

## **Park Board Minutes**

### **March 6, 2014**

The meeting was called to order by Mayor Mike Burton at 6 p.m. on Thursday, March 6, 2014. Park Board members present included Doris Elling, Geoff Jones, Dennis Middendorff, Jeff Schatz, and Gail Schuermann. Others present were Mark Hodapp, Ray Elling, Norman Dierkes, Judy Smith, Franklin Smith, Eugene Van Dorn, Jeremy Weh, Steve Hilmes, Brenda Johnson, Maggie Bruemmer, City Administrator Jo Hollenkamp, Mayor Mike Burton, Dave Redeker, and Martha Reinkensmeyer.

Mayor Burton opened the meeting by explaining why he decided to choose a park board of five people. He wanted the board to consist of people who have no affiliation with any park employees or any of the students who work for the park. He chose Gail Schuermann because she has a degree in horticulture from the University of Michigan. She also has a master's in accounting. He chose Dennis Middendorff, Doris Elling, and Jeff Schatz because they have shared some of the same concerns for the community. Geoff Jones was chosen because he would be able to use his knowledge as a former city employee to help guide the board through the processes that the city must use.

Mayor Burton then explained that previous councils agreed to build a sports complex and that there are grants being worked on that can be discussed at a future date. He also stated that previous councils voted to make student workers permanent part-time employees. He also commented that the City is operating under 1990 revenues and this makes it difficult to fund programs. Mayor Burton also stated that although the Little League programs have already started, he is hoping by this fall to have some new ideas in place to make things more efficient.

Mayor Burton ended his comments by stating that Martha Reinkensmeyer has agreed to be the Board's secretary at the discretion of the Board and that Doris Elling has agreed to be the Board's president.

The first agenda item to be discussed was the open meetings test. Each member of the Board must review this material and complete the test online. The information can be found at <https://foia.ilattorneygeneral.net/CreateAccount.aspx>.

The second and third agenda items to be discussed were concerns and priorities. Doris Elling wished to make it clear that the Board and Dave are in it together. Dave stated that he brought a notebook along for anyone to write down any questions they may have and he would answer them. Doris then asked about registration numbers for the park programs. She wished to know how far back Dave's records went. He stated they didn't go back very far. She asked that he keep track of the registration numbers for all the programs. She then stated that after looking at Dave's job description she felt that a lot was put on Dave. It was then explained that Dave is in charge of the Parks Department and that Dave Ord is the maintenance supervisor. Dave Ord has been with the park for seven to eight years. Doris then asked about the system used for

concessions. She wanted to know how much money is in the till when the stands are opened and the process used when the tills are closed at the end of the day. Dave stated that there are two concession stands. The tills are started with \$100. The money is counted every evening and taken to City Hall to be counted. City Hall keeps track of the money earned.

Dennis Middendorff asked that the Board be provided with an inventory of all the programs, employees, budget, and payroll. He believes the Board needs this information first in order to make recommendations.

Gail Schuermann asked how detailed the budget is. JoAnn Hollenkamp replied that it is a line item budget. Dave stated that he has two funds. Fund 17 is Parks and Fund 18 is Playgrounds. He stated his and Dave Ord's salary comes out of Fund 17 and the recreational activities and part-time employees salaries come out of Fund 18. Gail asked to have a copy of the budgets for both funds. JoAnn said she will give the Board copies of this year's budget and from previous years.

Gail then asked about how concessions are inventoried. Dave stated that he makes orders based on what they have. He cuts back on ordering after fair week and places bigger orders from May to the beginning of July. Soda is ordered from Southern Illinois Beverage in Nashville. Candy is ordered from Brachman's. He usually spends between \$17,000 and \$18,000. Concern was expressed that he purchases too much from IGA and needs to possibly purchase more concession stand supplies from other stores in town.

At this point Dennis Middendorff stated that the Board was straying from the agenda and that they needed to stick to the agenda.

Geoff Jones asked if Dave had any long-range plans for improvement to the parks. Dave answered that there had been discussion about replacing the bandstand and upgrading the Fish Hatchery shelter. Both of these things depend on available funds.

Dennis Middendorff then asked if the council has things for the Park Board to consider. Gail Schuermann asked if there were any concerns that needed to be immediately addressed. Doris Elling asked if the rates needed to be raised. Dave explained the current rates and Doris stated they would need to look at the rates.

JoAnn stated that the budget needs to be done by May and that the City is not taking applications for park kids. The park will be working with what they have. Doris Elling then stated that she had heard of incidents where the park kids have had accidents with equipment. She asked who is responsible for training park kids. Dave said the kids receive training from Dave Ord or older hires.

Dennis Middendorff then stated that the Board has limited information on the scope of its responsibilities. He asked if the City has a bigger picture that the Board is supposed to accomplish. He also stated he did not know what the official role of the Park Board is. JoAnn

stated that the Ordinance states the Park Board is to assist and direct the Park Director. JoAnn added that she hoped the Park Board helps to grow the park. Dennis then asked about office terms. The ordinance states the term is for three years.

Dave said he will line up information on programs, activities, and workers to give to the Park Board on March 18, 2014.

JoAnn mentioned that it might be best to funnel questions for Dave through her. This way he would not be bombarded with the same questions from different people.

A motion was made by Jeff Schatz that the Park Board begin meeting on the first Tuesday of every month at 7 p.m. Gail Schuermann seconded the motions. After the roll call, all were in favor. It was also decided the Board would meet again on March 18, 2014 at 7 p.m. JoAnn said that she would try to reserve the Clinton County Board Room for all future meetings.

Doris Elling then asked for public comments. Judy Smith thanked the Park Board members for serving their community. Gene Van Dorn asked if the concessions were sold at cost or if money was made off of the concessions. Dave stated that there is money made on the concessions.

JoAnn asked if it would be suitable with the Board to communicate via e-mail. The Board agreed. JoAnn said she would assemble the budget and e-mail it to them along with what Dave has currently turned in. This information would include what was budgeted and the actual amount.

With no further business, a motion was made by Jeff Schatz to adjourn the meeting. Geoff Jones seconded the motion. With all in favor, the meeting adjourned at 6:50 p.m.

Respectfully submitted,  
Martha Reinkensmeyer

## **Park Board Minutes**

### **March 18, 2014**

The meeting was called to order by President Doris Elling at 7 p.m. on Tuesday, March 18, 2014 at the Clinton County Board Room. Members present included Doris Elling, Geoff Jones, Dennis Middendorff, Jeff Schatz, and Gail Schuermann. Others present were Franklin Smith, Judy Smith, Pam Donaldson, Lori Jansen, Karen Gregov, Maggie Bruemmer, Ray Elling, Connor Haar, Justin Kern, Nathan Freund, Steve Hilmes, Donna Hilmes, Rob Hyten, Eric Nave, Herb Pingsterhaus, Stacy Burton, Mark Burton, Paige Stamps, Kimberly Stamps, Wendy Folen, Eugene Van Dorn, Jeff Taylor, Jeremy Weh, Tom Guebert, Barbara Guebert, Brenda Johnson, Norman Dierkes, Dave Redeker, Mayor Mike Burton, City Administrator JoAnn Hollenkamp, and Martha Reinkensmeyer.

After reviewing the minutes from the March 6, 2014 meeting, Dennis Middendorff made the motion to approve the minutes. Jeff Schatz seconded the motion. After roll call, all were in favor.

The first item on the agenda was the Easter Egg Hunt. Pam Donaldson passed out an informational sheet with statistics from last year's hunt. She stated that everything that was used for events was donated by various businesses in town. The total cost of the City was \$1,633.53. This included materials and labor. She then stated a concern she had over an article in the local paper. She was upset because she believes the Lion's Club wants to take over the Easter Egg Hunt held on the Saturday before Easter. It was commented that the Lion's Club had previously been in charge of this event. Currently, the Lion's Club holds a separate Easter Egg Hunt on Easter Sunday. Pam stated that her children grew up in Carlyle and is proud to call Carlyle her home. She has always had a vision of putting together a successful, fun, and safe Easter Egg Hunt. However, she feels she can no longer be coordinator of this event due to what she feels is a lack of support and a personal attack. Dennis Middendorff commented that he did not hear any criticism of her or the Easter Egg Hunt at the previous meeting and is surprised by her reaction to the article in the local paper. Gail Schuermann and Doris Elling agreed with Dennis. Pam said she respected Dennis's remarks and asked if Mayor Burton could possibly clarify his comments made at the previous meeting. Dennis said that this is something that should be discussed after the meeting in private. Doris thanked Pam for the paper with last year's information. Dennis asked Dave Redeker if this is the normal amount spent each year on the Easter Egg Hunt. Dave stated that there was an extra \$1,000 earmarked in the Park Fund for this event along with another \$1,000 in the Corporate Fund. The event is scheduled for April 19, 2014. JoAnn asked if this paper was a recap from last year. Pam stated that it was. JoAnn then asked if Pam was still planning on coordinating the event again this year. Pam stated she had planned on doing it until she read the article in the local paper. Doris asked Pam to decide what was best for her and they would go from there. No motion was made.

The second item on the agenda was member terms. JoAnn stated that everyone can serve a three-year term. However, it would be best to stagger the terms. Dennis suggested that the

Park Board members draw lots. It was decided to do this at the next meeting. No motion was made.

The third agenda item was job descriptions. Doris stated that her intentions for going over the job descriptions and making changes to them were to take some of the burden off of Dave Redeker. She stated that she had added a few things about cell phones to concession stand workers; lifeguards; and umpires, scorekeepers, and bookkeepers. She wants these workers to be aware that this is a job and they should be professional. They are working for the City and they are a reflection on their employer. Doris would like to add the city boat ramp to line number 6 and the fish hatchery to line number 8 on the Maintenance Supervisor and Maintenance Worker job descriptions. Dave stated that he is concerned about workers being told to leave their cell phones in their vehicles. This is the main source of communication he has with his workers. He needs to be able to get in touch with them in case of an emergency. Doris said she has no problem with workers using their cell phones for emergency situations. Her main concern is that she has heard numerous complaints of workers too busy texting to wait on customers at the concession stand. Dave also stated that he had an issue with relieving him of the responsibility of hiring and firing maintenance workers. He stated that the Employee Concerns Committee voted not to take this responsibility from him. He stated that he is in charge of all purchasing and hiring. Dave Ord spends more time with the maintenance workers, but they communicate frequently about employee and purchasing concerns. Gail asked how many maintenance workers there are currently. Dave stated that there are nine. She also asked about the ages of the workers. Dave stated that the lifeguards and maintenance workers must be at least 16-years old. Concession workers and umpires, bookkeepers, and scorekeepers can be 14 or 15. Gail asked how many were hired for seasonal work last year. Dave stated that there were 73 hired last year and that this year there are 65 workers. Doris stated that the Board needed to decide on changes or if they should send them to the council as is. Dennis asked Dave if the Maintenance Supervisor worked for him. Dave stated that he did. Dennis then said he doesn't agree with removing Dave from hiring the maintenance workers. He feels that Dave is ultimately responsible for all workers that are hired and that the final responsibility should be on him. After some discussion, it was decided to vote on each job description separately.

Dennis Middendorff made the motion to amend the Park Director's job description to include the hiring of maintenance workers. Jeff Schatz seconded the motion. After roll call, all were found in favor.

Jeff Schatz made the motion to amend the Maintenance Supervisor job description by deleting the hiring of maintenance workers and including the additions of city boat ramp to line number six and fish hatchery to line number eight. Gail Schuermann seconded the motion. After roll call, all were found in favor.

Jeff Schatz made the motion to amend the Maintenance Worker job description to include city boat ramp to line number five and fish hatchery to line number seven. Dennis Middendorff seconded the motion. After roll call, all were found in favor.

Gail Schuermann made the motion to amend the Umpires, Bookkeepers, and Scorekeepers job description by removing the section asking workers to leave their cell phones in their vehicles. This would still allow the workers to keep the cell phones in their pockets. Jeff Schatz seconded the motion. After roll call, all were found in favor.

Jeff Schatz made the motion to accept the job descriptions for the Lifeguards and Head Lifeguards as written. Geoff Jones seconded the motion. After roll call, all were found in favor.

Jeff Schatz made the motion to accept the Concessions Stand Worker job description as written. Dennis Middendorff seconded the motion. After roll call, all were found in favor.

The fourth agenda item was record keeping. During the last meeting, Dave was asked many questions about the Parks Department. He compiled a packet of information and provided each Board member a packet. Included in the packet was a list of park events that had been added since 2003, an inventory of playground equipment, properties the Parks Department mows, a schedule of upcoming events for Summer 2014, sports league participation numbers, job descriptions, information on pool rates and maintenance, concession stand information, a list of full-time and part-time employees along with employee information, and a copy of the budget. Dave spent a great deal of time going over this packet with the Board. He mentioned that the Parks Department is responsible for maintaining some school property. This includes the park at the grade school and the ball diamonds at the high school. Gail asked if this included the playground equipment at the grade school and Dave said the City is only responsible for what lies north of the rear drive. Doris asked Dave how he decided to do work on the bathrooms and shelters. Dave said this is determined by the budget. Dave then went over the list of properties that the City is responsible for mowing. This includes delinquent properties. Gail asked if banks compensate the City for mowing these properties. Dave said that a lien can be put on these properties, but costs for the lien exceed the amount of money the City receives for mowing. Doris asked why the City is responsible for mowing railroad property. Dave told her that he was informed by the railroad that if the City wanted it mowed; the City would have to keep it mowed. Dave also said that if anyone from the Board wanted a tour of what was mowed, he would be happy to show them all the properties. The next thing discussed was the list of upcoming park events. Gail asked if the Parks Department helps with the city-wide garage sale because it was listed on the schedule of events. Dave said it was listed on the schedule just to help get the word out. Dave went over the current pool prices. Doris stated that it was important to keep up with the increases of pool supplies, but not to raise the prices so much citizens can no longer afford to make use of the pool. Dave also mentioned that Excel and Southern Illinois Beverage allow us to use their soda machines free of charge as long as we order from them. This includes maintenance on the machines. Gail asked where the concession stand supplies are stored. Dave said they are stored in a small building near the concession stand. The next topic discussed was employees. Dave said that this year the park has 65 part-time employees. There are nine lifeguards and nine maintenance workers. Umpires, bookkeepers, and scorekeepers are paid per game, not per hour like the other employees. All employees earn minimum wage except for the head lifeguards and Dave Ord. Head lifeguards earn \$8.70 per hour and Dave Ord earns \$14.50 per hour. Last year they received 94

applications and only 74 were hired. Applications are normally due on by the last Friday in January. However, this year no applications were taken except for lifeguards. None of the part-time employees are allowed to work more than 1,000 hours in a 365-day period. Dave Ord is the exception to this. He is allowed to work 1,800 hours. The number of hours that the part-time workers have worked this past year totals the equivalent of nine full-time employees. The last item Dave shared was the budget for the Parks Department. The information Dave provided was as of February 28, 2014. Dave Redeker and Dave Ord are paid out of Fund 17. Dave stated that 76% of this budget has been spent this year. The remaining employees are paid out of Fund 18. Fund 21 is for the Sports Complex and Fund 22 is for the Pool House. Over the last four or five years spending went up. The biggest expense is labor due to the minimum wage increases. Jeff Schatz asked Dave that if he knows how many workers he will need for the pool and for games will his budget stay constant. Dave said that it does for the most part. The amount budgeted went up to \$135,000 from \$115,000. The money had been in separate funds but now it is all in one fund. He said he knows that there is 30 t-ball games scheduled and that he'll need 30 umpires so he knows he will need to budget \$300 for these umpires. Dennis asked JoAnn if the Parks Department cuts the grass for other departments, should those other departments be charged for the mowing. JoAnn said that there is a concerted effort being made to breakdown costs and add more line items to budgets. Dave said the mowing has been mentioned before, but that it all evens out because there are times that the other departments help him out with projects at the Park. Brenda Johnson asked if once the e-pay system is up and running if that could be used to purchase pool passes and parties online. JoAnn said that is being looked at. Brenda also asked if there was a balance sheet for the pool concession stand. Dave said that there is and a copy of that is in the packet. No motions were made.

The next item on the agenda was the statements of economic interest. Martha Reinkensmeyer informed the Board members that the County Clerk's Office requires individuals that hold positions with the City to complete statements of economic interest. She stated that she had the necessary forms for each of the Board members and that they needed to be sure they got them from her after the meeting. She also said that if they needed help filling out the forms, they could contact her. No motions were made.

The final item on the agenda was public comments. Barb Guebert asked if the Park Board would be creating bylaws for their meetings. Doris stated that there is a regular meeting time set. Meetings will be held on the first Tuesday of every month. It had been decided at the first meeting to schedule an extra meeting for the month of March due to all the information the Board needed to cover. JoAnn also commented that the Park Board is like the Zoning Board. It was created to advise the City Council. She also stated that the Library Board is a unique entity. Barb then also asked if the Park Board was going to address the soccer park. There was an article in the Union Banner about the soccer park, but nothing has been addressed at the meetings. Doris stated that the work that was done at the soccer park was not completed by the Park Board's request and it will be addressed eventually. She stated that the Board needs to educate itself more on the soccer park before it can make any suggestions to the City Council. Doris stated that she feels the program needs to grow to a certain extent before starting a complex. At this point she has no opinion. She needs to study the facts. Nathan Freund stated

that he believes the soccer program will not grow if it is forced to keep using the parking lot at the fairgrounds. He believes it would be wrong for the City to blow the money that the state gave it to build the soccer park. He also believes the Park Board should consist of members who have children involved in park activities. Doris stated that the members were chosen because the Mayor felt they could be objective. Gail Schuermann stated that this is not the time for a discussion on the sports complex and that the back and forth comments need to stop. The Park Board will discuss the sports complex when it is ready to discuss it.

With no further business, Gail Schuermann made a motion to adjourn the meeting. Geoff Jones seconded the motion. With all in favor, the meeting adjourned at 8:22 p.m.

Respectfully submitted,  
Martha Reinkensmeyer

## **Park Board Minutes April 1, 2014**

The meeting was called to order by President Doris Elling at 7 p.m. on Tuesday, April 1, 2014 at the Clinton County Board Room. Members present included Doris Elling, Geoff Jones, Dennis Middendorff, Jeff Schatz, and Gail Schuermann. Others present included Gene VanDorn, Norman Dierkes, Ray Elling, Rob Hyten, Justin Kern, Steve Hilmes, Mark Hodapp, Judy Smith, Barb Guebert, Tom Guebert, Henry Hollenkamp, Brenda Johnson, Jeff Taylor, City Administrator JoAnn Hollenkamp, and Martha Reinkensmeyer.

After reviewing the minutes from the March 18, 2014 meeting, Dennis Middendorff made the motion to approve the minutes. Geoff Jones seconded the motion. After roll call, all were found in favor.

The first item on the agenda was concessions. Doris began by stating that there was a problem with the figures that Dave provided them at the last meeting. She explained that according to Dave's figures there should have been a 122 percent markup, but when she did the calculations she only found a 26 percent markup. While going through previous years' budgets, she believes that between \$17,000 to \$20,000 has gone out the door the last seven years. She stated that she based her calculations just on candy and drinks. Gail added that she conducted a mini audit on hot dogs, pizza, and water. She used the receipts from the 2013 summer concessions. She counted the hot dogs, pizza, and water that were paid and charged to find the gross profit. She found that the gross profit for the hot dogs, pizza, and water should be \$3,000 and everything else is being sold at cost. She stated that the City is spending \$15,871 and that the gross revenue should be \$35,000. However, the City's actual gross profit is \$3,750. Jeff Schatz said that an exact accounting of the concession stand's revenues and expenses would be helpful, but he admitted that the amount of money the City is earning should be higher. Dave was then asked if he had an inventoried list of what was bought and sold during a season. Dave stated that he knows what was bought and sold but that there is no inventoried list. He stated that the packet he gave the Board members before the meeting had some of this information in it. Dennis told Dave that it is unhelpful to get this information the night of the meeting especially since there is a large amount of information in the packet. Jo stated that all information needs to be provided to the Board members 48 hours in advance. Dave replied that he only received the agenda information on Friday and he wanted to put something together for tonight's meeting. He stated that he put the candy and drinks into Excel and created a spreadsheet to explain costs for the concession stands. Dennis asked Dave if he had a spreadsheet that showed what was used the year before. Dave said he orders week to week and goes off of the game schedules. Doris stated that an inventory of items is needed no matter how items are ordered. Geoff asked if it would be possible for the workers to count the items before and after the stands are open. He also stated that the workers should no longer be allowed free food and drinks. Dave stated that workers that work seven hour shifts or umpires that work double games in hot weather should be able to have water or Gatorade. Gail stated that first she heard that no one was allowed free drinks, and then she heard they were allowed free drinks. She has

also heard that they get food at half price. She said she has serious questions about this policy. Dave said the policy has been like this for years, but he is willing to change the policy. Doris stated that in order to be good stewards of the tax payers' money, the policy needs to be changed. Dennis stated that a loss of approximately \$16,000 cannot be explained by umpires getting a free Gatorade or workers getting free food. He asked Dave if he had ever gone to the police. Dave said that this problem has been talked about for years. He stated that part of the loss is attributed to free stuff given to workers, summer camps, leftover candy used at the Pumpkin Patch, and nightly waste. Dennis asked Dave if he is aware of pilferage. Dave said that he believes the workers take advantage of the policy in place. Dennis asked if anyone had ever been fired or disciplined for this and Dave replied no. Dennis stated that Dave has known about this for years and has done nothing. Dave said that cameras had been mentioned but it was decided it was not worth it for three months out of the year. Dennis asked Dave if his explanation for the loss is water and Gatorade. Dave said it is plus other things. Dennis then asked how the money bags are handled. Dave said that there are two workers in the concession stand. They fill out a form and they both sign it. This bag is put into the deposit box at the park and then it is taken to the bank. City Hall workers pick it up from the bank. Doris asked if a register receipt is put in the deposit bags. Jo stated she had been told that there has been no receipt tapes put in the bags since 2012. Doris stated that perhaps new registers should be purchased. Gail stated that it would be best to go wireless. This would allow all data to be captured. JoAnn then suggested outsourcing the concession stands to the YMCA. The YMCA would run and maintain the pool, as well. It would hire the workers. JoAnn stated that while this doesn't feel right, it is a viable option and it is the best option financially. Dennis stated the City would be spending a lot of money to solve a simple problem. He believes the workers need to count before and after each shift. Doris stated that whatever policy is decided upon it will need supervision. Doris asked if anyone wanted to make a motion on a policy for handling concessions. Dennis stated that he did not have enough information to make a motion. He stated that this is a substantial amount of money missing every year and believes the police need to be asked to look into this situation. Dennis stated that these teenage workers are being supervised by adults and it is ultimately the responsibility of the adults in charge. Gail suggested that doing a few specific things would help find out what is going on. Doris commented to Dave that at the last meeting he did not want to turn over the hiring of maintenance workers to Dave Ord because ultimately everything is his responsibility. She said that this was his responsibility also and that there has been no supervision. Dennis was concerned that all the blame is being put on all the teenagers. Doris said it is not necessarily the fault of the teenagers, but it is Dave's responsibility. It was decided to table this topic until the next meeting. Doris asked for a motion to be made. Dennis Middendorff made the motion to table the concessions to the next meeting. Jeff Schatz seconded the motion. After roll call, all were found in favor.

The second item on the agenda was adult activities. Doris stated that currently that Parks Department does not offer any activities for adults. She stated that she would like to sit down and talk with Librarian Christy Gerrish and Library Board President Barb Guebert about developing adult programs that could be done in the Maddux Room once the library is involved. She would also like to involve the schools. Barb Guebert commented that the Buildings and Grounds Committee for the Library is responsible for the scheduling of the Maddux Room. She

also mentioned it is not allowed to host a profit-making function. Brenda Johnson also mentioned that the Parks Department may need to pay a small fee to the Library for using the Maddux Room. Doris said she wanted to host activities where the only charge would be for materials. Doris believes yoga, quilting, knitting, scrapbooking and stamping classes could be popular. Dave mentioned that the Park currently offers an adult swim at the pool and coed softball. Doris believes that horseshoes and washers would be an inexpensive addition to the Park. JoAnn mentioned it would be possible to poll Carlyle citizens through the new City website to find out what activities citizens would be most interested in. The Park Board decided this would be a good idea. JoAnn said that she would begin working on this. No motion was made.

The third item on the list was disciplinary procedures. Doris feels that they are a little vague and would like to see something in writing after the first offense. She also believes that any offense committed should be reflected on an annual review if the employee receives an annual review. Dennis felt that the offenses need to be better defined. Gross negligence, assault, theft, sexual harassment, and unexcused absences could be possible offenses. While discussing absences from work, Dave was asked how workers knew their schedule. Dave said it was posted by pay schedule at the Pool. Gail asked if it would be possible to put this on the website. Dave mentioned updating the site could be a problem due to any last minute changes made. JoAnn stated that Dave could be given a login so that he would be able to make the necessary changes. After more discussion on potential offenses, Jeff Schatz made a motion to append the disciplinary procedures accordingly. Gail Schuermann seconded the motion. After roll call, all were found in favor.

The final item on the agenda was public comments. Jeff Schatz asked about term limits. JoAnn said that she had discussed this with Joe Heiligenstien. He explained that they could all carry out their three year terms and then Mayor Burton could appoint them accordingly. Judy Smith stated that during the last meeting Dave Redeker had said that the Employee Concerns Committee had decided it was best to let him continue to hire maintenance workers. Judy informed the Board that this had not been decided upon yet. Rob Hyten then stated that he would like to commend the Board for wanting to create a concession stand policy. He also asked the Board to allow the Employee Concerns Committee to handle the disciplinary procedures and job descriptions. Doris stated that the Board was established to advise and feels that they should be able to advise the Employee Concerns Committee on these matters. Rob Hyten then commented that he believes the Board should stick with the administration of the Parks Department and the betterment of park programs. Jeff Taylor then commented that the Board cannot discuss personnel issues in an open meeting. Dennis Middendorff told him that it was allowed and that the Board was not required to enter into executive session. Judy Smith stated that she had no problem with the Board making suggestions on personnel or disciplinary issues. Just because the Board makes recommendations does not mean the Employee Concerns Committee has to follow them. Doris then asked if the Board would need to hold a special meeting about the Parks Department budget. Brenda Johnson stated that it would be best if they got this finished as soon as possible. That would give the Council more

time to look it over. Gail Schuermann made the motion to hold a meeting on Tuesday, April 15, 2014 at 7 p.m. at the Clinton County Board Room. Geoff Jones seconded the motion.

With no further business to discuss, a motion was made by Gail Schuermann to adjourn the meeting. Jeff Schatz seconded the motion. With all in favor, the meeting adjourned at 8:14 p.m.

Respectfully submitted,  
Martha Reinkensmeyer

## **Park Board Minutes**

### **April 15, 2014**

The meeting was called to order by President Doris Elling at 7:02 p.m. on Tuesday, April 15, 2014 at Carlyle City Hall. Members present included Doris Elling, Geoff Jones, Dennis Middendorff, Jeff Schatz, and Gail Schuermann. Others present included Gene VanDorn, Eric Nave, Ray Elling, Judy Smith, Franklin Smith, Debbie Taylor, Jeff Taylor, Mark Hodapp, Jeremy Weh, Tom Guebert, Barb Guebert, Jared Snyder, Tony Petrea, Shannon Petrea, Christi Gerrish, Rob Hyten, Brenda Johnson, City Administrator JoAnn Hollenkamp, and Martha Reinkensmeyer.

After reviewing the minutes from the April 1, 2014 meeting, Gail Schuermann asked that pizza and water be added to the beginning of line number nine. Jeff Schatz made the motion to approve the minutes. Gail Schuermann seconded the motion. After roll call, all were found in favor.

The first item on the agenda was concession stand policies and procedures. JoAnn stated that there are two used desktops at City Hall. One of them can be moved to the concession stand. It will need to have a fan added to keep it from being overheated. There is an extra keyboard and mouse at City Hall. JoAnn stated that Scott Diekemper may have a spare monitor to donate. JoAnn explained that an Excel spreadsheet will be used to take inventory, count sales, and close. She said that the cells that contain formulas and self-populate will be locked so that data cannot be deleted from those cells. Jo went on to explain that the spreadsheet could be saved by the date and sent as a PDF and then emailed to City Hall. Gail Schuermann then explained that after reviewing last year's concession receipts, she has discovered that the money did not come to City Hall in a timely manner. She stated that there is too much money floating around and that this cannot keep happening. Doris asked Dave how many workers have keys. Dave answered that everyone does except a few new hires. Doris asked if it was necessary that all of the workers have keys. Dave said it makes it handier for the lifeguards and maintenance workers to have keys. When asked how many keys were floating around, Dave stated that it is easily over a hundred. Doris stated that there are too many keys floating around. Discussion ensued as to how to limit the number of keys available. It was decided that JoAnn would look into rekeying or getting a keypad for the two concession stands and storage room. During this time, Jared Snyder, began questioning the Board. Dennis Middendorff reminded him that he needed to wait until it was time for public comments before he could speak. Discussion then returned to the concession stand policies and procedures. Dave stated that petty cash is deposited at the end of each night with the sales. The pool starts with \$50 in their till and the concession stand starts with \$100. Dennis then asked if it was possible to send workers home on slow nights. Dave stated that he has always had two workers in the concession stand for safety. The Board agreed this was a good policy. JoAnn also stated that the pool has to be open during scheduled hours even if there are few or no kids present. Focus returned once again to the Excel spreadsheet. It was agreed that the Excel spreadsheet was a good start. JoAnn suggested that a group could go out to the park and role play to see what hurdles are hit while using this new system. Jeff Schatz suggested involving some of the older and more experienced

workers. They may be able to make suggestions or point out what will or will not work. The subject of waste and camps then came up. JoAnn stated that there must be an allowance for what went to the camps at retail value. Doris stated that even though the camps are not money makers, they are services that need to be provided for the kids. Gail asked how waste was going to be noted. JoAnn stated that she will add a formula to include waste. Doris asked if the decision to go forward with using this Excel spreadsheet needed to go in front of council. JoAnn stated that it did not since there was not being any money spent. Dennis Middendorff then made a motion to set up the computer at the park and begin using the Excel spreadsheet to track inventory, count sales, and close. Geoff Jones seconded the motion. After roll call, all were found in favor.

The second item on the agenda was going out for bid on concessions. Doris stated that in the past, all local business was given primarily to IGA. She believes that all local stores should be given the opportunity to put in a sealed bid for pizza, hot dogs, hot dog buns, ice cream, and possibly water. Stores that should be included are IGA, Super Valu, and Wal-Mart. Dave stated that the bids could go out by the end of this week and be back by the next Park Board meeting on May 6, 2014. The question was brought up how much has to be spent in order to go out for a bid. JoAnn stated that any amount over \$2,000 must go out for bid. Dave stated that roughly \$3,000 to \$4,000 is spent on pizza, hot dogs, hot dog buns, water, and ice cream. Gail Schuermann made the motion to go out for bid on pizza, hot dogs, hot dog buns, water, and ice cream. Jeff Schatz seconded the motion.

The third item on the agenda was the budget. JoAnn stated that revenue is not 100 percent calculated. It has been estimated from last year. Discussion started with Fund 17. Dave stated that the amount for the phone increased because of the Internet. It was also mentioned that the amount for utilities was decreased because they didn't spend as much last year on utilities. This was partly due to one week less of Christmas lights. Dennis stated that utilities are not a controllable expenditure. It was decided to increase the amount from utilities from \$21,000 to \$22,000. Attention then turned to Fund 18. The Maintenance Services and Buildings account has \$1,000. This has the potential to be used for replacing the air conditioners in the concession stands and for stump removal. Money has been put aside to repair the trailers. Money from the Engineer fund could potentially be used for a new bandstand. The Other Professional Services fund will be used to code online payments for registration fees. Dave also mentioned lifeguard training is paid from this account. That costs \$200 per lifeguard and there will be some lifeguards needing this training. This fund was increased to \$1,250. The Concessions fund was decreased to \$18,000. The amount for Christmas lights was reduced from \$17,000 to \$12,000. This was due to there being \$5,000 in Wal-Mart gift cards at City Hall designated towards the purchase of Christmas lights. It was then brought to the Board's attention that the City funds Harvest Thyme and the Street Fair. JoAnn pointed out that in the past these were volunteer events, but that the City has taken them over rather than see them come to an end. Dennis stated that these events were not on the agenda and it was not fair to the groups involved in these events to make decisions without them present. He suggested tabling this issue until a later date. Discussion then began on a list of items that need improvements. Gail said that in order to make any of these improvements the Park needs to be budgeted more money.

Aldermen Brenda Johnson, who is also the Finance Committee Chairmen, recommended prioritizing the list and discussing it further at the next meeting. No motions were made.

The following changes were made to Fund 17. The telephone fund was increased from \$1,800 to \$2,000. Utilities were changed from \$21,000 to \$22,000.

The following changes were made to Fund 18. The Other Professional Services fund was increased from \$1,000 to \$1,250. The Operating Supplies fund was increased from \$7,500 to \$8,000. The Concessions fund was changed from \$20,000 to \$18,000.

The fourth item on the agenda was the adult activities questionnaire. JoAnn stated that a survey module will be added to the City's website. However, the example survey she had provided the Board members will be inserted with next month's utility bill since it may interest older citizens. She asked the Board to look at the list of activities she created and to make any suggestions. No suggestions were made. JoAnn stated that she would proceed with the survey. No motions were made.

The final item on the agenda was public comments. Barb Guebert stated that it was mentioned earlier in the meeting that the City pays for the Christmas lights at the Park. She believes that the group in charge of the house tours collects donations and provides assistance to the lights. She believes it is important to build upon traditions, not take them away. She also noted that since volunteerism is down, it is necessary for the City to step up and take on more events that would draw people to the City. She believes that the Cruising the Dam event does not bring much to the City since it is not family-oriented. JoAnn stated that those people spend money at restaurants and gas stations while here and that the donations collected during house tours are used to advertise for the house tours the next year and to purchase gifts for Santa to distribute. Tony Petrea added that parks better a city and are for the benefit of the citizens. He feels the Board needs to keep this in mind while making decisions on cutting money. Barb Guebert also mentioned that Dave Redeker's wife does all the promotions and planning for the summer camps as a volunteer. Jared Snyder questioned the fact that Gail Schuermann was the only person to review the receipts and books for the Park. Gail stated that she is an accountant and that all the Board members received the same information that she did for review.

With no further business to discuss, a motion was made by Dennis Middendorff to adjourn the meeting. Gail Schuermann seconded the motion. With all in favor, the meeting adjourned at 9:20 p.m.

Respectfully submitted,  
Martha Reinkensmeyer

## Park Board Minutes May 6, 2014

The meeting was called to order by President Doris Elling at 7:01 p.m. on Tuesday, May 6, 2014 at the Clinton County Board Room. Members present included Doris Elling, Geoff Jones, Dennis Middendorff, and Gail Schuermann. Jeff Schatz was absent. Others present included Ray Elling, Dawn Gebke, Franklin Smith, Karla Caplinger, Norman Dierkes, Shirley Norrenberns, Nancy Zieren, Andy Zieren, Mark Hodapp, Joe Burdeau, Lori Jansen, Toni Litzenburg, Darlene Diekemper, Kim Kauling, Pam Donaldson, Carol Day, Jeff Taylor, Rob Hyten, Brenda Johnson, Judy Smith, Dave Redeker, Dave Ord, City Administrator JoAnn Hollenkamp, and Martha Reinkensmeyer.

After reviewing the minutes from the April 15, 2014 meeting, Dennis Middendorff made a motion to approve the minutes. Geoff Jones seconded the motion. After roll call, all were in favor.

The first item on the agenda was concession stand policies and procedures. JoAnn stated that the new system was given a try on May 1 and it went smoothly. She explained that seven workers were trained. JoAnn also said that this had only been used on one shift and that even though it went well, not to get excited because it will probably get more difficult. However, everything worked and the computers are set up in all the concession stands. Dave also added that locks have been ordered. He explained that 30 keys have been ordered. They will be signed out. They have also found a way to limit the number of people needing keys to the concession stands. Gail asked if the computers in the concession stands had Internet access. Dave stated that they did not. The Excel spreadsheet is saved as a template on the computer. JoAnn added that the spreadsheet is turned in with the cash bag. Gail also asked if any shipments had been received. Dave stated that they had received a shipment from Brockman's. Gail asked if the deliveries are made to the Park and Dave stated that they were. No motions were made.

The second item on the agenda was the approval of bid on concessions. JoAnn began by stating that the concession stands sell more Gatorade and water than anything else so it was decided to add those two items to the bid sheets. The City received bids from IGA, Schuette's Market, and Wal-Mart. Doris opened the sealed bids and read them aloud. The bid information is attached. Dennis asked if all items would have to be bought from the same supplier. JoAnn said that the drinks would be separate from the food. She also said that since the majority of drinks sold are either water or Gatorade that these two items would determine where drinks are purchased. Dennis Middendorff then made a motion to allow JoAnn to put the items for bid into an Excel spreadsheet and to present the bids to the City Council. His motion also allowed her to recommend the lowest bidder to the Council. Gail Schuermann seconded the motion. After roll call, all were in favor.

After the motion was made, Gail asked Dave if receipts were signed when workers picked up deliveries from the stores. It was discovered that the receipts that stay at the store are signed,

but not the copies taken to City Hall. It was then decided that both receipts would be signed by the person picking up the items.

The third item on the agenda was the putting of phone numbers and email addresses of the Park Board members on the website. JoAnn passed around a sheet and asked the members to provide the contact information they wish to provide for the website. Doris asked if it would be possible for the Board members to have city email addresses. JoAnn stated that each email address costs the City \$6.10 per month. She also stated that she has two email addresses that have not yet been used. She said that she could use one of these addresses for the Park Board. The address would be [parkboard@carlylelake.com](mailto:parkboard@carlylelake.com) and Doris will manage it. Gail volunteered to assist her. No motion was made.

The fourth item on the agenda was the community relations and special programs budget. Dave stated that these are both funded through Fund 18. Community relations come out of Fund 18-9130. There is \$12,000 in this fund plus \$5,500 worth of Wal-Mart gift cards. There is also close to \$4,000 in donations from Christmas. JoAnn asked the Board to make a decision on what to fund and how much to fund. Dennis stated that the events funded through this budget add to the quality of life for citizens. He also noted that they had been started by private individuals and eventually migrated to the Park Department. He asked if it was possible to keep track of the number of people these events brought into the City. He also asked where the money brought in from these events go. Dave stated that the City donates \$500 to the Haunted Trail for a spook site. A fee is charged and the money earned goes towards the fireworks for the Fourth of July. JoAnn stated that approximately 5,000 cars went through the park at Christmas last year. She also added that last year was a bad year due to the inclement weather the night of the Christmas parade and the short Christmas season. Harvest Thyme receives \$5,000 from the City. The bands are paid \$2,000 and \$1,800 is spent on advertising, jump houses, decorations, alcohol, and a poker tournament. This event was started by the owners of Covered in Chocolate. JoAnn said that a decision needed to be made about whether or not the City should continue to fund this or should the City move some of the funding to create scholarships for the camps at the Park. Gail asked who was responsible for organizing Harvest Thyme. JoAnn stated that Dave, Lori Jansen, and Karen Gregov organized the event last year. JoAnn also stated that she spent a great deal of time helping with last year's event. She said that she doesn't have as much time to help with it this year and Christi Gerrish has volunteered to help. JoAnn stated that more help is needed. Dennis asked Lori Jansen what Harvest Thyme brings to the City. Lori stated that it brings people from other areas. They spend time in town. The vendors coming from out of town stay at our hotels. She also stated that she is going to help, but that she does not have the time to do the fundraising required. Dennis asked if there was an uptick in business during this weekend. Jeff Taylor said that there was. Gail Schuermann stated that the Board should allow it to continue this year, but be more observant during this year's event. Lori suggested creating a guest book for visitors to sign. Doris stated she would like to see these programs eventually fund themselves. She also wants to see a scholarship program created for children to participate in the camps at the Park. Gail Schuermann made a motion to approve the community relations and special programs budget as is. Geoff Jones seconded the motion. After roll call, all were in favor.

The fifth item on the agenda was a presentation by Andy Zieren on Playground safety. Andy stated that he is a parent of two children who enjoy using the Park. During his many visits to the Park with his children he noticed many safety concerns with the playground equipment near the pool. There are climbing rings missing, rust, rails and walls are missing, windows are broken, and the teeter totter is broken. Dave stated that a new teeter totter is ordered. Andy added that the rocking structures do not work properly, either. The swinging bridge planks are rotten or broken and there are gaps between the boards. Dave was asked how much new equipment would cost. He stated it could be between \$50-75,000. Andy stated that if a child was hurt on the current playground equipment the City could spend much more than this on a lawsuit. Dave said that he has looked into having the swinging bridge replaced, but the model that the City's model has been discontinued. He also stated that if repairs were made this may involve insurance and liability issues. Dennis asked if it was repairable. Gail suggested getting panels to close off the place where children could fall. Doris stated that it was time the City started maintaining the equipment. Judy Smith stated that she had taken a tour of all the parks and found that all the equipment is in poor condition. In some cases it is 30 years old. The general look of the parks is sad and this should be a high priority. She stated that the park on the west end of town has nothing to offer small children.

Andy's presentation and the resulting conversation led into the sixth item on the agenda which was long range planning for the Park. Doris asked what was in the budget for making repairs and improvements. Dave stated that \$10,000 was allotted for repairs and improvements. Part of this has already been used to make improvements on the ball diamond. Dennis asked if money had been budgeted in the past for improvements then why wasn't it used. JoAnn stated that the City does not have enough revenue coming in to spend everything that is in the budget. Dennis asked Dave about what safety concerns he had. Dave replied that the north side of the Fish Hatchery pond needs to be resloped. This could cost between \$2,000 and \$5,000. Dave also stated the Suspension Bridge needs several repairs. Gail asked if the Illinois Historic Preservation has ever been contacted about funding for upkeep of the bridge. Doris stated that it would be better to put the Suspension Bridge on a future agenda. Conversation then returned to the playground equipment. Gail asked if it would be possible to get an estimate to repair the structure. JoAnn stated that the swinging bridge needs to come down. Dave stated that he would have a representative from the company come look at the structure. Andy Zieren commented that the civic organizations in town would probably be willing to help with the repairs. Dave said that he would gather more information for the next meeting. In the meantime he would have the bridge taken down, gaps boarded up, and the Plexiglas shards removed. Dennis then suggested that the City should be asked to increase the Park's maintenance budget. He made a motion to ask the City to increase the maintenance budget to \$75,000. Gail Schuermann seconded the motion. After roll call, all were in favor.

The seventh item on the agenda was mowing locations. Doris asked Dave where they mowed and how often they mowed these locations. Dave stated that the Park Department mowed 30 properties. On County Farm Road the City was responsible for the fire pond, the pump house, the lift station, the ditch to Crescent Moon, and the welcome sign. On Tenth Street from Wayne

to Kane Street is mowed. At Pulsar the welcome sign is mowed. Strips are mowed along either side of Eula Mae. Dave also mentioned that the City has been asked to mow where Routes New 50 and 127 meet. The state owns this property but it only gets mowed twice a year. Since this is one of the first things many people see as they come into town, it was decided that it would be better if it was mowed more often. Dennis asked if there was any money in the EDC budget for mowing. JoAnn replied that there was not. It was also brought up that the City mows several properties that are under foreclosure. The City is not being compensated for this mowing. Dave said that in the past a lien has been put against these properties. JoAnn stated that the City Attorney Joe Heiligenstein found that the City has seven or eight liens, but they also expire after three years. Geoff Jones made a motion to remove the foreclosure property off the mowing list. Gail Schuermann seconded the motion. After roll, all were in favor. Geoff Jones then made a motion to add the state property at the intersection of Routes New 50 and 127 to the mowing list. Gail Schuermann seconded the motion. After roll, all were in favor.

The eighth item on the agenda was the public comments policy. Doris stated that questions should be submitted to City Hall by either email or letter. She also stated that the Board doesn't always have all the information in front of them during the meetings. This would allow them to gather the information needed to better answer any questions citizens may have.

The final item on the agenda was public comments. Joe Burdeau stated that he was responsible for the third item on the agenda and asked that the Board have their information placed on the website and questioned why it was not already on the website. JoAnn explained that this page on the website needed improvements made to it and that is why the Board had not been placed on it. However, the sheet had been passed around and it will be on there in the future. Also, the Park Board will now have an email address. Dennis stated that he does not wish to have his contact information listed on the website. He does not feel that his private information needs to be posted. Joe Burdeau insisted that the Park Board has to be accessible to the public. Brenda Johnson mentioned that the payroll for the Park Department has doubled. She stated that the payroll is affected by community events. She mentioned that it would help immensely if there were more volunteers to help with these events. This would lower the payroll and there would be more money in the budget for other things. Jeff Taylor asked if it would be possible to donate money for park camp scholarships through the city bill. JoAnn stated she would have to check with Rita. Jeff Taylor also asked where the money brought in from video gaming machines goes. Brenda stated that it goes into the general fund. Judy Smith asked what was spent last year on salaries for park workers. JoAnn stated that she didn't have that information yet, but in 2013 \$124,476 was spent on salaries.

With no further business to discuss, a motion was made by Dennis Middendorff to adjourn the meeting. Gail Schuermann seconded the motion. With all in favor, the meeting was adjourned at 9:05 p.m.

Respectfully submitted,  
Martha Reinkensmeyer

## **Park Board Minutes May 20, 2014**

The meeting was called to order by President Doris Elling at 7 p.m. on Tuesday, May 20, 2014 at the Clinton County Board Room. Members present included Doris Elling, Geoff Jones, Jeff Schatz, and Gail Schuermann. Dennis Middendorff was absent. Others present included Ray Elling, Franklin Smith, Judy Smith, Eugene Van Dorn, Jeff Taylor, Frankie Selton, Mike Schuette, Brenda Johnson, Dave Redeker, City Administrator JoAnn Hollenkamp, and Martha Reinkensmeyer.

After reviewing the minutes, Doris asked that a correction be made to the chart containing the bid amounts. She asked that IGA's Gatorade price be changed from \$1.50 to \$.67. Jeff Schatz then made a motion to approve the minutes with the correction. Geoff Jones seconded the motion. After roll call, all were found in favor.

The next item on the agenda was the rebidding of drink concessions. Doris began by stating that during the April 15, 2014 meeting the Board had made the decision to accept bids on water, pizza, hot dogs, hot dog buns, and ice cream. However, the bids went out with Gatorade and soda. JoAnn stated that Dave had told her that if water was purchased from another supplier they would not be able to use coolers from Southern Illinois Beverage. JoAnn then asked Dave to put water and Gatorade on the bid since they were the biggest sellers and there could potentially be problems with using the coolers from Southern Illinois Beverage. Dave stated that he would get water from a local supplier in emergencies and that water would be kept in the coolers. Doris stated that 72 more bottles of water was purchased from IGA than from Southern Illinois Beverage. She also stated that she called Southern Illinois Beverage and asked about keeping locally purchased water in the coolers. She was informed by an employee of Southern Illinois Beverage that there would be no problem storing locally purchased water in the coolers owned by Southern Illinois Beverage. Geoff Jones stated that the bid should go back to Council the way it was before Gatorade and soda was added without their knowledge. Doris asked if they should accept the water bid that they have or rebid and accept the lowest price. JoAnn stated that she spoke with City Attorney Joe Heiligenstein. He said that since the initial intent was only to accept the water bid they could send this back to Council without rebidding and ask the Council to accept the water bid. Doris stated that she felt the Council didn't realize that the Board had only wanted to bid out water. Alderman Brenda Johnson stated that she did not realize that the Board had only wanted to accept bids for water. Geoff Jones made a motion to send the bids back to the Council the way it had been originally supposed to have been bid. Doris Elling seconded the motion. After roll call, all were found in favor. Gail Schuermann made a motion to purchase Gatorade and soda from Southern Illinois Beverage. Geoff Jones seconded the motion. After roll call, all were found in favor.

The final item on the agenda was public comments. Judy Smith asked the Board if the bid was going to be thrown back to the Council with Gatorade and soda included in the bid. Geoff Jones and Doris Elling both stated that it would only be for water. Judy Smith asked why the Board

was staying with Southern Illinois Beverage for Gatorade and soda. Doris stated that the Board was going back to what was initially approved in April before soda and Gatorade was added. Judy then asked why soda and Gatorade was not included in the bid. Doris stated that it was because of the coolers they provided. Jeff Schatz asked if there was still time to find out if lower bids that included cooler could be sought. Gail stated that this year is basically a trial and error. Next year the bidding process will be started sooner and there will be more time to seek out bids. Jeff Taylor suggested that next year the Board do three year contracts. Jeff Schatz asked why they lowest bid for coolers could not be obtained. Gail stated that would mean rebidding and if the items were not rebid, then the Board would be changing the rules of the bid in the middle of the bid process. JoAnn stated that she felt that she was helping by adding Gatorade and soda into the bid and realizes now that she should not have asked Dave to include that in the bid. Judy asked if Dave runs short of soda or Gatorade will he be allowed to purchase these items locally and if so will he have to go with the cheapest local price. Doris said that he would. Gail stated that she would like to have an efficient way to figure out approximately what amount of water and Gatorade was sold in a week or a month. She asked Dave if it was possible to purchase a month's worth of product and then track the usage. JoAnn stated that this would not be possible due to lack of storage space. Brenda Johnson then asked Dave why he had to purchase so much water locally besides what was purchased from Southern Illinois Beverage. Dave stated that during tournaments and swim meets a lot of water was sold and it was hard to predict what would be needed. Doris then stated that there had been a question of whether the sealed bids were legitimate. One of the bidders was on the Council and had information that the other bidders did not have. Doris explained that the Council had received information with prices from Southern Illinois Beverage. It had been discovered that Jeff Taylor had used this information to create his bid. Doris stated that it was the Park Board's intention to be fair. If one of the bidders had this information, all of them should have had it. She stated that if the Council decides to rebid, the other bidders should have this information as well. At this point Mike Schuette came forward and asked for this information. Judy then asked Dave why he only had to purchase water locally and he never purchased soda or Gatorade locally. Dave stated that soda was not purchased locally because they could not get the same size of soda locally. He said that if Southern Illinois Beverage did not have a truck coming he would send a maintenance worker to Nashville, Illinois to pick up an order. Judy said that it really bothered her that a kid was sent to Nashville to pick up these items. Geoff Jones asked if it was possible to air condition the storage building so that more items could be stored. JoAnn stated that this was not possible. The storage building is all brick and there are no windows to install a window air conditioning unit. Gail asked if water jugs were going to be used to provide water for park employees and umpires. Dave said yes. JoAnn stated that she had looked into getting an ice machine, but was not sure if this was going to be possible. However, the electric and water departments both have ice machines that could be used.

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

Respectfully submitted,  
Martha Reinkensmeyer

## **Park Board Minutes June 3, 2014**

The meeting was called to order by President Doris Elling at 7 p.m. on Tuesday, June 3, 2014 at the Carlye City Hall. Members present included Doris Elling, Geoff Jones, Dennis Middendorff, Jeff Schatz, and Gail Schuermann. Others present included David Mollett, Michelle Wood, Amy Wademan, Mark Hodapp, Mandy Boatright, Gene Van Dorn, Ray Elling, Norman Dierkes, Brenda Johnson, Dave Redeker, Dave Ord, Mayor Mike Burton, City Administrator JoAnn Hollenkamp, and Martha Reinkensmeyer.

After reviewing the minutes from the May 20, 2014 meeting, Gail Schuermann made the motion to approve the minutes. Jeff Schatz seconded the motion. After roll call, all were found in favor.

The first item on the agenda was capital improvements. Mayor Burton asked for permission to address the Board and President Elling gave him the floor. Mayor Burton began his remarks by thanking the Board for all of the hard work that they have done. He then stated that he and Dave Redeker had received a price for playground equipment. However, he felt that this was a lot of money to spend in one place. He asked the Board to wait until the middle of July to gather more information. Mayor Burton stated he was confident the price would not change between now and then and he also hopes to know more by the end of the week. Mayor Burton believes that even though this is a replacement, other companies should be sought out for bid. He stated that this would be on the agenda for the City Council Agenda on June 23, 2014. He also believes that there may be some private donations available to assist with purchasing the equipment. Dennis Middendorff asked if the specs for the playground equipment would be included in the bid. Mayor Burton said that they would. He stated that the parameters presented were 2,000 square feet and it was for the five to twelve age groups. This also included two benches. Doris asked if park workers and volunteers would be used to assemble the new equipment. Dave stated that the price would include the equipment only. A supervisor would be sent to instruct City workers and volunteers as they build the structure. Dave stated that the construction would be a group effort with the City departments. Doris stated that this would knock off thousands on the price. Dennis asked if this equipment would be placed at the main park. Dave stated that it would. Gail asked if there was enough space in the existing area for new playground equipment. Dave stated that there would be. Geoff asked about the quality of the equipment. Dave stated that it would be a good quality playground. He stated that the salesman they spoke with was from Miracle. He stated that the salesman is getting the OK from the company for the quote. The price is currently locked in until June 10. The quote included two structures for \$31,000. Dave said this also included a single slide. Dennis asked if the Board was required to ask for bids. Mike stated that he felt more comfortable seeking bids. Gail asked if they were required by law to seek bids. JoAnn stated that bids are to be sought for anything over \$20,000. JoAnn stated that she would have liked the Board to discuss the prices of the equipment during executive session. By discussing this in public, they could disclose their budget. Dennis then asked if they would be seeking the lowest bid or be comparing quality to

quality. JoAnn stated that the specs would need to be determined and a legal notice will be needed to be placed in the paper. She also stated that she would be leaving for vacation and would not be back until the week after next. Doris asked if they could just ask for quotes from manufacturers. JoAnn stated that sealed bids have specific rules. Dennis stated that Joe Heiligenstein should be contacted about how to do sealed bids. Doris stated that Dave Redeker, Brenda Johnson, and Mayor Burton could work on this process. Dennis asked which budget this purchase would come from. Brenda Johnson stated it would come from FY15. Dennis stated that this would be a big chunk of money spent on equipment. He asked if this would hamper spending for the rest of the year. Dave stated that the repairs to the Park Shed roof would cost \$1,700, but he could take this from a different line item. He stated that the filter system for the pool needs to be upgraded. He is trying to get a ballpark figure. He stated that when anything is done to the filter system the Illinois Department of Public Health and an engineer has to be involved. Dave also explained that the Grade School pavilion roof cannot be repaired. The trusses are rotting and the concrete pad is broken. It would be better to replace the pavilion than repair it. Dave believes this could be done with this year's budget. Doris stated that the current playground is useless and needs to come down even if it is not replaced. Dennis stated that there are issues in all of the parks. He then asked if the Board wants to make this a priority for this fiscal year. Dave stated that Fish Hatchery pond also needs to be addressed. Mayor Burton stated that Sewer and Water is looking at this too and have come up with a temporary solution. Doris stated that they want to use broken up sidewalks along the north side of the pond. Gail stated she had a problem with that. Geoff stated that this is a sledge pond. Dave Ord also stated that the Fish Hatchery pavilion has holes big enough for raccoons and cats to fit through. He stated that it had probably been over fifty years since repairs had been done on the pavilion. He was asked by the Board to contact a hardware store about purchasing one inch boards to get it enclosed. Later, they could add porches, a patio area, and repair the roof. Dave Redeker also added that a window needs to be replaced. Dennis asked again if the Board wanted to make new playground equipment a priority and if so, does the Board want to allow the City Council to accept or reject bids during the June 23 meeting. Doris stated that the park is for kids and that there needs to be something there for the kids. Geoff Jones made a motion to replace the playground equipment and to allow the City Council to accept or reject the bids. Jeff Schatz seconded the motion. After roll call, all were found in favor.

The second item on the agenda was Dippin' Dots. JoAnn had learned of an opportunity to sell Dippin' Dots ice cream at the concession stand at the park. The freezer would be located in the concession stand. The City would purchase the product for \$2 per package and could possibly sell it for \$3 per package. JoAnn stated that she had originally thought that this would be a vending machine that sat outside the concession stand and that the City would be able to share in the profit. However, she has learned that the freezer would have to be inside the concession stand. She believes that it would be better to wait until next year to sell these. Jeff Schatz stated that he had sold Dippin' Dots for a fundraiser before and that the freezer has to be set at -40 degrees Fahrenheit. Gail asked if it would be possible to do something to the brick storage building to provide better storage. JoAnn stated the building would need to have air conditioning to provide better storage. The freezer would be provided for free as long as the ice cream is selling. Dave stated that we would only have need of the freezer for three months.

JoAnn stated that she and Dave would gather more information about air conditioning the storage shed. Gail made a motion to table the discussion of air conditioning the storage shed until more information was provided. Dennis seconded the motion.

The final agenda item was public comments. Michelle Wood, the Swim Team President, stated that the Swim Team wanted to have a discussion with the Park Board. She stated that they have always had a good relationship with Dave Redeker and that they are willing to work with the Park Board. Dennis asked that the representatives from the Swim Team provide their contact information to the Board. He also asked how many members the Swim Team had. Michelle stated there are 132 swimmers ranging from ages 5 to 18. They come from all over Clinton County, but the majority comes from the Carlyle school district. She also stated that five years ago there were only 50 team members. JoAnn asked if there was anything the City could do to help the Swim Team. Dave Mollett stated the team is self-sufficient. He stated that they are hoping to purchase something to place trophies in for display and to also have the record board put back up, but he stated that this would not be done until next year.

With no further business, Doris Elling made a motion to adjourn. Gail Schuermann seconded the motion. With all in favor, the meeting was adjourned at 7:50 p.m.

Respectfully submitted,  
Martha Reinkensmeyer

Park Board Minutes  
July 1, 2014

The meeting was called to order by President Doris Elling at 7 p.m. on Tuesday, July 1, 2014 at the Clinton County Board Room. Members present included Doris Elling, Geoff Jones, Jeff Schatz, and Gail Schuermann. Dennis Middendorff was absent. Others present included Judy Smith, Franklin Smith, Norman Dierkes, Ray Elling, Mark Hodapp, Gene Van Dorn, Brenda Johnson, Dick Crocker, Bob Evans, Mayor Mike Burton, Dave Redeker, Dave Ord, and Martha Reinkensmeyer.

After reviewing the minutes from the June 3, 2014 meeting, Gail Schuermann made the motion to approve the minutes. Geoff Jones seconded the motion. After roll call, all were found in favor.

The first item on the agenda was scoreboard keepers for the Clinton County League, Junior Legion and Senior Legion. Dave Redeker stated that these had been provided four or five years ago. He stated that the City Council had decided to no longer provide scorekeepers for these leagues due to the increase in minimum wage. He stated that in order to provide scorekeepers for these leagues it would cost the City around \$2,500. Doris Elling stated that the City maintains and provides the field. She believes the scoreboard should be part of that. The City also mows grass to make Carlyle look good. Dave stated the games seem nicer if the scoreboard is being run. He also explained that having untrained individuals run the scoreboard may cause more issues. Geoff Jones made the recommendation to ask the City Council to reinstate scoreboard keepers for the Clinton County League, Junior Legion, and Senior Legion games. Gail Schuermann seconded the motion.

The second item on the agenda was the A/C unit at the pool storage shed. Dave Redeker stated that he had received bids from Mideastern and Jack Satterfield for units that were 9,000 and 12,000 BTUs. Dave stated that Mideastern recommended the 9,000 BTU unit. He also said that Mideastern had the lowest bid for this unit at \$1,900. Satterfield had bid this unit for \$2,045. Dave also explained that the City's Electric Department would be running the electric for the unit. It was also explained that the A/C had also gone out at the park shed. However, since this was a replacement the Board did not have to make a decision on this. Geoff Jones made a motion to purchase the 9,000 BTU unit from Mideastern for \$1,900. Jeff Schatz seconded the motion.

The third item on the agenda was lumber for the Fish Hatchery shelter. Dave Ord stated that he had received a bid from Simonton Lumber to re-side the shelter. He had asked the bid to be for full one inch thick boards. They had given an estimate of \$1,261. Dave Ord also stated that eventually the roof will need to be replaced as well as the windows. There are approximately 12 to 16 windows. Ord believes that the repairs can be done in phases. He also explained that Simonton Lumber will need to be given two to three months' notice of the order since their machines will need to be reset. Ord also stated that this project would need to be completed

during the winter. Geoff Jones made a motion to accept the bid from Simonton Lumber. Jeff Schatz seconded the motion.

The fourth item on the agenda was medals for Little League. Dave Redeker stated that this is something that has always been done. The cost is approximately \$3.60 per medal. Redeker said that he had checked prices at Logos and More in Breese and The Winning Edge in Centralia. He would need to order 350 medals. Doris stated that since this was something done every year that the Board did not need to make a decision on this. No motion was made.

The fifth item on the agenda was soccer refs. Dave Redeker stated that of his current employee only a half dozen are soccer refs. He is concerned about having enough refs for the soccer games this fall. In the past he has asked the soccer coach at the high school for recommendations if they run short. Doris asked if the refs hired would be hired just to ref soccer. Redeker stated that they would be only hired to ref soccer games. He also stated that they would only be paid if they actually work a game. Redeker also stated that he would like to have eight refs. Geoff Jones made a motion to allow Dave to hire workers for only soccer refs. Gail Schuermann seconded the motion.

The sixth item on the agenda was girls' softball. Dave Redeker stated that he had discussed this item with the interested party and that it no longer needed to be discussed during the meeting. No motions were made.

The seventh item on the agenda was camp procedures/camp counselors. Dave Redeker stated that the City has provided these camps for the last 15 years. They begin at 10 a.m. and last until 4 p.m. The camp is from 10 a.m. until 12:30 p.m. The campers are served lunch from 12:30 to 1 p.m. The campers are then allowed to swim from 1 to 4 p.m. This year a parent questioned her child being unsupervised at the pool. Redeker stated that next year the camps will need to be advertised that there is only lifeguard supervision from 1 to 4 p.m. Doris stated that this does need to be pointed out next year. No motions were made.

The final item on the agenda was public comments. Bob Evans asked that a scorekeeper be provided for the Clinton County League, Junior Legion, and Senior Legion games. He feels that this would be taking care of Carlyle kids and that the concession sales should help to offset the cost of the scorekeepers. Dick Crocker stated that he agreed with Bob Evans. He believes that the fans would appreciate the scoreboard and that this would build our city image. Judy Smith stated that she had been told that during a doubleheader the concession stand had run out of several food items. She said several people were leaving to go to local restaurants to get food. Dave Redeker stated that a shipment had arrived late and that there had been a swim meet. Geoff Jones asked Dave about painting the curb yellow by the fire plug at the Grade School pavilion and ball diamond. Geoff stated that it is always blocked during every game. Redeker stated that he would talk to the Street and Alley Department about it. Geoff also asked if the parking lot at the pool could be painted. Redeker said he would talk to the Street and Alley Department about that as well.

With no further business, Doris Elling made a motion to adjourn. Geoff Jones seconded the motion. With all in favor, the meeting was adjourned at 7:40 p.m.

Respectfully submitted,  
Martha Reinkensmeyer

## **Park Board Minutes August 5, 2014**

The meeting was called to order by President Doris Elling at 7 p.m. on Tuesday, August 5, 2014 at the Clinton County Board Room. Members present included Doris Elling, Geoff Jones, Dennis Middendorff, Jeff Schatz, and Gail Schuermann. Others present were Gene VanDorn, Ray Elling, Rob Hyten, Norman Dierkes, Brenda Johnson, Jeff Taylor, Dave Redeker, Dave Ord, Alex Hollenkamp, Greg Boeker, Bruce Buneta, Wendy Folen, Patrick Sulley, Dustin Goebel, Quinton Jones, Brady Johnson, Kadin Simpson, Stephanie Dew(?), City Administrator JoAnn Hollenkamp, Mayor Mayor Burton Burton, and Judy Smith taking minutes for Martha Reinkensmeyer.

After reviewing the minutes from the July 1, 2014 meeting, Jeff Schatz made a motion to approve the minutes. Gail Schuermann seconded the motion. After roll call, all were found in favor.

The first item on the agenda was the service entrance. Dave began by explaining that in the past, employees and employees using park vehicles have used the service entrance to access the park shed. Currently, there is a service entrance sign by the tennis courts. Dave stated that in his seventeen years as a park employee, this is how employees have accessed the park shed. It is necessary to use this route during the winter due to snow on the road causing cars to get stuck. To Dave's knowledge, there have never been any serious accidents. Currently, no employees are using the service entrance. They have been accessing the shed by approaching it from the east. Dave asked if the employees should continue doing this or if they can begin using the service entrance again. Doris asked if there were any vision problems due to the hill. Dave stated that when going down the hill you can see everything, but he has informed employees that when they are going up the hill to stay to the right. He also added that someone had complained that a child on a bike had a close call and that is why he wants this clarified. Mayor Burton added that a park worker had almost hit a child. Mayor Burton is concerned about someone being hurt by a driver going the wrong way. He explained that it only takes an extra minute to go the other way. Doris added that in the wintertime there isn't much traffic going through the park, except for during Christmas. Geoff Jones stated that he does not remember going the correct way. Doris stated that Dave had said a few weeks ago that the employees now had to go out and around the pool to access the ball park instead of taking the shorter distance. Dave stated in order to use the Gator, they have to go down to the tennis courts and down the sidewalk through the parking lot to get to the ball field. Doris compared it to the St. Louis Zoo where there are Gators all over the paths and people just know to keep an eye out for them. Gail asked if it was possible to post some kind of sign. Dave stated that is what he is asking. He is interested in placing a sign that states watch for service vehicles or slow down by Pavilions Three and Four. These are close to the two hills. Gail asked what the signs would cost. Dave stated that 12" by 18" signs may cost \$50 and that could include the pole, but he would have to talk to Larry Peppenhorst to be sure. Dennis asked what problems would be solved by a sign. He feels that a sign would not stop people from speeding or driving careless. Gail stated that it is to protect the City. Dennis replied that it will not protect the City. He stated that

liability cannot be eliminated if one of the City's vehicles hits somebody. The City will be sued and the insurance carrier will deal with the defendants. The presence of a sign will not change anything. Dennis strongly feels that a sign will not solve the problem. Dave stated that all the deliveries to the Parks Department come in backwards because the delivery trucks cannot negotiate the turn by the bathrooms. Doris added that the question is does the service entrance sign need to stay up. Dave added that he wants to know if the vehicles are allowed to go backwards. Dennis asked if they were talking about from the tennis courts to the shed. Dave stated that they are on a one-way policy right now for Gators and trucks. Geoff Jones stated that going backwards to the shed is one thing, but in his opinion it would be pushing it to go all the way around backwards to the ball field. Dave Ord said the only time that happens with the trucks is when the workers need to service the bathrooms, a pavilion, or the ball field. Geoff Jones added that the Council could alleviate this problem by letting Gators and golf carts on the streets. Dennis asked how fast they go. Gail added that there are speed bumps. Dave Redeker replied that they do not go very fast. Dennis added that if a person meets a kid on a bike on top of the hill, the person would not be able to stop on those steep slopes. He then asked where else a vehicle would pose a threat in daylight. Dave Ord answered that regardless of which direction you come to the shed, there is a blind hill. It is not a question of the hill being there; it is a kid being at the top of the hill. Dave stated that there have been close calls with kids on bikes on the hill with cars. JoAnn explained that when this happened she called Joe Heiligenstein and he asked why the workers didn't just drive the right way. She then went on to say that what we are doing is trying to find a reason to support going the wrong direction and is it worth going the wrong direction. She also added that the convenience may outweigh the risk of going the wrong direction. Gail added that there are kids involved and she does not feel the risk is small. Geoff added that semis have to come in backwards and Dave Redeker stated that they come a couple of times per week. He also added that they usually call from Nashville to let them know that they will be there in 45 minutes. JoAnn stated that if the Board and the Council decide the vehicles need to go the right direction, the service entrance sign will need to be removed. Doris asked the Board what they want to do. Gail replied that the rules should be followed and that the service entrance sign should be removed. Dennis stated that it is impossible for tractor trailers to go around the right way. He also added that Gail should keep in mind that the Board makes the rules. Gail responded that she is not sure if the Board should enforce the rules as they stand right now. Dennis stated that the real question to him is what the rule is because the Council could change it. Doris added that the semis cannot get through the other direction. Dave also added that a ton of people drop kids off at the ball field and then make a U turn and drive right back out by the pool. Dennis stated that he thought that was a more dangerous area because there are a lot more kids on that side. Dennis asked if the workers can drive the Gator through the park. Dave stated that they have done that in the past, but that it leaves a path and shows wear. The employees have been asked not to do that. Dave Ord added that it takes years for the turf to recover and they have worked for years to get the kids not to drive across the park. Gail asked what the insurance company said. JoAnn replied that they are insured, but they should go with the direction that is posted. Doris stated that it is currently a service entrance. Dennis added that it is more important not to hurt a kid. Doris then called on Rob Hyten. Rob asked if there is a posted speed limit sign by the service entrance. Dave said that there was not. Rob then asks if there is a speed limit sign going in the

correct way to the park. Dave stated that there is one by the pool. Rob stated that he thinks that people coming in the back are not abiding by the five mile per hour speed limit sign while people coming the other direction are. He feels that if everyone if going five miles per hour no one will get hurt because they will have time to stop. He went on to add that you might have a bike collide with a vehicle, but not a vehicle with a bike. He feels that there are not that many bikes riding around the park and a Gator riding the back way to get to the park makes sense, too. He explained that there is plenty of visual except for one spot. Delivery trucks can still come in the back way. He believes that two signs should be posted. One needs to be placed by the delivery entrance that states five miles per hour and another one by the ball diamond that says Do Not Go This Way to prevent parents from doing U turns after dropping off their kids. Doris asked if instead of a service entrance sign they should place a sign that states Deliveries Only. Rob said to change it to say Deliveries and Employees Only and to add a five miles per hour sign. He stated that by doing this the Board is not changing, but reinforcing it. Norman Dierkes then relayed a story about cutting grass by Pavilion One and watching a boy on a bike come in from the service entrance and almost get hit by a car that was driving through the park at a fast speed. Geoff Jones then made a motion to change the sign by the tennis courts to read service entrance, delivery trucks and employees only and add a five mile per hour sign and to also place a sign by the pool to make people aware they could meet a Park Department vehicle coming the back way along with a five mile per hour sign. Jeff Schatz seconded the motion. After roll call, all were found in favor.

The second item on the agenda was the dump truck or dump trailer. Dave Ord relayed that right now the Parks Department has two flatbed trailers and three trucks that are used to haul mowers, the Gator, mulch, and dirt to the playgrounds and ball fields. He also added that counting Dave Redeker and himself, there is between ten to eleven workers and they do not have enough vehicles to get around and find themselves using their personal vehicles. Dave Ord stated that getting a dump truck versus a dump trailer would be a better option because it would give them another truck. This was an issue this summer when both trailers were being used for mulch and the trailers were not able to be used for mowing at the Fish Hatchery. Dave Ord feels that the best option would be a dump truck. He stated that it could be something similar to what the Street and Alley Department uses. Dave Redeker added that this has been talked about at a Council meeting or two. He stated that John Hodapp has been looking into Federal Surplus property. He also stated that he realizes it is not in the budget this year, but they could keep looking for something like this that is used, practical, and handy. Jeff Schatz stated that a truck made more sense because it could be used to pull the trailers, too. Dennis stated that there is not enough money for this now and that neither Dave Redeker nor Dave Ord has any numbers for us so this is just informational. He went on to say that they could keep looking and if something is found, they could go to the Council and proceed from there. No motion was made.

The third item on the agenda was ducks. Dave explained that it is August and fall and winter are approaching. He then stated that the duck population has gone down. He added that if you take out the wild ducks that will fly away, the number of ducks is down in the fifties. He then asked what should be done with them this winter. He stated that last year they were kept in

the shed in two cages. The number last winter was in the forties. Doris stated the question is does the Board want to winter fifty ducks in the Park Shed or should Dave start seeing if he can find someplace for the ducks to go. Dennis asked where the ducks came from. Dave explained that they were dropped off at the Fish Hatchery. Doris interjected that at the Fish Hatchery the ducks go to the island and the water freezes. Foxes then go across the ice and get the ducks. Dave repeated that someone dropped off six ducks and they were fan favorites. He stated that four of them made it, but the pond froze and the next morning they were able to catch three of them. Everyone wanted to know what happened to the ducks. At that time, they added a few more that spring. Dave said volunteers hatched some out and 43 survived. He then stated that we had approximately sixty and now there is approximately 50 and in a few months we will lose some more. Mayor Burton relayed that this can be changed because the ordinances are being reviewed. He stated that at one time someone complained about having a rooster in town making noises early in the morning. The Council decided that no one could raise fowl in town except Billy Ross because he was grandfathered in. Someone complained that they cannot have fowl in town, but the City can. Dave stated that people stop by to see the ducks and that they are being fed daily. Doris asked Dave who bought the feed and built the pen. Dave replied that he did. Dennis asked if City money was used or if it was Dave's own personal money. Dave replied it was his money. He used his raise to help pay for the ducks and buy their food. He stated that the City has not paid a dime for the two years that the Park has had the ducks. Dennis stated that allowing fowl is the coming thing. Chickens could be allowed, but not roosters. He then asked if the ducks added to the ambience of the Fish Hatchery. Dave stated that when they housed them last winter people stopped by to visit the ducks and would often leave food for the ducks. Gail asked if they needed covering or some kind of fencing to keep predators from getting the ducks. Dave said that a safety barrier was added. He stated that they try to keep the ducks out as long as possible. Two years ago it was January before they had to bring them in. Last year, shortly after Thanksgiving, people were calling City Hall because the ducks were stuck to the ice. The Corps came and helped him rescue the ducks. Dennis then stated that Dave doesn't really need to change anything, he is just needing the OK to keep the ducks at the Park Shed during the winter. Dennis also added that it may be necessary for the Council to amend the ordinance to permit this. Dennis Middendorff made the motion to ask the City to amend their ordinance, if necessary, to allow the Parks Director to winter the ducks from the fish hatchery at the Park Shed. Gail then added the ordinance should be amended to allow chickens, but no roosters. She then asked if it would be possible to construct a shelter at the Fish Hatchery for the ducks. Dave stated that it would require all new material. He then explained what the current pens look like. JoAnn added that it does take a tremendous amount of space. Dave stated that they put a large tarp on the backside to help with the feathers, dust, and such. Doris asked if the Fish Hatchery froze every year. Dave replied that it did not. Doris stated that they could stay out there then. Mayor Burton added that the eagles will also get them. Doris, jokingly, told Mayor Burton that is the natural order of things. Dennis then restated his motion and Jeff Schatz seconded it. After roll call, all were found in favor.

The fourth item on the agenda was a skateboard park. A group of young men came forward to present their plan. Kadin Simpson started off by saying they were riding their bikes around and saw a couple of guys working at the park and approached them about a skate park. The

employees referred them to JoAnn Hollenkamp, City Administrator. They went there and talked to her. They explained to her the materials that were needed, that wood would be the cheapest, and that they had an ideal location. Alex Hollenkamp then began speaking. He stated that they would like the park to be made out of concrete, but that the quarter pipes should be wood because they are easier to land on. The half pipe would be concrete because it is smoother. The lips could be made out of either metal or plastic. Kaden added that there could be a shaded area and a water fountain for parents and guardians that are there to supervise children. They also stated that they do not want the park to be violent. Greg Boeker stated that a wooden half pipe would be better for people getting used to skating because if they fall, it wouldn't hurt as bad. Kaden also added that there's a special kind of wood that flexes and does not break. Patrick Sully joined in and stated he has worked at a skate park for four years and has been riding skateboards for ten years. He believes a skate park is a community thing. He believes that skate parks give kids someplace to go to stay out of trouble. He has seen kids riding skateboards in the streets and in front of the Courthouse. He feels this is dangerous and that the kids need a skate park. He believes it could generate revenue for the City by possibly charging a few dollars an hour. At the skate park where he works a waiver must be signed stating that if you get hurt, you will not sue. The children's parents or guardians sign the waiver. He also added that he knows of a Website that sells premade metal framing skate ramps, rails, and wedges. He explained these items can be easily moved if the area needed to be cleared. Gail asked if they had a site picked out. Kaden stated there is an area at the pool behind the bathrooms where there are trees. He thinks it would be cool to mold the concrete or wood around them because there would be shade. Another boy added that where the Frisbee golf course is located would also be an ideal spot. Doris then explained to the boys that when dealing with the government, whether it is federal, city, or state, it can be a slow process. She said she talked to Dave and she thinks they should go out to the Park Shed and talk to Dave. They need to set up a time with him and take their plans along because he would be able to help them figure out how much material would be needed. Then they could get some cost estimates. Then the boys should meet with Brenda Johnson, the Chairman of the Finance Committee. Doris stated that Brenda would go over the budget with the boys and show them how this works and see if money could be found for the park. Doris stated that it might not be this year, but if they wanted to go further, this is the direction they should take. Patrick stated they can build off of anything. There are people who know skateboards. He's been riding for ten years and building skate parks on skate boarding games. If the park is made out of wood it could be sealed from the rain. He also stated that Masonite is very resilient to rain. He added that he knew people who would offer to help and that he would be one of them. Jeff Schatz asked if the one at the Centralia Park is a good sized park, or are they talking about one bigger than that? Jeff Taylor stated that this came up when Don Schmidt was mayor and they looked at the park, where the movies are shown. He stated that the sound and noise would not interfere with residents. Doris asked if they needed a motion and it was decided that they did not. She reminded the boys to talk with Dave and Brenda. JoAnn then commended the boys for their presentation. She stated that they did a great job. She added that when they came to meet with her they shook her hand and were very polite. They had all their information together and she was really impressed. Jeff Schatz added that last year at the Boy Scout Jamboree in New York they had a huge skate park out there. It was the biggest in New York and

it was very busy. JoAnn added that when she lived in O'Fallon, Missouri, the skate park there was a big place to go. Patrick stated he had been there and noticed that it drew tourists. JoAnn asked the boys if they had done a petition. The boys replied that they had gotten 50 signatures. They handed the petition to JoAnn. No motion was made.

The fifth item on the agenda was the record board for the swim team. Dave said that in the past the swim team had their record board screwed into the side of the wall at the old pool house. When the new pool house was built, it was decided nothing could be screwed into the wall. The swim team would like to have their record board displayed where it can be seen. Dave stated that he has discussed with the swim team hanging it on the fence or putting it on wheels so it can be wheeled in and out for swim meets. It would then be stored in the storage room. Dave said that he has met with JoAnn and Judy and he knows that Doris has looked at the Pool House as well. Different ways have been talked about, but no good idea has been found. Gail asked why the rule was made about no screws in the wall. Dave stated that all their signs are stick ons and that there are no screws whatsoever. Mayor Burton asked if they can use stick ons for the record board. Dave replied it was too heavy. Gail asked why it was not where everyone could see it. Dave said it is more a question of where do you put it if it is a permanent fixture. He also added that the board is old and has seen better days. Dave is asking the Board to think about it. He said that the Swim Team is over until next May or June. Dennis asked why it would be put up in the first place. He stated that when you walk into the Court House and look to your left you see a big plaque that somebody placed there that has the records of the Clinton County baseball leagues. It has nothing to do with the Court House and makes no sense that it's there. It is a private organization. The swim team provides an opportunity for Carlyle kids, but it is not a City function. It is a private group. The City doesn't organize it or fund it. They just use the pool. Dave said they are their own entity. All he has to do is schedule lifeguards for them and make sure the pool is reserved for them. They run the facility and pay for stuff themselves. Dennis asked what would happen if someone else would want to come in and put on an event at the pool. Gail said she followed Dennis's line of reasoning to a certain point. Dennis asked if she agreed with his line of reasoning. Gail said it is at a pool and it is very positive. She stated it is like having a record board up at the high school for football, basketball, or baseball. Dennis stated that those kids are in high school athletics and this is not supported by the City of Carlyle. He also added that the swim team has been here a while and that some of his kids participated. He went on to say that it was a great organization. Doris asked if he would have a problem if they wheeled out the record board during a swim meet. Dennis stated that he would not have a problem with that, but if you screw it to the wall then it has to be maintained. He then asked where it stops. Gail said it sounded like we are going to maintain it. Dave said at one time they talked about a trophy case, but he is totally against that because he does not want glass. He feels that with the wheel aspect it can be wheeled in and out and it would be out of the weather. Jeff Schatz said it could be hung on the fence, but the wheels make sense because it can be pushed in and out. It just comes down to them asking us to store their sign. Dave stated that that is being done now. Doris stated that it can be tabled until closer to the time swim team will be starting. Dave stated that they are close to putting in their blocks which cost \$18,000 and that they earned that money themselves. He does not know the time table on that, but it will be after the pool closes in September. Dennis asked Dave if he knew what the

percentage of people on the swim team was from Carlyle. Dave stated for the longest time it was mainly Carlyle people with a few from Ferrin, Keyesport, or Hoffman. Now it is open to Breese, Bartelso, and maybe a few from Germantown. There are about 125 members. They give the Park a check for \$1,250 for pool rental and he thinks at least half are from Carlyle. Dennis asked if that amount covered the expenses in having the swim team. Dave said if you look at just labor with 125 kids it is probably close. Jeff Schatz asked if the concession stands were open during the meets. Dave replied that those are some of the concession stands bigger nights. During a meet, on average, they would make \$500 to \$600 a night. That is also when there is a ball team playing, too. No motions were made.

The sixth item on the agenda was public comments. Doris asked if there were any public comments. There were none. No motions were made.

The seventh item on the agenda was executive session. Doris stated that the Board was going into executive session. Judy Smith stated that they needed a motion. Geoff Jones made a motion to enter into executive session and Jeff Schatz seconded it. Doris then invited Rob Hyten, Brenda Johnson, and Jeff Taylor to join them. Judy began to do roll call, but Dennis asked if they could have a discussion. He then asked if the Council members were here by invitation. Doris said that they just showed up to the meeting. Dennis replied he understood that, but he does not think it is appropriate to bring them all into executive session. JoAnn stated that there is not a quorum. Doris added that she was told at the beginning that the Council members would want to stay. Rob Hyten stated that anytime there is a committee meeting and other Council members attend, they are invited into executive session. Dennis stated that the Park Board is running the risk of violating the Opens Meetings Act, depending on how many Council members show up. Doris stated that Judy is taking minutes so she has to stay. JoAnn added that if we had five Council members there would be a problem. Dennis states that there is a majority of the quorum, not the majority of the board. This is the problem. Gail asked if Mayor Burton counted and Dennis responded with a yes. He then repeated that if they all participated in the executive session there could be a violation of the Open Meetings Act. JoAnn added that the way this is addressed for committee meetings is that the agenda has a heading that states Water and Sewer Committee Meeting/Possible Council Meeting due to the possibility of a quorum. All committee meetings are listed this way. The Park Board was not listed like this, but JoAnn had asked Joe Heiligenstein, City Attorney, when the Park Board started if the Council could be excluded from executive session and he said that they could not be excluded. The exception would be if there were too many to violate the Open Meetings Act. She went on to explain that if there is less than the majority of a quorum you could not exclude them. Dennis replied that he has a lot of respect for Joe, but he does not follow that line of reasoning. He stated that the Park Board is its own entity and that the Council does not sit above us. The Board makes recommendations to the Council. He has a concern that if you have four council members and the Mayor you can convene a meeting. There cannot be that many people participating in a meeting without it being a violation. The Board then discussed how many could stay. Gail said two Council members and Mayor Burton could stay, if the Board agreed to that. However, at this point, Aldermen Brenda Johnson, Jeff Taylor, and Rob Hyten

had gone to the outer hallway. Judy restated that Geoff Jones made the motion to enter executive session and Jeff Schatz seconded it. After roll call, all were in favor.

The Park Board came back into open session. Doris made a motion to adjourn. Geoff Jones seconded it. The meeting was adjourned at 9:30 p.m.

Respectfully submitted,  
Judy Smith

Edited by Martha Reinkensmeyer

## **Park Board Minutes September 2, 2014**

The meeting was called to order by President Doris Elling at 7 p.m. on Tuesday, September 2, 2014 at the Clinton County Board Room. Members present included Doris Elling, Geoff Jones, Dennis Middendorff, Jeff Schatz, and Gail Schuermann. Others present included Ray Elling, Norman Dierkes, Judy Smith, Franklin Smith, David Mollett, Nicole Weh, Gene Van Dorn, Shannon Petrea, Mark Hodapp, Mayor Mike Burton, JoAnn Hollenkamp, and Martha Reinkensmeyer.

After reviewing the minutes from the August 5, 2014 meeting, Dennis Middendorff made a motion to approve the minutes. Jeff Schatz seconded the motion.

The first item on the agenda was the Fish Hatchery. Doris began by stating that since Dave Redeker is no longer the Parks Director and has been taking care of the ducks, a decision needs to be made about caring for the ducks over the winter months. Dave Ord stated that last year the Parks Department began with 23 ducks and ended the year with approximately 60 ducks. They were housed in the park shed over the winter. He stated that the smell and filth were horrible. He believes alternatives need to be found. Gail asked Dave Ord if he had begun work on the Fish Hatchery pavilion. Dave replied that he had not. Gail asked if it would be possible to build a lean-to onto the pavilion for the ducks. Doris stated that it might be better to have a lean-to built close to the park shed. Dave Ord also added that Dave Redeker had been purchasing the food and bedding for the ducks at his own expense. Dennis and Geoff Jones both stated that it should not be the City's responsibility to take care of the ducks. Dennis went on to explain that many times private individuals start things in the City and then the City is responsible for keeping those things going at its own expense. Dave Ord then added that when the pond freezes, the ducks' food source and escape route disappears. Dennis replied that area residents may be willing to take care of the ducks over the winter months. Gail Schuermann made a motion that the City no longer maintain care of the ducks during the winter and should seek alternative sources to care for the ducks. Geoff Jones seconded the motion. Discussion then turned to the roads at the Fish Hatchery. Doris stated that she had talked to Larry Peppenhorst, Street and Alley Foreman, about the potholes in the road. She stated that he had leveled them off and filled them in. She also stated that the road needed to be blocked off by the pillars. She is concerned that a vehicle will try to drive on these paths and slip into the water. She also hopes that this will prevent individuals from fishing in the sledge pond. Geoff Jones asked when the roads had been oiled and chipped last. Dave stated that it had been three or four years. Geoff stated that they should be oiled and chipped next summer. He also added that the Street and Alley Department should be contacted and that they would know how to block off the road. Doris added that something is needed on both ends. Gail Schuermann made a motion to close the road before the ponds and where the pillars are and to let Street and Alley determine how to block off the road. Geoff Jones seconded the motion. Doris then asked if the signs stating that only fourteen and under can fish should be removed. She stated that this is only enforced by the police if there is a complaint. Geoff stated that if the

rule is not being enforced, then the sign is pointless and should be removed. After some discussion, it was decided to let the issue go. No motion was made.

The next item on the agenda was mayor's comments. Mayor Burton clarified that he is not in charge of soccer. Rob Hyten is in charge of soccer and he has offered to assist Rob in any way he can. He then went on to explain that the pool has been neglected and it will be very costly to fix. Mayor Burton also stated that he is hoping to have volunteers help organize the basketball program. Geoff asked about the pool. Dave Ord stated that the filters need replaced. Doris stated that she had been in contact with Pisces Pools. She was told that Dave Redeker had been informed the last few years that this needed replacing. She also added that the lifeguards had been unable to backwash the filter and have been making up for it by adding more chemicals. Mayor Burton stated that pool will be up and running by spring. Dennis then asked Mayor Burton what the Park Board's role is. He stated that this still had not been defined by the City Council. He stated that there are decisions being made about the Parks Department but they are not being made by the Park Board. He explained the director has resigned and the evening was spent discussing ducks. He feels that if the Park Board is not going to be involved in these decisions, then there is no point in having a board. Mayor Burton then explained that he has been in contact with Doris and that he is exploring different avenues to keep the Parks Department going more economically. He wants to get advice from others and wants to have park functions done piecemeal until April. He is not planning on doing anything about a director's position until then. He stated that the Park Board will be making decisions in October. Dennis stated that there are several things that he feels the Park Board should be discussing, but have not even addressed them. He cited the soccer park as an example. JoAnn then gave the Park Board an update on the soccer park. She stated that she had written a letter last November asking for a grant review of the \$250,000 grant from the grant monitor. However, she never received a reply until just recently. She was asked to provide information. JoAnn stated that she has discovered that the grant does not have to be paid back. However, the terms in the deed state that the ground must be used for a park or be farmed for ten years. JoAnn went on to explain that until she or the Council receives more information, a decision cannot be made. Dennis then went on to say that there are a lot of questions to be answered and nothing is on the agenda. Mayor Burton stated that he had hoped to take the Park Director's salary off the City at least until the next election. He stated that the City needs more revenue for the City to provide upkeep. Doris told Dennis that both she and JoAnn have stressed to Mike that he needs to get going on the Parks Director position. Dennis asked Mayor Burton if he is looking for volunteers for these jobs. Mayor Burton stated that he wants an adult in charge of the pool. He feels that there is too much responsibility put on the lifeguards as far as pool maintenance is concerned. He also stated that he would like to have a volunteer group of parents to assist with the basketball program. JoAnn stated that decisions will have to be made about concessions and she hopes to have more information for the next meeting. She stated that a decision will also have to be made about getting ball fields ready. Geoff Jones stated that it is time for private groups to step up and help. Mayor Burton stated that he hopes to meet with them in the next few weeks. Gail asked if there were other problems with the pool besides the filtration system. Mayor Burton stated that there were. Dave added that there are cracks on the pool walls. The pool is 60-years-old. He stated that the pool may need to be

addressed as a whole. He stated that there are also a large number of paint layers that need to be sandblasted. JoAnn suggested to Doris that she may want to ask Pisces for a complete assessment of the pool the next time she speaks to them.

The final item on the agenda was public comments. Nicole Weh from the swim team asked to address the Park Board. She stated that the swim team had been saving money for starting blocks and is now ready to purchase the blocks. She stated that Dave Redeker had told her that once they raised the money they could give the money to the City and the City would purchase the blocks for the swim team. This would allow them to receive a tax break. Nicole also asked about the installation process. JoAnn asked her to either stop in at City Hall or email her so that they could discuss this. The next item Nicole mentioned was the record board. She stated that she would like to see something permanent put into place. Doris stated that the Park Board had decided to wait until next spring to discuss the record board. Nicole also added that the swim team will be hosting a conference next July. The conference will consist of six other teams. She stated that setting up for the conference will need to be addressed, but that this can wait until late spring.

With no further business to discuss, Geoff Jones made a motion to adjourn. Dennis Middendorff seconded the motion. The meeting was adjourned at 7:58 p.m.

Respectfully submitted,  
Martha Reinkensmeyer

## **Park Board Minutes September 10, 2014**

The meeting was called to order by President Doris Elling at 7:02 p.m. on Wednesday, September 10, 2014 at the Community Room of the Case Halstead Library. Members present included Doris Elling, Geoff Jones, Dennis Middendorff, Jeff Schatz, and Gail Schuermann. Others present were Dave Redeker, Jeff Taylor, Wendy Folen, Tony Petrea, Shannon Petrea, Jason Edwards, Judy Smith, Ray Elling, Rob Hyten, Brenda Johnson, Kim Kauling, Don Kauling, City Administrator JoAnn Hollenkamp, Mayor Mike Burton, and Martha Reinkensmeyer.

The only item on the agenda was City of Carlyle Parks strategic planning. Mayor Burton started by saying that Dave Redeker, while serving as the park director, had taken on a lot of responsibilities that have now become the property of the City. He stated that he had spoken to two previous park directors and had gotten ideas on how to make things more affordable. He has realized that someone needs to be in charge of all the programs. Mayor Burton stated that he had also met with the group Citizens for Carlyle the previous night. He believes that their focus is on the good of the City. He then went on to explain that the pool will need to be replaced in the not too distant future and that huge repairs are needed for next year. He explained that he and JoAnn will be working on getting funding for a new pool. Mayor Burton then stated that he wants to piecemeal the sports programs out. However, he doesn't believe that volunteers will step forward and is prepared to offer a stipend to encourage people to run these programs. He added that he would also like to see less revenue spent. Dennis Middendorff then stated that the Board had asked that the City stop mowing certain areas and the Council disagreed. He asked if the Board makes other recommendations to trim will the Council back them up.

Doris then stated that the city ordinance states that there will be a park director; however, it does not state if the position should be part-time or full-time. Dennis then stated his concern over losing the IHSA tournament. He believes that a full-time park director would be better than a part-time director. Gail stated that the Board should do what it needs so that it can get through the next couple of months. She believes it should rethink how the programs are run. She would like to see each program have a coordinator. Geoff Jones and Jeff Schatz both stated that the coordinators would have to report to someone. Gail stated that they would report to Mike since he is the interim director. Jeff stated that there will have to be someone hired as a director. Mike stated that he has already had inquiries and recommendations. Dennis asked if the position would need to be published, resumes screened, and candidates interviewed.

Doris then mentioned funding of special events. She asked if the Board wants to keep funding these events out of the Park budget or have volunteer groups take over paying for these events. Dennis stated that some of these events add to the community and to the quality of life.

Doris then asked Mike if he had a basketball program coordinator. Mike stated that he was contemplating two people. Doris asked when games started. Dave Redeker stated that they start the last week of October and last for 18 weeks. Practice starts after Columbus Day and the last two Saturdays in September are sign up days. JoAnn stated that the gym at the Carlyle Grade School will need to be booked for practices and games. JoAnn asked Dave who is responsible for opening and closing the gym on Saturdays. Dave stated that he was responsible for this. He opened the gym at 7:30 a.m. and closed it at 1:30 p.m. JoAnn then mentioned that if the Park Board is interested in parceling the programs out, maybe each member could take a program and then find a person to run that program.

Dennis stated that the ordinance requires a park director, but it does not state if it has to be a full-time or part-time director. He believes that is the only choice there is. He then asked if it would be possible for another City employee to be a park director that would be able to schedule and coordinate outside people who are in charge of the programs. Mike stated that there was not. Dennis then asked about volunteers. Doris and Geoff Jones both stated that would not happen. Kids are currently being paid to coach because there are not enough parents volunteering to coach. Dave Redeker stated that there are never enough volunteers. Dave Ord also added that when you have volunteers helping, quality control is lost. Jeff Schatz stated that he feels it is more cost effective to have a part-time director and people in charge of the programs. Geoff Jones stated that you need to keep an eye on situations like that. It is possible to be spending the same amount of money on these salaries as a full-time director. Tony Petrea also stated that there could be a liability issue involved with that situation. Jeff Taylor stated that he wants to have a full-time director. Geoff Jones agreed that a full-time director is needed, but that there is no rush. Dave Redeker stated that one person is needed to make decisions. Judy Smith stated that the Board should talk to Dave and ask for recommendations as to how and if the programs could be divided. She went on to say that now is a great time to see everything that can be improved upon. Doris stated that she had no idea Dave did so much until she was on the Park Board. Judy Smith stated that a full-time director is needed.

Doris believes that volunteers will not step forward and that no one will run the programs for the stipend that is offered. She believes that a full-time director is necessary. She would like to see Mayor Burton take care of basketball and wait a few months to advertise. Dennis stated that they should advertise now and have the spot filled by baseball season. Dave Redeker added that planning for the IHSA tournament starts in January. Rob Hyten then stated that he is hearing a lot of facts but he is not seeing those facts utilized. He believes that the conclusion should not be to hire a full-time director. He explained that other towns have piecemealed programs out successfully. He believes that the Board should look at these other towns. He also stated that a system should be put into place for running these programs. The system would guide the directors and coaches. Rob believes that with a system in place, volunteers will come forward. Doris stated that there are multiple issues besides the sports programs. Rob stated that it takes time to put the system into place, but that a proper system would give guidance to all aspects of the Park's programs. Dennis asked Dave Redeker how many employees there are in the Parks Department. Dave replied that there are approximately 65 employees. Dennis then asked how many functions the employees assisted with. Dave stated that they help with

Christmas lights, Harvest Thyme, Pumpkin Patch, movies in the park, IHSA tournament, Haunted Trail, oiling and chipping, cutting grass, summer camps, and putting up banners.

Discussion then turned to spending. Dennis stated that the Council needs to reconsider what the Parks Department is responsible for. Gail stated that the bottom line is should the Parks Department do as much as it has done in the past. Dennis stated that the Board was overruled on mowing. He believes the Council will overrule them on other budget cuts. Rob Hyten stated that the Board would not need to recommend cutting the budget if systems were put into place that made things more cost efficient.

Discussion then turned to volunteerism. Rob Hyten stated that the Board needs to change its tone. He believes that they are too negative about people coming forward to volunteer. He feels that people will come forward. Dennis then asked what would happen if someone didn't come forward. He stated that a plan needed to be in place in case there were no volunteers. Brenda Johnson added that volunteers have walked away in the past because money was an issue. The events had gotten so big that the volunteers could no longer handle organizing them. She believes it is worth taking the time to investigate other options instead of assuming that there will not be any volunteers. Doris then asked how many members there are in the Citizens of Carlyle. Shannon Petrea stated that there are about a dozen regular members. Shannon went on to say that the group is almost to the point where they can do something for the City. She believes that once they have completed a project to help the City, more people will want to join the organization. Doris stated that she would like to see the group's numbers increase. She went on to say that she feels the perception has been us against you and that the two groups need to work together. Shannon stated that the Citizens for Carlyle want to help the Park Board and wants to work together. She hopes that as the group gets bigger there will be more money to spend. Brenda Johnson added that community involvement breeds community involvement. Shannon then stated that this town is hard to convince when it comes to helping and volunteering. Dennis stated that he would love to see more volunteers, but that someone is needed to organize the IHSA tournament and supervise 65 employees. He feels that continuity is needed and that a full-time director is necessary. Brenda Johnson stated that she would like the Board to take time to investigate other alternatives. Dennis then stated that he would like to make motion to adjourn. He felt that everyone had a chance to speak. He would like to have time to digest everything that was discussed. He felt that this meeting was held too quickly and that there wasn't enough time to let the public know about the meeting. Tony Petrea then added that he had worked for the Parks Department during high school and college. He believes that a full-time director is needed to oversee and coordinate. Dennis then made a motion to put this issue on the October agenda and to adjourn the meeting. The question was then raised about what to do with the basketball program. It was decided that Mayor Burton would appoint a person to be in charge of basketball. Dennis Middendorff then made the motion to adjourn. Geoff Jones seconded the motion. The meeting was adjourned at 8:32 p.m.

Respectfully submitted,  
Martha Reinkensmeyer

## **Park Board Minutes October 7, 2014**

The meeting was called to order by President Doris Elling at 7 p.m. on Tuesday, October 7, 2014 at the Community Room of the Case Halstead Library. Members present included Doris Elling, Geoff Jones, Dennis Middendorff, Jeff Schatz, and Gail Schuermann. Others present were Mark Hodapp, Ray Elling, Franklin Smith, Judy Smith, Jeremy Weh, TJ Boyd, Cheri Mansfield, Ray Elling, Gene Van Dorn, Mike Burton, Brenda Johnson, Dave Redeker, Tony Petrea, Shannon Petrea, Rob Hyten, Shirley Norrenburns, Nancy Zieren, Jeff Taylor, Dave Ord, Lisa Spaulding, Mayor Mike Burton, City Administrator JoAnn Hollenkamp, and Martha Reinkensmeyer.

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

After reviewing the minutes from the September 10, 2014 meeting, Gail Schuermann made a motion to approve the minutes. Geoff Jones seconded the motion. After roll call, all were found in favor.

After reviewing the executive session minutes from August 5, 2014, Jeff Schatz made a motion to approve the minutes. Geoff Jones seconded the motion. After roll call, all were found in favor.

The first item on the agenda was Christmas in Carlyle. Brenda Johnson started out by saying that the Finance Committee and Crazy Eights met and discussed the cost involved in Christmas in Carlyle. She stated that ways to alleviate the cost were discussed including a fundraiser in July. Brenda also added that they will be working with Dave Ord to recruit volunteers to help with putting up Christmas lights. Nancy Zieren then mentioned that they have been given a key to the Pool House in the past. JoAnn presented them with the key. Nancy Zieren then stated that the Council has always given the group \$3,000 to help with Christmas in Carlyle. Dennis asked why they had to ask for the money if the money was already set aside for them. Brenda stated that individual expenditures still need to be approved by Council. Geoff Jones then made a motion to recommend to Council that \$3,000 be donated to the Crazy Eights for Christmas in Carlyle. Jeff Schatz seconded the motion. After roll call, all were found in favor.

The second item on the agenda was Dave Redeker. Dave stated that he was there concerning the ducks at the Fish Hatchery. He has been hearing that people have taken ducks from the Fish Hatchery and that others have been out there trying to trap the ducks. Dave stated that he and a group of people are attempting to get housing for the ducks. JoAnn stated that there will be an article in this week's Union Banner clarifying the situation with the ducks. She said that people are only supposed to be fostering the ducks and they are not to take any ducks yet. She went on to explain that she wants to get the name and phone number of persons interested in fostering the ducks. When it is time for them to take ducks, they will let her know how many

they actually take and she will then contact them in the spring to find out how many they will be bringing back to the Fish Hatchery. Doris stated that Dave has put a lot of time and money into the ducks and he should be able to do what he wants with them. Jeff Schatz made a motion to let Dave Redeker find housing for the ducks before anyone is allowed to foster the ducks. Geoff Jones seconded the motion. After roll call, all were found in favor.

The third item on the agenda was additional “No Fishing” signs at the sludge pond. JoAnn stated that it is necessary to add more signs to the sludge pond so no one would fish in the pond. Geoff Jones said in order to prevent people from fishing in the pond, it should be fenced. Geoff explained that it is basically a detention pond that holds the wastewater from the water plant. It eventually drains into the lagoon. Franklin Smith asked why it cannot be drained. Geoff said that the lagoon cannot handle all of that water at once. There was then discussion about what wording to use on the signs. It was decided that the signs should be very specific and state that “Fish are not suitable for consumption”. Gail Schuermann made a motion to have JoAnn purchase six signs stating fish are not suitable for consumption. Geoff Jones seconded the motion. After roll call, all were found in favor.

The fourth item on the agenda was road barricades or gates at the Fish Hatchery. JoAnn stated that Larry Peppenhorst, Street and Alley Foreman, suggested planting bushes instead of using gates. People would still be able to walk between them, but not drive through them. The bushes would also cost only a quarter of the gates. There was then discussion about why it was necessary to block off this road. It was decided that it was to prevent people from gaining access to the sludge pond so they would be less likely to fish in it and to keep people from driving on the road between the two ponds. Gail suggested using plants and rocks. Dennis asked where the money for this would come from. It was decided that it would come from either maintenance or other improvements. Geoff then suggested having the departments build guardrails to place on the road between the two ponds. Dennis stated the guardrails would need to be properly maintained and installed or the City would assume liability. Geoff Jones made a motion to table this issue. Dennis Middendorff seconded the motion. After roll call, all were found in favor.

The fifth item on the agenda was the introduction of Lisa Spaulding as the new basketball coordinator. Doris introduced her and stated that she wanted to clarify the rumor about Lisa’s salary. She stated that Lisa will not be paid \$16,000. Doris then asked Lisa to bring everyone up to date on the basketball program. Lisa stated that the practice schedules will be going out on Wednesday, October 8, 2014 and that practices will start on Tuesday, October 14, 2014. She stated that there are about 100 children signed up for the program and there are teams from several towns within Clinton County. No motion was made.

The sixth item on the agenda was the City of Carlyle Parks strategic planning process. JoAnn stated that the first step in a formal strategic planning process is to get word out that feedback is wanted. She also explained that the strengths, weaknesses, opportunities, and threats (SWOT) needs to be determined. The next step is determining a vision and then forming a mission statement. JoAnn explained that the mission statement needs parameters that need to

be measurable. JoAnn stated that handout explains how the process flows and that she would be only the facilitator. However, all the work put into strategic planning is worthless if the plan is not implemented. JoAnn feels that this plan would help the Board answer questions about the soccer park, pool maintenance, and hiring a park director. She went on to explain that this is not a short process and there is a time commitment involved. She explained that this could easily take six months. Dennis stated he has been involved in strategic planning before and that he had been skeptical of it at first, but that his opinion changed. He believes that it is only valuable when used. He added that the plan would need to continue through changing administrations. Gail and Doris both agreed that this is the perfect time to go through this process. Doris stated that it will be necessary to meet twice a month. Dennis added that it would be necessary to also break up into subgroups. Tony Petrea stated that this would be a good idea and that he would like to participate. Dave Redeker agreed. Doris asked if they need to advertise and JoAnn stated they would, but not to set a meeting yet. Gail Schuermann made a motion to go ahead with strategic planning for the Parks Department. Dennis Middendorff seconded the motion.

The final item on the agenda was public comments. Nancy Zieren stated that there is a lot of community pride in the lights at the park and that 5,000 cars went through the park last year. She also added that the lights need to be put up correctly or the display will not hold up through the season. Brenda Johnson stated that the volunteers will be trained. Sheri Mansfield stated that she hopes to see Harvest Thyme and Christmas in Carlyle continue. She stated that the reason she moved to Carlyle is because of events like this. TJ Boyd then stated that Harvest Thyme was a wash, but the comments that were posted on Facebook were uncalled for. They make Carlyle look sloppy and messy. He stated that Carlyle has a fancy courthouse and library. It needs a park to match. He added that the stage needs to be rebuilt. He also volunteered to help with strategic planning. JoAnn stated that Lori Jansen and Karen Gregov will not help with Harvest Thyme next year without significant help. JoAnn also added that there was not a lot of community support. Sheri Mansfield stated that Harvest Thyme should be held on a different weekend because it was competing with too many other communities.

With no further business to discuss, Dennis Middendorff made a motion to adjourn. Geoff Jones seconded the motion. The meeting was adjourned at 8:08 p .m.

Respectfully submitted,  
Martha Reinkensmeyer

## **Park Board Minutes November 4, 2014**

The meeting was called to order by President Doris Elling at 7 p.m. on Tuesday, November 4, 2014 at 7 p.m. at the Clinton County Board Room. Members present included Doris Elling, Geoff Jones, Dennis Middendorff, Jeff Schatz, and Gail Schuermann. Others present were Roger Hayes, Nancy Nave, Dave Redeker, Jason Edwards, Ray Elling, Judy Smith, Nathan Freund, Franklin Smith, Shannon Petrea, Tony Petrea, Gary Grapperhaus, Lisa Spaulding, Dave Ord, Martha Reinkensmeyer, and City Administrator JoAnn Hollenkamp.

After reviewing the minutes from the October 7, 2014 meeting, Jeff Schatz made a motion to approve the minutes. Dennis Middendorff seconded the motion. After roll call, all were found in favor.

The first item on the agenda was a presentation by Shannon Petrea on the collection of bottle caps. Shannon stated that the Carlyle Grade School had been collecting lids off of containers and had been turning them into benches. She explained that the school now had the number of benches they wanted and the Citizens for Carlyle have taken over the program. Any kind of plastic lids can be collected. The school is still going to collect the lids for the Citizens for Carlyle. Shannon asked if it was possible to place a container at City Hall to collect lids and JoAnn said that it was and that she would have any information that Shannon gave her put on the City's website. No motion was made.

The second item on the agenda was the Citizens for Carlyle Donation Proposal. Dave Redeker had provided the Board with a handout that had the plans for the proposed sports complex. He stated that on page three of the handout was a list of the different items for Phase One of the project. Dave explained that the quotes had been updated. He then asked about the Cavaletto grant. JoAnn explained that it had been extended until June of 2015. Dave stated that the grant would provide approximately \$60,000 and that the Citizens for Carlyle would donate an additional \$30,000. He believes this would pay for Phase 1 of the Sports Complex. Gail Schuermann asked Dave if the organization had become a nonprofit organization. Dave replied that the paperwork had been submitted and that the process should be completed soon. Gail asked when the process had been started and Dave replied that he was not sure. Dave also added that more fundraisers are being planned. Doris stated that this donation amount should be included in the strategic planning process. No motion was made.

The third item on the agenda was the results of the concession stand inventory changes. JoAnn began by explaining that the revenue from 2013 was \$20,582.02 and the expenses were \$16,728.69 for a difference of \$3,853.33. The revenue for 2014 was \$19,457.66 and the expenses were \$12,061.93 with a difference of \$7,395.73. She stated that two things became apparent to her after reviewing this past year's concessions. Pizza should no longer be sold at the high school concession stand and that the food used for camps needs to be tracked better. She said that the pool house lost \$3,635, but that camps were not included in this. JoAnn

believes that the workers did a good job at doing inventory and things will go more smoothly next year. Dennis Middendorff stated that the concession stands are still losing money and there is a chance that the minimum wage could be increased to \$10. He believes that a different approach should be considered, especially at the high school. He then suggested having no concession stand at the high school, having only vending machines, or turning the high school's concession stand over to another organization to run. JoAnn stated that vending machines should be considered for all of the concession stands. She believes that other alternatives should be examined. Jeff Schatz recommended selling popcorn for \$1 instead of \$.50 He also suggested raising the price for Laffy Taffy. No motion was made.

The fourth item on the agenda was the pool repair estimate. Gary Grapperhaus from Pisces Pools addressed the board. He started by saying that more research needed to be done on the holding tank. He wants to check to see if it has to be cleaned or if it can be removed. He also would like to have the pit area inspected to see if it is necessary to have an engineer create a drawing. Gary stated there are tanks held together with bungee cords. The tanks are at least fourteen-years-old. New tanks would allow for more efficient cleaning methods. He added that there is also a leak in the return and that this cannot be repaired with a patch job. Doris added that she had met with Gary, JoAnn, Steve Lappe, and John Hodapp at the pool. Gary stated that the pool itself is in good shape. He said that it needs to be scraped, cleaned, primed, and painted. A new coat of paint should last two to three years. He then added that the pit needs to be updated. Gary would like to talk to the representative that gave the quote and the inspector about having an engineer to create a drawing. Dennis asked if the Board is legally required to seek competitive bids and if so, then specs will need to be drafted and an engineer will be needed. JoAnn stated that the process needs to begin now, but the money will not be in the budget until May 1, 2015. The money will have to be pulled from other areas. She added that it may be possible that this is a unique product with a limited amount of companies to do the work. If this is the case, bids will not have to be sought. Dennis Middendorff made the motion to have JoAnn discuss the bidding process with City Attorney Joe Heiligenstien and then to move the pool repairs to the finance committee for further study. Geoff Jones seconded the motion. After roll call, all were found in favor.

The fifth item on the agenda was the Fish Hatchery path/service road. This item was tabled until a later date.

The sixth item on the agenda was City of Carlyle Parks strategic planning process. JoAnn stated that it began on November 3, 2014. There were twenty people in attendance. However, she would like to see more parents of kids involved in the programs attend the meetings. JoAnn explained that the first meeting was spent doing the SWOT (strengths, weaknesses, opportunities, and threats) analysis. The strengths are 125 acres of parks with undeveloped land; community support, volunteers, and young families; playgrounds, established programs, leagues, sports facilities, and participation. The weaknesses are lack of focus, responsibilities unrelated to the park, and an overall lack of organization; age of facilities, equipment, lack of facilities, no indoor facilities, and unusable property; lack of monetary resources and unrealistic expectations. The opportunities are a new pool, new facilities, and available property for

development; 30 acres of undeveloped ground/develop the fish hatchery; and finance structure could be reworked, tax opportunities, different revenue streams, and create a park district. The threats are loss of revenue and waning city finances; lack of supervision, no director, loss of control, and dysfunctional environment; and infrastructure failure and no funds to replace it. JoAnn explained that the next step is creating a mission statement. Jeff Schatz suggested sending a mass text to parents of basketball players to let them know about the next meeting. JoAnn also stated that she could look into putting a note in the next utility bill. She also added that camps and leagues can now be paid for online. No motion was made.

The last item on the agenda was public comments. Roger Hayes asked to address the Board. He began by stating that he has been a citizen of Carlyle since 1975. He has been a naturalist since 1972 and involved in forestry since 1975. He also has 28 years' experience in recreational management. He stated that the ball and burlap trees in the park keep dying because they are not watered properly after they are planted. He then addressed the Board about disc golf. He stated that he has playing disc golf in the Park since 2005 and enjoys traveling to different courses. He has noticed that no one uses the Park's course anymore because it has not been maintained. He offered to take pictures and he also offered his services to the Board.

With no further business to discuss, Geoff Jones made a motion to adjourn. Jeff Schatz seconded the motion. The meeting was adjourned at 7:48 p.m.

Respectfully submitted,  
Martha Reinkensmeyer

## **Park Board Minutes December 2, 2014**

The meeting was called to order by President Doris Elling at 7 p.m. on Tuesday, December 2, 2014 at the Case Halstead Library. Members present included Doris Elling, Geoff Jones, Dennis Middendorff, Jeff Schatz, and Gail Schuermann. Others present were Ray Elling, Shannon Petrea, Mark Hodapp, Lisa Spaulding, Mayor Mike Burton, JoAnn Hollenkamp, and Martha Reinkensmeyer.

After reviewing the minutes from the November 4, 2014 meeting, Gail Shuermann made a motion to approve the minutes. Geoff Jones seconded the motion. After roll call, all were found in favor.

The first item on the agenda was the pool repair update. JoAnn stated she has received a task order from HMG to go out for bidding for the repairs. It was passed by City Council and will go out to bid early to mid-January. No motion was made.

The second item on the agenda was the tax levy update. JoAnn stated that this will go towards Fund 18 this year and will be used towards improvements. It could be approximately \$13,000. No motions were made.

The third item on the agenda was the City of Carlyle Parks strategic planning progress report. JoAnn reported that the group met on December 1, 2014 and discussed the one year goals. The approximate cost, funding source, the person in charge of each project, who will do the work, the start date, and the completion date were decided for each goal. JoAnn stated that she had spoken with Larry Peppenhorst, Street and Alley Foreman, concerning striping the parking lot at the Park. Larry said that there would be no issues with doing this. He told JoAnn that the road at the Park is oiled and chipped every four years and the parking lot is done every seven years. JoAnn asked him to create a drawing of the parking lot to scale with stripes and she plans on bringing this to the next strategic planning meeting. JoAnn also explained that the creation of a park district was discussed. She stated that a committee was established to explore this avenue. Jeremy Weh, Dennis Middendorff, Gail Schuermann, and Brad Hoffman will be on this committee. The hiring of a park director and the soccer park were also discussed. It was decided to table both of these issues until more information is received from the Park District Committee. JoAnn stated that the next strategic planning meeting will be on January 19, 2014 at 7 p.m. at the Case Halstead Library. A quick review will be given of the year one goals, along with an update, and discussion will begin on year two goals. JoAnn also added that it was mentioned during the strategic planning meeting to refinance the pool house loan and use that to help pay for pool repairs. No motions were made.

The fourth item on the agenda was the potential hiring of park director/manager/personnel. Doris began by stating that the decision to hire a park director is up to Mayor Burton, but that the Park Board can make recommendations. Geoff asked if the responsibilities of the director were piecemealed out, would JoAnn have more work put upon her. JoAnn stated that it should not make her job more difficult. Doris stated that someone is needed in charge that has a degree in Parks and Recreation. She also added that the summer camps need to be revamped. Lisa Spaulding stated that she held a parents' meeting for the basketball parents. She said that several parents asked her for a camp during the school year to teach younger kids the fundamentals of basketball. Lisa added that Bob Wilson, Carlyle Grade School Principal, is more than willing to let the City use the gym at the Grade School at any time. Lisa was asked to start planning a camp that could be held in either March or April and bring back the

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projected costs to the next Park Board meeting. Dennis then added that the Parks Department needs to be more than just sports and he agrees with Doris that the new director needs to have a degree in Parks and Recreation. He believes a decision needs to be made soon so that the new director has time to adjust before the pool opens and camps begin. Geoff asked if one person would be able to handle all the responsibilities of the Parks Department. JoAnn stated that Dave Redeker's salary had been \$53,141. She explained that if the sports programs were parceled out for an approximate total of \$20,000 that would leave around \$30,000 to hire a coordinator. Gail stated that different avenues should be explored. Dennis expressed concern that if the programs are piecemealed out that JoAnn would be the coordinator and nothing would be improved. Mayor Burton stated that there are alternatives to make things work correctly and he would like to wait until the new City Council is elected before he makes a decision. Doris stated that would be too late. JoAnn stated that programs could be piecemealed out and in place allowing more time to make a decision. Gail suggested that someone be hired that does not need to get paid from the top of the pay scale. JoAnn added that there is a tremendous advantage to hiring someone with education, but there is also an advantage to hiring someone who is highly energetic. Geoff Jones stated that sometimes experience can outweigh education. Dennis Middendorff then made a motion to table the discussion of hiring a park director until the January meeting and until area universities could be contacted about parks and recreation degree programs and salaries. Geoff Jones seconded the motion.

The fifth item on the agenda was the donation from the Citizens of Carlyle. JoAnn stated that this donation was presented at the last meeting and needs to be addressed. Doris stated that before a decision could be made about the soccer park, the strategic planning process should be completed and that can be used to make a decision. She believes the March meeting will be a good time to address the soccer park. Gail stated that she feels the whole process needs to be laid out so that the public knows exactly what has been done. She believes that this will help put an end to rumors. Doris stated that she would like to see a referendum done to find out what the citizens want. JoAnn stated that the farm contract ends in February and a decision needs to be made before then. Doris added that she does not want to see money put into a new park when the Parks Department is struggling to maintain what it already has. JoAnn explained that the donation was an extremely generous offer and the City deeply appreciates it, but there is no clear path to take on this matter. Shannon Petrea stated that she understands and it was the group's intention to help raise money for the park so that the cost to the City would be lowered. Dennis Middendorff then asked that New Business be added as an agenda item. He also added that Roger Hayes, who attended the last meeting, had ideas and expertise on grounds. Dennis then stated that there are other individuals in the community with expertise on the state of our parks and that these people should be contacted and their input sought. Mayor Burton added that there are several trees that will eventually need to come down at the Fish Hatchery. He also encouraged everyone to drive through the City Park to see the Christmas display. No motion was made.

There were no public comments.

With no further business to discuss, Jeff Schatz made a motion to adjourn. Doris Elling seconded the motion. The meeting was adjourned at 7:59 p.m.

Respectfully submitted,  
Martha Reinkensmeyer