$400.00
9950 General and Administrative		\$10,000.00

Park Board Minutes

April 20, 2016

The meeting was called to order by President Doris Elling on Wednesday, April 20, 2016 at 7 p.m. at the Case Halstead Library. Board members present included Doris Elling, Geoff Jones, Dennis Middendorff, Jeff Schatz, Gail Schuermann, and City Council liaison Jeremy Weh. Others present included Mayor Mike Burton, Judy Smith, Derek Spanton, JoAnn Hollenkamp, and Martha Reinkensmeyer.

After reviewing the minutes from the April 5, 2016 meeting, Gail Schuermann 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.

The second item on the agenda was Park Board comments. Dennis Middendorff asked JoAnn to put pool passes on the agenda for the next Park Board meeting. He stated that he feels it is unfair to kids who are not on the Swim Team that the team's members pay only \$40 for the next three years when they are charged a great deal more. He would like to see the pass be \$40 for everyone.

There were no Citizens for Carlyle Parks comments.

The fourth item on the agenda was Park Director comments. Derek stated that he had accepted a job as a park ranger and will be leaving in two weeks. He wanted to thank the Park Board for its help and support. He stated that he feels that he is leaving the department in better shape as a whole and that he hopes it continues to improve. Derek added that he is willing to help the next park director.

There was no old business.

There was no new business.

The seventh item on the agenda was executive session to discuss personnel. The Board initially did not feel it was necessary to enter into executive session. Mayor Burton stated that he had spoken with Derek as to what to do after he left. Derek said that he had been working with Jeff Miller to get him up to speed. Mayor Burton said that he would like to offer Jeff the park director position on a six month trial basis with a pay increase of \$5 per hour. At the end of the trial period Jeff would either be offered the park director position permanently or would return to his previous position of maintenance supervisor. When asked who would fill the maintenance supervisor position during the trial period, JoAnn stated that the Council would be asked to increase the hours for Elijah Isaak and Zane Reckling. Dennis stated that he has concerns about the trial period because parameters would have to be set as to how to evaluate Jeff. Dennis then stated that he would feel more comfortable if the Board entered into executive session. Dennis Middendorff made a motion to enter into executive session. Geoff Jones seconded the motion. With all in favor, the Board entered into executive session.

The eighth item on the agenda was to vote on executive session item(s). Dennis Middendorff made a motion to make the following list of recommendations to the Council. Geoff Jones seconded the motion. After roll call, all were found in favor.

- Offer the interim park director position to Jeff Miller with no time limit with an increase of pay of \$5 per hour. He would be eligible to apply for the permanent position or stay on as the maintenance supervisor.
- Advertise for a park director until the position is filled. Applicants sought will need to have education and/or experience in the field.
- Increase the hours of part-time employees Elijah Isaak and Zane Reckling.

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 8 p.m.

Respectfully submitted,
Martha Reinkensmeyer

Park Board Minutes

May 3, 2016

The meeting was called to order by President Doris Elling on Tuesday, May 3, 2016 at 7 p.m. at Case Halstead Library. Board members present included Doris Elling, Geoff Jones, Dennis Middendorff, Jeff Schatz, Gail Schuermann, and City Council liaison Jeremy Weh. Others present included Shannon Petrea, Jeff Miller, Nicole Weh, Ray Elling, Brett Benhoff, Mayor Mike Burton, Derek Spanton, and Martha Reinkensmeyer.

After reviewing the minutes from the April 20, 2016 meeting, Gail Schuermann made a motion to approve the minutes. Geoff Jones seconded the motion. After a voice vote, all were found in favor. Jeff Schatz was absent.

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 is still trying to pin down dates for fundraisers and that it has offered to donate \$5,000 and a couple of benches for the dog park.

The fourth item on the agenda was the park director comments. Derek stated that May 3 is his last day with the City and that he hopes the Board will help Jeff Miller as much as it helped him.

There was no old business.

There was no new business.

The seventh item on the agenda was the pool manager comments. Nicole Weh stated that when she had spoken to JoAnn Hollenkamp before her interview, JoAnn told her to focus on ways to increase attendance at the pool. Nicole said that she contacted other pools in the area and found that they are struggling with attendance as well. She would also like to find ways to improve the productivity of the concession stand. Dennis asked Derek if Nicole would benefit from attending SIPRA meetings. Derek stated that she would. Nicole also mentioned that she will need three to five more lifeguards. Nicole also provided the Board with proposed pool hours. Dennis Middendorff made a motion to approve the proposed pool hours. Gail Schuermann seconded the motion. After a voice vote, all were found in favor. Jeff Schatz was absent. Nicole then provided the Board with information on proposed events that could take place at the pool/park during the 2016 summer. These events include Family Day in the Park, Jr. High Luau Night, Little Dippers, Sundae Family Fundae, Dine-in Movie, Youth Triathlon, Carboard Boat Regatta, Back-to School Pool Party, Jr. High Glow End of Summer Pool Party, Dog Days of Summer, and Aqua Zumba. No further motions were made.

Proposed 2016 Pool Hours

Monday and Friday

Lap Swim 8-9 a.m.
Swim Lessons 9-11:30 p.m.
Little Dippers 11 a.m. -12:45 p.m.
(Fridays June 17-July 15)
Swim Team Practice 12 p.m.-1 p.m.
Open Swim 1-4 p.m.
Swim Lessons 4-6 p.m.
Open Swim 6-8 p.m.
Swim Team Practice 8-9 p.m.
Pool Parties 8-10 p.m. (Fridays)

Saturday-Sunday

Aqua Zumba 10-11 a.m. (Saturdays)
Open Swim 1-6 p.m.
Special Events – 18 throughout the summer
Pool Parties – 18 throughout the summer

The eighth item on the agenda was the Fish Hatchery playground bid opening. Several companies submitted bids that were to meet the following specs.

- The cost is not to exceed \$30,000. Any sealed bid for more than \$30,000 will be rejected.
- All play system elements must meet and or/exceed all federal, CPSC, ASTM, and IPEMA guidelines. All play systems must demonstrate the highest level of durability in materials and finishes selected in consideration of child health and safety.
- The sealed bids must include the costs of the play system, border timbers, delivery charges, an estimated cost for having a supervised install, and installation instructions and the maintenance and operations manuals from the manufacturer.
- Provide a minimum of one structure designed for ages 2 to 5. Structure must have at least one slide.
- Provide a minimum of two structures designed for ages 5 to 12. One structure must have a minimum of two slides, an attached rock climber, an inverted arch climber, an overhead swinging rung ladder, and a vertical ladder. The other structure designed for ages 5 to 12 must be a rock climbing wall structure that contains two ladders and a wavy barrier climber that connects the rock climbing walls together.
- Provide border timbers to enclose the playground area.
- Structures should provide a variety of built-in activity panels.
- The supplier will also provide direct supervision from the manufacturer or a qualified and certified representative familiar with playground installation during the install period. A post inspection of the equipment upon completion will also be performed.
- Upon completion of installation, the supplier must provide documentation attesting the equipment has been installed meeting all specifications thereby warranted by the manufacturer.
- Supplier must also provide the City the manufacturer's warranty of installed equipment.

The companies who bid and their bids are listed in the table on the next page. After reviewing all the bids, it was noticed that Malanda was the only one who met all the specs of the bid. It also offered an extensive warranty. Dennis Middendorff made a motion to recommend to Council the bid from Malanda for the playground at the Fish Hatchery. Jeff Schatz seconded the motion. After roll call, all were found in favor.

Company	Bid
Molanda Company	\$29,918
All Inclusive Rec	\$30,000
Burke	\$30,000
Play & Park Structures	\$29,704.36
Hutchinson Recreation and Design Option A	\$25,199
Hutchinson Recreation and Design Option B	\$30,000
Play Topia Option A	\$30,000
Play Topia Option B	\$30,000

The ninth item on the agenda was the Fish Hatchery playground location. After much discussion, it was decided to table this item. Jeff Schatz made a motion to table the Fish Hatchery playground location. Dennis Middendorff seconded the motion.

The tenth item on the agenda was the City Park bathroom bid opening. The companies and their bids are listed in the table below. Dennis Middendorff expressed concern about what action Council will take since the bids were more than the original plans that would have cost \$80,000. After reviewing the bids, Jeff Schatz made a motion to recommend to Council the bid from Doug Eubanks Construction. Gail Schuermann seconded the motion. The motion was approved by the following roll call vote: Aye – Doris Elling, Geoff Jones, Jeff Schatz, and Gail Schuermann; nay – Dennis Middendorff.

Company	Base Bid	RomTec Building System	In-floor Heating
Doug Eubanks Construction	\$127,000	\$31,443	\$4,300
Johannes Construction Inc.	\$144,000	\$20,400	\$8,000
Tindall Construction, Inc.	\$145,530	\$41,700	Did not bid
Engelmann Construction, Inc.	\$149,044	\$10,000	Did not bid
WWCS, Inc.	\$155,400	\$30,942	\$9,850
H & N Construction, Inc.	\$161,000	\$60,000	Did not bid
Bruce Unterbrink Construction	\$166,650	\$65,200	Did not bid
Haier Plumbing & Heating, Inc.	\$196,106	\$35,000	\$13,000

The eleventh item on the agenda was the concessions bid opening. Businesses were to bid for the exact things listed in the table below. Delivery and coolers were to be listed in the bid. Carlyle IGA was the only business to bid on concessions. Its prices are listed in the table below. Jeff Schatz made a motion to recommend to Council the bid for concessions from Carlyle IGA. Dennis Middendorff seconded the motion. After roll call, all were found in favor.

Bid Items	Carlyle IGA Prices
Packs of 8 count beef hot dogs (lowest price, brand does not matter)	\$2.89 per package
Hot dog buns 8 count package white bread (lowest price, brand does not matter)	\$1.19 per package
24 pack of soda 12 oz. cans (name brand: Pepsi, Ski, etc.)	\$7.50 per case
24 pack of Gatorade 20 oz. bottles (Glacier Freeze and Fruit Punch)	\$14.86 per case
Ice cream sandwiches 12 count package, 3.5 FL oz. (lowest price, brand does not matter)	\$2.89 per package
24 case of water 16.9 oz. bottles (lowest price, brand does not matter)	\$1.97 per case

The twelfth item on the agenda was the high school concession stand. Nicole stated that there are 27 ball games at the high school this season. She asked whether the same food should be available at the high school as there is in the Park. The Board stated that there should be the same options. Nicole also asked about how to staff the concession stand. After some discussion, Dennis Middendorff made a motion that Nicole Weh run the concession stand the same way it has been run in the past; however, if after a few games it becomes obvious that changes need to be made, Nicole may make the necessary changes. Gail Schuermann seconded the motion. After a voice vote, all were found in favor.

The thirteenth item on the agenda was new pool hours. This item was addressed during pool manager comments.

The fourteenth item on the agenda was new pool programs/events. This item was addressed during pool manager comments.

The fifteenth item on the agenda was pool passes. Dennis Middendorff stated that he believes it unfair that children who are residents, but not swim team members, have to pay more than swim team members for a pool pass. Dennis Middendorff made a motion to make resident child passes \$40 and to allow the Board to review pool passes in the future. Gail Schuermann seconded the motion. After roll call, all were found in favor.

The sixteenth item on the agenda was camps update. Derek stated that the nature camps have been finalized. The registration for the basketball camp is coming along well, but that the registration for the soccer camp is low. Derek added that he has advised all camp instructors to meet with Jeff Miller prior to the start of the camp.

With no further business to discuss, Doris Elling made a motion to adjourn. Geoff Jones seconded the motion. With all in favor, the meeting adjourned at 8:41 p.m.

Respectfully submitted,
Martha Reinkensmeyer

Park Board Minutes

June 7, 2016

Due to lack of a quorum, this meeting was cancelled.

Respectfully submitted,
Martha Reinkensmeyer

Park Board Minutes

July 5, 2016

The meeting was called to order by President Doris Elling on Tuesday, July 5, 2016 at 7 p.m. at the Carlyle City Pool. Board members present included Doris Elling, Geoff Jones (arrived a couple of minutes after the meeting started), Dennis Middendorff, Jeff Schatz, Gail Schuermann, and Jeremy Weh. Others present included Ray Elling, Shannon Petrea, Judy Smith, Amanda Freund, Andy Brackett, Nicole Weh, Mayor Mike Burton, JoAnn Hollenkamp, and Martha Reinkensmeyer.

After reviewing the minutes from the May 3, 2016 meeting, Dennis Middendorff made a motion to approve the minutes. Jeff Schatz seconded the motion. After a voice vote all were found in favor. Geoff Jones was absent for the vote.

After reviewing the minutes from the June 7, 2016 meeting, Gail Schuermann made a motion to approve the minutes. Jeff Schatz seconded the motion. After a voice vote, all were found in favor. Geoff Jones was absent for the vote.

The first item on the agenda was the pool house and concession stand tour. Nicole stated that improvements are being made to the pool area. The pool deck is being repainted and the amount of deck chairs has been doubled. Both the pool and the baby pool were inspected on June 9, 2016. The baby pool had five violations. All of the violations were corrected by June 29, 2016. The main pool had three violations. Nicole has contacted Sam from Midwest Pools about these violations. No motions were made.

There were no public comments.

The third item on the agenda was Park Board comments. Doris stated that Nicole, Andy and Jeff are doing a great job. Geoff Jones inquired about the bridge on Kane Street. Mayor Burton told him that the Street and Alley Department is responsible for it.

The fourth item on the agenda was Citizens for Carlyle Parks comments. Shannon Petrea stated the 501-C paperwork has been sent to the state. The group will have a stand at the Clinton County Fair during the week of July 17-23, 2016. A date is being sought for a golf scramble and plans are still underway for a pavilion.

The fifth item on the agenda was Park Director comments and updates. Andy stated that new charcoal grills and picnic tables have been installed. Mulch is being removed and replaced with weed barrier and rock. The new scoreboard has been installed. The Elite FT soccer camp and the basketball camps went really well. Registration has started for a soccer camp for children age's three to five. Registration has also began for youth soccer and will be open through July 25, 2016. Andy added that he is working with Blue Sombrero to create an online registration system. He stated that he has spoken with Dale from Molanda and the playground equipment for the Fish Hatchery is ready to ship. Plans are being made for an adult slow pitch softball league. Plans are also being made for the Clinton County Clash. City of Carlyle employees would challenge City of Breese workers to a softball game. Andy stated that security cameras are now in place at the pool.

The sixth item on the agenda was Pool Manager comments and updates. Nicole stated that the daily attendance was up. The majority of people have passes, but there is still a decent amount of people who pay per day to use the pool. There have been 96 swim lessons and only seven lifeguards who are available to teach the lessons. Nicole added that there are currently no criteria on how to teach children how to swim. This is something she hopes to correct. She added that more staff will be needed for next year. Judy suggested visiting the high school and talking to kids about the job opportunities available at the park. Nicole added that hours may have to be reduced after school starts due to lifeguards returning to college.

There was no old business.

There was no new business.

The ninth item on the agenda was City Park Bathroom. Judy Smith stated that she and Don Perez are trying to find a general contractor and have created a list of candidates. Meetings are scheduled with the top two choices. No motions were made.

The tenth item on the agenda was the Concession Stand. Nicole stated that the staff is young and inexperienced. There is only one returning employee from last year. Nicole has had multiple issues with following opening and closing procedures resulting in multiple verbal and written warning. Many of the staff members have difficulty making change and counting money. Nicole also added that Concessions is approximately \$800 in the hole. Labor costs are causing the deficit. Nicole mentioned that a lot of the pools in the area have gone to vending machines and that ball park concessions are being run by outside organizations. No motions were made.

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 7:48 p.m.

Respectfully submitted,
Martha Reinkensmeyer

Park Board Minutes

August 2, 2016

The meeting was called to order by President Doris Elling on Tuesday, August 2, 2016 at 7 p.m. at Case Halstead Library. Board members present included Doris Elling, Geoff Jones, Dennis Middendorff, Jeff Schatz, Gail Schuermann, and City Council Liaison Jeremy Weh. Others present included Mike Essington, Shannon Petrea, Judy Smith, Rob Hyten, Andy Brackett, Nicole Weh, Mayor Mike Burton, JoAnn Hollenkamp, and Martha Reinkensmeyer.

After reviewing the minutes from the July 5, 2016 meeting, Dennis Middendorff made a motion to approve the minutes. Geoff Jones seconded the motion. After a voice vote, all were found in favor. Jeff Schatz was absent for this vote.

The first item on the agenda was public comments. Mike Essington expressed frustration over the concession stand being closed at the high school. Nicole explained that was a decision that was made by her, Mayor Burton, and JoAnn Hollenkamp. She stated that there were too many keys out, inventory could not be secured, the cost to secure the inventory was not feasible, and the current staff requires a lot of supervision. No groups were interested in taking the stand over, either. Mike Essington then asked why the attendance at the pool was so low and when a new pool would be built. Nicole explained that many city pools struggle with attendance at the pool, but felt that the attendance was at a good rate. She also expressed her enthusiasm for the attendance rates at the Dive-in Movies and other pool programs.

The second item on the agenda was Park Board comments. Dennis Middendorff stated that a lot of people tell him how happy they are with the City's parks. Geoff Jones asked if there would be a soccer league for four-year-olds. Andy explained that the lowest league is for Kindergarten through second grade. He added that there will be a soccer camp held for that age group this fall.

There were no Citizens for Carlyle Parks comments.

The fourth item on the agenda was park director comments and updates. Andy stated that baseball and softball ended for the season. He anticipates staying in the Mid-County Youth League next year. Soccer registration ended and there was a good turnout. The four K-2nd grade teams will play on Saturday mornings at the fairgrounds. The older teams will travel and compete with teams from other towns. Practices will start next week and the registration for the soccer camp will be starting soon. Three teams have signed up for slow pitch softball. The playground equipment came in, but the installers are behind schedule. JoAnn and Andy met with a person from Clinton County Metalworks to discuss creating a sign for the top of the pillars at the Fish Hatchery Park. It would cost approximately \$500-800. JoAnn added that she hopes to replace the plaque that is missing from one of the pillars. Andy then gave updates on park maintenance. The maintenance crew has been busy weeding, mowing, and landscaping. The teeter totter at the City Park has been repaired and work has begun on the bridge at Kane Street. Three bolts rusted off of the main drain gate in the deep end of the pool. The deep end was shut down until the pool could be drained. The pool was drained and the repair was completed by 8:15 a.m. on August 2, 2016. The pool was refilled by 2:30 and will be ready to be opened on August 3, 2016.

The fifth item on the agenda was pool manager comments and updates. Nicole gave an overview of the programs at the pool. She stated that the Sundae Fundae will not continue due to low participation. The last movie at the pool will be Jaws and Little Dippers will move to Saturday mornings next year. Swimming lessons will be scheduled differently next year, as well. There will be group lessons that last for four weeks and will be held in the afternoon and morning. Adults will teach the swim lessons. The big blue tank and its valves will be replaced. JoAnn added that there will be painting that needs to be done as well.

The sixth item on the agenda was old business. JoAnn stated that the Citizens for Carlyle Parks will be donating \$5,000, but \$35,000 will still be needed. JoAnn added that the first step will be to allow dogs in the Fish Hatchery Park. Donations can then be sought to completely fund the dog park. Decisions will need to be made about whether or not to charge for using the park and checking for tags. JoAnn added that it is the fastest growing park in the United States. Jeff Schatz stated that his son is redoing the disc golf course for Eagle Scout project at the City Park. They hope to have it completed by the first week of September. There was then discussion about what to do with the refurbished disc golf baskets. It was mentioned that they could possibly be placed at the Fish Hatchery and that the Citizens for Carlyle Parks would be interested in helping with this project, as well.

There was no new business.

The eighth item on the agenda was the City Park Bathroom. Judy Smith stated that she and Don Perez met with Duane Nordike. He went over the proposed plans and then drew his own plans. She is waiting to hear back from him, but there is a possibility that he will be willing to build the bathroom for \$80,000. Dennis Middendorff suggested making both sides of the bathroom unisex instead of for men and women, since the majority of people taking children to the Park are women. Gail Schuermann made a motion to recommend to Council the design of the bathroom that Duane Nordike drew. Geoff Jones seconded the motion. After a voice vote, all were found in favor.

The ninth and tenth items on the agenda was the concession stand report future concession stand plan. Nicole stated that concession stand is consistently losing money. This is due to employees' salaries and the price of products. Nicole stated that she would like to see the Park Department switch to using vending machines for concessions next summer. One side of the stand could be converted to house vending machines and the other side could still be available as a concession stand for organizations to use. The organizations would provide their own product to be sold. Nicole added that she hopes to have the concession stand results to take to Council in mid-September. Dennis Middendorff made a motion to allow Nicole Weh do research on vending machines and to approach Council with this information. Geoff Jones seconded the motion. After a voice vote, all were found in favor.

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 8:14 p.m.

Respectfully submitted,
Martha Reinkensmeyer

Park Board Minutes

September 6, 2016

The meeting was called to order by President Doris Elling on Tuesday, September 6, 2016 at 7 p.m. at Case Halstead Library. Board members present included Doris Elling, Geoff Jones, Dennis Middendorff, Jeff Schatz, and City Council Liaison Jeremy Weh. Others present included Mike Essington, Ray Elling, Nicole Weh, Shannon Petrea, Jeff Miller, Andy Brackett, Judy Smith, Mayor Mike Burton, JoAnn Hollenkamp, and Martha Reinkensmeyer.

After reviewing the minutes from the August 2, 2016 meeting, Jeff Schatz 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.

The second item on the agenda was Park Board comments. Geoff Jones stated that he wanted to commend the soccer referees. It came to his attention that there was an unruly coach from another town and that the referees took a lot of abuse from this coach. The referees handled the situation extremely well and Geoff feels they should be commended in some way. JoAnn added that some of the lifeguards went above and beyond, as well. She feels that the lifeguards and the referees should receive some sort of incentive. However, it cannot be paid with tax payers' money. It would need to be paid with money that was collected or donated.

The third item on the agenda was Citizens for Carlyle Parks comments. Shannon Petrea stated that the golf tournament is scheduled for October 22, 2016 at 1 p.m. at Governors Run. The lids have been sorted and there is enough for three to four benches that are six feet in length. The benches will be green. Shannon also gave the Board drawings of the new pavilion at Maple Hill Park that the group is planning on building. It will replace the existing shelter. JoAnn asked when the old pavilion will need to be demolished and Shannon explained that there is not a definite time frame yet. JoAnn stated that the City will do the concrete for the new pavilion.

The fourth item on the agenda was Park Director comments/updates. Andy stated that the Kane Street Bridge will soon be completed and that the playground at the Fish Hatchery is finished. He added that 75 percent of his staff has returned to school and he is in need of help, especially for mowing. He added that JoAnn Hollenkamp and Don Perez both spent a day mowing for the City. Andy said that half of the soccer games have been played and are going well. The Parks Department will begin on Christmas decorations next month, repairing the concession stand roof, and closing down the pool. Jeff Miller stated that the pool will need to be painted before next season, as it needs to be painted every other year.

The fifth item on the agenda was Pool Manager comments/updates. Nicole stated that during this season 172 passes were sold and 19 pool parties were held. The average attendance per day for August was 40.52 and the average attendance per day for the season was 47. There were 113 swim lessons given this past season and there will be changes in how the lessons are formatted for next year. Nicole said that the last movie was cancelled due to weather conditions. The concession stand has been cleaned. Jeff Taylor is buying what is left and the High School may be purchasing anything Jeff Taylor

cannot buy back. As of the end of August, the concession stand has a loss of \$2,285.73 and the pool has lost \$6,786.34. The baby pool is losing water. The valves on the big blue tank will need to be replaced, if not the whole tank. Judy Smith stated that she has been told by several people the parks have not looked this good in years. Gail and Doris both stated that the Park Board is grateful to Andy, Jeff, and Nicole for all that they have done and continue to do.

The sixth item on the agenda was old business. JoAnn stated that during next month's meeting she will give the Board a presentation on the dog park. Nicole stated that another pool day for dogs could be held as a fundraiser for the dog park.

There was no new business.

The eighth item on the agenda was the Fish Hatchery metal sign at the stone columns. JoAnn has contacted Clinton County Metalworks. A sign will be constructed to go across the top of the columns. It will be gray, hammered metal with black letters. It will say Carlyle Fish Hatchery Park.

The ninth item on the agenda was the Fish Hatchery playground update. Andy stated that it is done. It took three days to complete it. There was discussion about placing a small swing set near the new playground.

The tenth item on the agenda was the Kane Street Bridge update. Jeff stated that the railing was started today and 90 percent of the bridge will be done tomorrow. Lattice will be put on the side to mimic the General Dean Suspension Bridge. Street and Alley will be pouring the concrete for the sidewalk.

The eleventh item on the agenda was the City Park Bathroom update. Judy Smith stated that Duane Nordike has managed to get the cost of the bathroom down to \$74,000. He made some minor changes to the plans. The ceiling will be flat on the inside of the bathroom, there is now a hip roof, the wing walls will have a roof over them, and there is no longer a trench inside the bathrooms. The floor will now slope towards a drain. It was also determined that Duane Nordike will be building bathroom. Gail Schuermann made a motion to recommend to Council the changes that Duane Nordike made to the bathroom and to include HVAC. Dennis Middendorff seconded the motion. After roll call, all were found in favor.

The twelfth item on the agenda was permission to advertise/hire a part-time maintenance worker. Andy stated that currently he has only five workers. This has him concerned because of the mowing that needs to be done and preparing the Park for Christmas. The Board and Andy would like to hire someone who has experience with carpentry, lawn care, and any other trades. The new hire should be available during the day. Gail Schuermann made a motion to advertise for two part-time maintenance workers at \$10 per hour and not to exceed 1,000 hours. Jeff Schatz seconded the motion. After a voice vote, all were found in favor.

The thirteenth item on the agenda was executive session to discuss personnel. Dennis Middendorff made a motion to enter into executive session. Gail Schuermann seconded the motion. After a voice vote, the Board entered into executive session.

The fourteenth item on the agenda was vote on executive session item(s). Gail Schuermann made a motion to recommend to Employee Concerns that Jeff Miller receive a \$1.50 per hour raise. Dennis Middendorff seconded the motion. After roll call, all were found in favor. Jeff Schatz made a motion to

recommend to Employee Concerns that Nicole Weh be offered a stipend of \$8,000 for the 2017 pool season. Dennis Middendorff seconded the motion. After roll call, all were found in favor.

With no further business to discuss, Dennis Middendorff made a motion to adjourn. Geoff Jones seconded the motion. With all in favor, the meeting was adjourned at 8:15 p.m.

Respectfully submitted,
Martha Reinkensmeyer

Park Board Minutes

October 4, 2016

The meeting was called to order by President Doris Elling on Tuesday, October 4, 2016 at 7 p.m. at Case Halstead Library. Board members present included Doris Elling, Dennis Middendorff, Jeff Schatz, and Gail Schuermann. Geoff Jones and City Council Liaison Jeremy Weh were both absent. Others present included Mike Essington, Shannon Petrea, Franklin Smith, Henry Hollenkamp, Judy Smith, Edison Smith, Andy Brackett, Jeff Miller, Nicole Weh, Mayor Mike Burton, JoAnn Hollenkamp, and Martha Reinkensmeyer.

After reviewing the minutes from the September 6, 2016 meeting, Jeff Schatz made a motion that the minutes be approved with the correction made to Nicole Weh's salary listed in the first line on the last page of the minutes. It should state \$8,000 not \$2,000. Gail Schuermann 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 Schuermann stated that the referees at the last soccer game she attended did a very good job.

The third item on the agenda was Citizens for Carlyle Parks comments. Shannon stated that the golf tournament will be held on October 22, 2016 at 1 p.m. at Governor's Run.

The fourth item on the agenda was park director comments/update. Andy stated that youth basketball for K-1st grade coed and 2nd-3rd grade boys' basketball signups are being held until October 7, 2016. He added that there will be at least six teams from out of town participating. Signups for 2nd-3rd grade girls' basketball will start next week. Andy said that he has learned that there is the possibility of a mid-county youth league for basketball. Pumpkin Patch will be held on October 29, 2016 at the City Park. The Citizens for Carlyle Parks will be providing hot dogs. A new metal roof has been put on the High School concession stand. The roof is on the bridge in the City Park. Kane Street Bridge is finished. Christmas lights are starting to be hung. The old Frisbee golf baskets have been removed and will be replaced by Ben Schatz for his Eagle Scout project. Andy added that Blue Sombrero is set up, but he needs to figure out how to accept payments.

The fifth item on the agenda was pool manager comments/update. Nicole stated that the second dog swim event at the pool was held with 18 dogs participating. A donation of \$147 was earned for the dog park. Work will begin to winterize the pool and pool house soon. Nicole added that the swim team board had contacted her about a record board and display case. Both items are weatherproof and look very nice. She will provide more information to the Board at the next meeting.

There was no old business.

The seventh item on the agenda was new business. Mayor Burton stated that he would like to see the Park Board consider giving Wilson Brown a little bit of a pay increase.

The eighth item on the agenda was City Park bathroom update. JoAnn stated that the Council approved the offer and plans from Clinton Builders for the bathroom. Construction will start in two weeks and will be completed before Christmas. No motions were made.

The ninth item on the agenda was City Park pond. Andy stated that there is a swampy area just south of the covered bridge in the park that he and Jeff Miller believe would make a good spot for a pond. The pond would be 8-10 feet deep and would overflow into the creek. There would still be flat area remaining. The question was raised about sledding. It was determined that the pond would prohibit sledding. After some discussion, it was decided to determine what the public felt about a pond in this area of the park. JoAnn suggested using Survey Monkey to conduct a survey. Gail Schuermann made a motion to allow Jeff Miller to look into the cost of creating the pond. Dennis Middendorff seconded the motion. After roll call, all were found in favor.

The tenth item on the agenda was the dog park presentation by JoAnn. JoAnn showed the Board the PowerPoint presentation she created to use while soliciting donations for the dog park. There has been approximately \$6,000 collected already. No motions were made.

The eleventh item on the agenda was landscape/tree plan for Fish Hatchery Park. JoAnn stated that trees are needed by the new playground area and that two donations have been received for trees. Twenty-two river willow trees have been planted along the path at the Fish Hatchery Park at the cost of \$110. Jeff Schatz made a motion to allow Gail Schuermann to create a landscape/tree plan for the Fish Hatchery Park. Doris Elling seconded the motion. After roll call, 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 8:06 p.m.

Respectfully submitted,
Martha Reinkensmeyer

Park Board Minutes

November 1, 2016

The meeting was called to order by President Doris Elling on Tuesday, November 1, 2016 at 7 p.m. at Case Halstead Library. Board members present included Doris Elling, Geoff Jones, Dennis Middendorff, Jeff Schatz, and Gail Schuermann. City Council Liaison Jeremy Weh was absent. Others present included Eugene Van Dorn, Shannon Petrea, Nicole Weh, Mike Essington, Andy Brackett, Mayor Mike Burton, JoAnn Hollenkamp, and Martha Reinkensmeyer.

After reviewing the minutes from the October 4, 2016 meeting, Dennis Middendorff made a motion to approve the minutes. Jeff Schatz seconded the motion. After a voice vote, all were found in favor.

The first item on the agenda was public comments. Mike Essington asked if it was possible to get more dirt put on the field behind first and second bases. He added that water stands there. Gene Van Dorn requested that Christmas lights be put on the island at the Fish Hatchery Park.

The second item on the agenda was Park Board comments. Doris stated that Andy did a great job with Pumpkin Patch.

The third item on the agenda was Citizens for Carlyle Parks comments. Shannon stated that the trivia night is set for March 17, 2017. She added that the organization is taking some heat for pledging \$5,000 for the dog park. Shannon wanted to remind everyone that there is still \$30,000 to go towards the soccer park.

The fourth item on the agenda was Park Director comments/updates. Andy stated that 75 kids were at the Pumpkin Patch and that basketball started that same day. He added that the Parks Department is now very busy with Christmas lights.

The fifth item on the agenda was Pool Manager comments/ updates. Nicole stated that vending machine options are being explored for concessions next summer. Andy added that Sam from Midwest Pools will be coming to look at the pool in the near future.

There was no old business.

The seventh item on the agenda was new business. JoAnn stated that a new addition will be built on to the back of the Park Shed for Christmas decoration storage.

The eighth item on the agenda was City Park Bathroom update. JoAnn stated that Duane Nordike is waiting on concrete blocks and they will not be available for two more weeks. JoAnn added that two porta potties have been ordered to keep at the Park through Christmas.

The ninth item on the agenda was the Swim Team record board. Nicole stated that the Swim Team had Print Crazee create a new record board and will be having a case made for it that is meant to be outdoors. The City will need to run electric for the case's light. Jeff Schatz made a motion to give the

Swim Team permission to place the sign at the Pool House. Geoff Jones seconded the motion. After roll call, all were found in favor.

The tenth item on the agenda was the landscape/tree plan for the Fish Hatchery. Gail stated that she would like the opinion of the Board before she begins creating a plan. She wants to create a place that people want to go. She would like to create an arboretum. JoAnn asked that something be placed between the stone columns.

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 vote on executive session item(s). Geoff Jones made a motion to recommend to Employee Concerns that Wilson Brown receive a \$1.00 per hour raise and that Zane Reckling receive a \$1.25 per hour raise. Jeff Schatz seconded the motion. After roll call, all were found in favor.

With no further business to discuss, Doris Elling made a motion to adjourn. Gail Schuermann seconded the motion. With all in favor, the meeting was adjourned at 7:46 p.m.

Respectfully submitted,
Martha Reinkensmeyer

Park Board Minutes

December 6, 2016

The meeting was called to order by President Doris Elling on Tuesday, December 6, 2016 at 7 p.m. at Carlyle City Hall. Board members present included Doris Elling, Dennis Middendorff, Jeff Schatz, and Gail Schuermann. Geoff Jones and City Council Liaison Jeremy Weh were both absent. Others present included Shannon Petrea, Judy Smith, Andy Brackett, Mayor Mike Burton, JoAnn Hollenkamp, and Martha Reinkensmeyer.

After reviewing the minutes from the November 1, 2016 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.

The second item on the agenda was Park Board comments. Gail stated that the park employees did a great job with the Christmas lights. She added that she would like to see a video of the lights on YouTube. Mayor Burton explained that the film crew from the movie that was filmed downtown made a professional-quality movie of the Christmas lights. This could be linked to Facebook and YouTube.

The third item on the agenda was Citizens for Carlyle Parks comments. Shannon stated that there are two contractors bidding on the pavilion at Maple Hill Park. Construction should be completed by May 1, 2017.

The fourth item on the agenda was park director comments/updates. Andy stated that the first season of basketball is going well. The registration for the second season has begun. There will be approximately 14-15 teams for the girls, but hardly any for the boys. Andy said that 2,300 cars have gone through the City Park since the lights were lit. Andy added that the valves on the big blue tank at the pool are done and will need to be replaced. Someone from Pisces Pool will be coming to determine if only the valves need to be replaced or the whole tank. Andy and Jeff Miller will be obtaining certified pool operators licenses in January. Andy then asked the Board's opinion on participation medals for the sports teams. It was determined by the Board that they were unnecessary.

The fifth item on the agenda was pool manager comments/updates. Nicole Weh was unable to attend the meeting. Andy addressed the pool issues during his comments, but Gail stated that she would like to see a discussion about a long-term plan for the pool.

There was no old business.

There was no new business.

The eighth item on the agenda was City Park bathroom update. JoAnn stated that she spoke to Duane Nordike. Duane said that the concrete block has not yet been manufactured.

The ninth item on the agenda was 2017 programs. Andy gave each Board member a packet containing several adult and youth program ideas that he has for next year. The Board reviewed the list while Andy explained some of the potential programs. No motions were made.

The tenth item on the agenda was the landscape/tree plan for the Fish Hatchery. Gail stated that JoAnn is going to help her get a Google map of the Park and she will use this to plan where she will place trees and plants. Gail explained that some of the trees purchased will need to be balled and burlap trees that will most likely need to be purchased outside of the county. Gail hopes to plant every tree that is native to Illinois. There are at least 25 trees native to Illinois. No motions were made.

With no further business to discuss, Gail Schuermann made a motion to adjourn. Jeff Schatz seconded the motion. With all in favor, the meeting was adjourned at 8:08 p.m.

Respectfully submitted,
Martha Reinkensmeyer