

Park Board Minutes

January 3, 2017

The meeting was called to order by President Doris Elling on Tuesday, January 3, 2017 at 7 p.m. at Case Halstead Library. Board members present included Doris Elling, Geoff Jones, Dennis Middendorff, and City Liaison Jeremy Weh. Jeff Schatz was absent. Others present included Shannon Petrea, Judy Smith, Andy Brackett, Mayor Mike Burton, JoAnn Hollenkamp, and Martha Reinkensmeyer.

After reviewing the minutes from the December 6, 2016 meeting, Geoff Jones 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.

The second item on the agenda was Park Board Comments. JoAnn stated that two checks have been received for the dog park. Carlyle Animal Hospital donated \$1,000 and First National Bank donated \$50.

The third item on the agenda was Citizens for Carlyle Parks Comments. Shannon stated that the pavilion design has been received from the architect. The trivia night is scheduled for March 17, 2017 at Bretz's. The cost is \$100 per table with eight participants to a table. The profit will go towards the summer camp programs. JoAnn took a moment to thank Shannon for the phenomenal and cohesive relationship between the City and the Citizens for Carlyle Parks.

The fourth item on the agenda was Park Director comment/updates. Andy stated that he and Jeff went to classes and are now certified pool operators. The lights are being taken down. There were 7,000 visitors to the Park while it was lit. The second season of basketball is ready and will start the first weekend of March. Pisces Pool will be coming on January 4, 2017 to discuss options for the big blue tank. The footings have been poured for the storage shed.

There were no Pool Manager comments/updates.

There was no old business.

There was no new business.

The eighth item on the agenda was City Park bathroom update. JoAnn stated that the block is still not in and that she doesn't expect work to start until the end of March.

The ninth item on the agenda was gas pipeline update. JoAnn stated that Ameren will be starting the work in February. The new culvert is in and the Electric Department is starting on their work and will be moving a pole.

The tenth item on the agenda was dog park mailer. JoAnn stated that a mailer has been sent to 150 homes. Addresses were obtained from the County and are based on citizens who have purchased rabies tags. The possibility of a Sip and Drool at Bretz's was discussed. No motions were made.

The eleventh item on the agenda was the park program survey mailer. Andy stated that surveys will be mailed to homes of citizens. There will be a survey for adults and children. Also, an additional survey will be sent to the Grade School. The teachers have agreed to help the students complete the survey in class. No motions were made.

The twelfth item on the agenda was ice skating/bonfire at Water Tower Park. JoAnn stated that several years ago, the old tennis courts at Water Tower Park would be flooded and allowed to freeze for ice skating. It was mentioned that this would possibly be a fun community event to try. The Fire Department would be willing to flood the courts and keep a truck on site. No motions were made.

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

The fourteenth item on the agenda was vote on executive session item(s). Gail Schuermann made a motion to ask Employee Concerns to evaluate Andy Brackett's raise and recognize the great job he has been doing with an appropriate raise that the City can afford. Dennis Middendorff 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. Gail Schuermann seconded the motion. With all in favor, the meeting was adjourned at 8:02 p.m.

Respectfully submitted,
Martha Reinkensmeyer

Park Board Minutes

February 7, 2017

The meeting was called to order by President Doris Elling on Tuesday, February 7, 2017 at 7 p.m. Board members present included Doris Elling, Geoff Jones, Dennis Middendorff, Jeff Schatz, and Park Board Liaison Jeremy Weh. Gail Schuermann was absent. Others present included Jeff Taylor, Shannon Petrea, Nicole Weh, Jeff Miller, Andy Brackett, Mayor Mike Burton, and Martha Reinkensmeyer.

After reviewing the minutes from the January 3, 2017 meeting, Jeff Schatz 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 Citizens for Carlyle Parks comments. Shannon Petrea stated the group is waiting to get the final drawing back for the new pavilion for Maple Hill Park. She added that teams are still needed for the trivia night which will be held on March 17 at Bretz's. The trivia night will benefit summer camps offered by the Parks Department. Plans are also underway for a painting party in April. There will be more details to follow.

The fourth item on the agenda was Park Director comments/updates. Andy stated that the shed will be finished next week. The second season of basketball is going well. Jeff Miller stated that John Hodapp told him the LED bulbs used in some of the Christmas displays saved approximately \$650 in utilities compared to last year. More bulbs will be switched out with LED bulbs next years.

There were no Pool Manager comments/updates.

There was no old business.

The seventh item on the agenda was new business. Mayor Burton stated that he is gathering information on community gardens. He hopes to have one start this summer. He added that he will have more information at the next Park Board meeting.

The eighth item on the agenda was the City Park bathroom update. Doris stated that the concrete block has come in and that Duane Nordike anticipates starting the project in the middle of March. No motions were made.

There was no update on the gas pipeline.

The tenth item on the agenda was the park program survey mailer results. Andy reviewed the results with the Board. It was determined that there is no desire for a pond at the City Park. It also appeared that several citizens are not aware of what activities are available at the Park and have a general lack of knowledge of the Parks Department. Andy stated that he hopes to start having a monthly article in the Union Banner and put more information on the City's website and Facebook pages. Andy also said that it

is clear from the surveys he has received, that the Parks Department needs to benefit the community as a whole and not necessarily focus just on youth. No motions were made.

The eleventh item on the agenda was the Boy Scouts Electronic Drive. Jeff Schatz stated that it will be held on April 1. He asked if it was possible to either open the pool bathrooms or provide a porta potty. Flat screen TVs will be accepted, but not old tube TVs. No motions were made.

The twelfth item on the agenda was the 2017 youth program offerings. Andy gave the Board information on camp ideas that he compiled. He hopes to have something offered every week in the summer. He also stated that he hopes to bring back Harvest Thyme. The survey results showed that several citizens would like to see this event return. No motions were made.

The thirteenth item on the agenda was finalized concessions/vending proposal. Andy stated that there is a vending machine company in Trenton that offers a wide variety of products. The company services and fills the machines. Andy said that people will be concerned that this will take jobs away, but there will be jobs offered elsewhere within the Parks Department. The concession stands will be open for local groups that want to use this opportunity as a fundraiser. Nicole would coordinate the schedule for the concession stand. The vending machines would be placed in the storage room of the concession stand. Jeff Taylor suggested providing drinks through Excel and Coke. Snacks could still be provided from the company in Trenton. After a lengthy discussion, Jeff Schatz made a motion to allow Andy Brackett to take the finalized concessions/vending proposal to Council with any changes made to it he deems necessary. Geoff Jones seconded the motion. After a voice vote, all were found in favor.

The fourteenth item on the agenda was ball field prep fees. Andy stated that he is looking at ways to make field prep fees more fair for teams. Currently, select teams are asked to pay per player to use the field. However, the teams may only use the field once or twice during the season. His new plan would allow teams to pay for the field when they need the field. No motions were made.

The fifteenth item on the agenda was pool update. Nicole Weh stated that she has been looking at ways to minimize labor costs. The Parks maintenance workers will be cleaning the pool this summer. This is done early in the morning and the maintenance workers are already at work. This will eliminate lifeguards having to come in early. The Pool will be opening at 9 a.m. this summer instead of 7 a.m. (See the proposed schedule at the end of these minutes.) Also, Nicole would like to simplify daily rates. She proposed that the daily rate for lap swim be \$1 and that the rate for open swim be \$5 for all guests. Swimming lessons will be offered for four weeks with 30 slots available per session. They will be held in the morning and evening. Nicole will be directly overseeing the lessons. Andy stated that Sam from Midwest Pool came and looked at the Pool. Only the valves need to be replaced. This will cost approximately \$4,450. Doris asked Andy to prepare a list of all items that need maintenance work. Jeff Schatz made a motion to change the daily rates to \$1 for open swim and \$5 for all guests. Geoff Jones seconded the motion. After a voice vote, all were found in favor.

The sixteenth item on the agenda was personnel. Andy asked the Board for permission to advertise and interview lifeguards, scorekeepers, camp staff, umpires, etc. Andy stated that 12-15 lifeguards will be needed. He would like to hire three camp coordinators. He would like to have candidates for this position who are studying education or are already in the education field. Andy added that he would also need 12-15 recreation attendants. These workers would provide camp support and would act as umpires and scorekeepers. Currently, there are nine maintenance workers. An additional three to four workers will be needed for the summer. This would make a total of 45 workers for this summer. Jeff

Schatz made a motion to allow Andy Brackett to advertise and interview lifeguards, scorekeepers, camp staff, umpires, etc. Geoff Jones seconded the motion. After a voice vote, all were found in favor.

With no further business to discuss, Doris Elling made a motion to adjourn. Jeff Schatz seconded the motion. With all in favor, the meeting was adjourned at 8:33 p.m.

Proposed Pool Schedule for Summer 2017

Monday – Friday

9 – 10 a.m.	Lap Swim
10 – 11 a.m. (Monday – Thursday)	Swim Team
11 – 11:45 a.m.	Swimming Lessons
12 – 6 p.m.	Open Swim
6 – 6:45 p.m.	Lap Swim/Swimming Lessons
7 – 8 p.m. (Monday – Thursday)	Swim Team
7 – 9 p.m. (Friday)	Pool Parties

Saturday – Sunday

10 a.m. – 12 p.m.	Pool Parties
12 – 6 p.m.	Open Swim
6 – 8 p.m.	Pool Parties

Respectfully submitted,
Martha Reinkensmeyer

Park Board Minutes

March 7, 2017

The meeting was called to order by President Doris Elling on Tuesday, March 7, 2017 at 7 p.m. at Case Halstead Library. Board members present included Doris Elling, Geoff Jones, Jeff Schatz, Gail Schuermann, and Park Board Liaison Jeremy Weh. Dennis Middendorff was absent. Others present included Gene Van Dorn, Shannon Petrea, Andy Brackett, Jeff Miller, Wilson Brown, Nicole Weh, Judy Smith, Mayor Mike Burton, JoAnn Hollenkamp, and Martha Reinkensmeyer.

After reviewing the minutes from February 7, 2017 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. Geoff Jones asked JoAnn about the sign at the west Fish Hatchery entrance. JoAnn stated that it is in the process of being made.

The third item on the agenda was Citizens for Carlyle Parks comments. Shannon stated that the pavilion bid packets are due back on March 15, 2017. It states in the bid packet that the pavilion must be completed by May 1, 2017. The trivia night will be held on March 17, 2017 at Bretz's. Proceeds will benefit the summer camps at the Park. Nineteen teams have signed up for the event. There will be a fish fry at Pinball Palace on Good Friday and a painting party will be held at Pinball Palace on April 23, 2017 at 1 p.m. The cost for adults is \$40 and kids will be \$15.

The fourth item on the agenda was Park Director comments/updates. Andy stated that the Christmas shed is finished. Some work is being done to free up space in the Park Shed. March 11 is the last day for basketball. Andy added that at this point the registration for baseball has been slow. The deadline is March 13. Twenty-five applications have been received for summer staff.

The fifth item on the agenda was Pool Manager comment/updates. Nicole stated that she did not have anything for the Board.

The sixth item on the agenda was old business. Gail asked Andy when the vending machines would be set up for Concessions. Andy stated late April. Nicole added that she has the contract prepared for organizations wanting to rent the concession stand. Multiple groups have contacted her about this. Judy Smith asked if the cause of the baby pool leak had been determined. Andy stated that all the joints are going to be caulked to find a solution. The fear is that the leak is under the baby pool.

There was no new business.

The eighth item on the agenda was City Park Bathroom update. JoAnn stated that Duane Nordike will start this project mid-March and it will be completed by the end of April.

The ninth item on the agenda was gas pipeline update. JoAnn stated that Ameren is making great strides with this project.

The tenth item on the agenda was FY'18 Budget. JoAnn noted that the amount for the Risk Management Insurance will change. See the attached table. No motions were made.

The eleventh item on the agenda was the Arboretum. Gail stated that trees will need to be planted around the new playground area. Shrubs will also be needed around the buildings to add color. She added that she would like to see things planted that attract butterflies.

The twelfth item was executive session to approve executive session minutes. Gail Schuermann made a motion to enter executive session. Geoff Jones seconded the motion.

There were no executive session items to vote on.

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 8:13 p.m.

Respectfully submitted,
Martha Reinkensmeyer

FY' 18 Parks Budget Draft		
4210 Salaries		\$79,747.20
4510 Health & Dental Insurance		\$16,767.43
5110 Maintenance Services – Buildings	Plumbing – Start up and winterizing of pool; tree and stump removal	\$10,500.00
5120 Maintenance Services - Equipment	Mowers, saws, weed eaters, tillers	\$2,000.00
5130 Maintenance Services - Vehicles	Truck repair, Tractor – hydraulic system, clutch, new tires	\$10,000.00
5520 Telephone		\$2,000.00
5570 IT Software	When I Work	\$1,000.00
5580 IT Hardware	Misc.	\$1,500.00
5590 IT Consulting	Misc.	\$500.00
5610 Dues	SIPRA and IAPD	\$465.00
5620 Travel Expenses	Travel to SIPRA	\$500.00
5630 Training	CPSI and CPO for Nicole	\$700.00
5710 Utilities	Utilities	\$26,000.00
5940 Risk Management Insurance		\$8,063.50
6110 Maintenance Supplies – Buildings	Nuts, bolts, screws, paint, plumbing, and electrical	\$5,000.00
6120 Maintenance Supplies – Equipment	Tractor, mower, weed eater, batteries, hoses, blades	\$1,000.00
6130 Maintenance Supplies- Vehicles	Truck supplies	\$1,000.00
6140 Maintenance Supplies – Grounds	Trees, seed, mulch, sod, topsoil, fabric, weed killer, Tru Green lawn services for all diamonds, Fish Hatchery landscaping	\$13,500.00
6510 Office Supplies		\$250.00
6520 Operating Supplies	Trash bags, cleaners, toilet supplies	\$13,500.00
6530 Small Tools		\$700.00
6540 Janitorial Supplies/Disinfectants		\$1,000.00
6550 Automotive Fuel/Oil		\$5,800.00
6560 Chemicals		\$250.00
6610 Uniforms	All employee uniforms	\$1,500.00
6650 Other General Supplies	Safety glasses, earplugs, masks, safety items, Park Shed AED	\$1,600.00
8200 Building	Repairs	\$2,000.00
8300 Equipment	Pole saw, new push mower, line striper for soccer field	\$2300.00
8400 Vehicles	New zero turn or finish mower deck	\$13,300.00
8700 Furniture	Two new T-ball/soccer field benches	\$1,200.00
8900 Other Improvements	Pavilion roofs at City Park, concrete work at Maple Hill, City Park and Fish Hatchery, Park Shed lean-to, misc. improvements	\$36,000.00
9290 Miscellaneous	Portable Toilets	\$2,000.00
Total		\$254,513.13

FY' 18 Playgrounds Budget Draft		
4210 Salaries – Regular (Total)		\$141,520.00
5110 Maintenance Services – Buildings	Misc. building repairs	\$1,000.00
5120 Maintenance Services Equipment	Pool, baby pool, and pump room repairs	\$5,000.00
5510 Postage		\$100.00
5530 Publishing		\$1,500.00
5570 IT Software		\$200.00
5580 IT Hardware		\$300.00
5630 Training		\$1,650.00
6110 Maintenance Supplies – Buildings	New pool pump motor and pressure gauges, electrical, nuts, bolts, screws, lights, paint pool, pool deck, and pump room	\$7,000.00
6120 Maintenance Supplies – Equipment	New pool vacuum, other pool equipment, advertisement signs for City Park ball diamond	\$4,000.00
6140 Maintenance Supplies – Grounds	Turf, rock, soil, sand, refill all playground mulch levels, disc golf course improvements	\$4,500.00
6510 Office Supplies		\$100.00
6520 Operating Supplies	Lifeguard equipment and misc. pool supplies	\$1,500.00
6530 Small Tools		\$300.00
6540 Janitorial Supplies/Disinfectants		\$300.00
6560 Chemicals		\$2,000.00
6610 Uniforms	Sports uniforms	\$5,500.00
6650 Other General Supplies	All safety supplies	\$200.00
8200 Building	Repairs	\$300.00
8300 Equipment	New and replacement equipment for all sports	\$6,000.00
8900 Other Improvements	Pool obstacle course, west water tower playground/improvements, swings at Fish Hatchery	\$33,200.00
9130 Community Relations	Christmas lights decorations, gradual move to LED lights, second “Dancing Trees” controller	\$7,300.00
9250 Special Programs	Pumpkin Patch, Harvest Thyme, all aquatic programs, movies in the Park/Pool, summer camps and programs	\$13,000.00
Total		\$256,333.50