

**LINCOLN PARK DISTRICT  
BOARD MEETING MINUTES  
SEPTEMBER 9, 2020 ~ HELD IN RAILER ROOM**

**CALL TO ORDER** – At 6:00 PM, Don Peasley called to order the Lincoln Park District Board of Commissioners’ monthly business meeting.

**ROLL CALL** – Commissioners attending were Don Peasley, Laura Duffer, Gary Nodine, Dave Perring and Bob Thomas. None were absent. Attending from the Park District were Abby O’Brien, Vern Haseley, Jennifer Prather, Jaylee Swinford and Angie Coombs. None were absent.

**MINUTES OF MEETING** – Minutes of the August 12, 2020 meeting were presented. Don asked if there were any questions, comments, or suggested changes. Since there were none, Gary Nodine made the motion to approve the minutes as presented, Dave Perring moved to second it, which passed after a unanimous, roll-call vote.

**RECOGNITION OF VISITORS:**

Will Glass, First Midstate, Inc.

-Mr. Glass addressed the Board concerning the 2020 Series Bond Issuance. Unfortunately, due to the COVID-19 pandemic, interest rates are lower than the previous year. The 2019 Series had a 1.75% rate, but this year’s rate would more than likely be closer to 1.5%. Will assured the board that multiple banks in the area would be consulted to find the best rate. As usual, the Public Hearing is scheduled to be held at the beginning of the October meeting, where the public is welcome to ask questions or state opinions. Then the Bond Hearing Ordinance will be available for the Board to act on during the November meeting. Per the 2014 Debt Certificate schedule of repayment, there are 3 more years of payments due for the pool project, which is paid via the Bonds. The remaining balance of the bond funds is used to fund Capital Improvement Projects. Will explained that the amount of the bonds is determined by the Debt Service Extension, which adds \$0.45 for every \$1.00 to property taxes. The 2019 Bond payment is due December 1<sup>st</sup>, which will extend the debt service for the next bond series. Fortunately, a few different financial institutions have purchased the bond over the previous 6 years, which offers options for this series. Gary inquired as to what makes purchasing bonds attractive to banks. Will explained that individuals with a high level of income can use the purchase of such bonds towards tax deductions or write-offs. Banks sell bonds to the public to make profit off from the interest earned. With no further questions, Will thanked the Board for their time and exited the meeting.

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

<b>GENERAL</b>	-	\$	<b>5,625.36</b>
<b>RECREATION</b>	-	\$	<b>3,587.48</b>
<b>LIABILITY</b>	-	\$	<b>3,831.00</b>
<b>CAPITAL IMP.</b>	-	\$	<b>2,208.12</b>

Don asked if anyone had any questions about the listed Accounts Payable. Laura Duffer made the motion to approve Accounts Payable, which was seconded by Bob Thomas. The motion passed after a unanimous, roll-call vote.

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**CASH FLOW REPORT** – The following balances were reported as of August 31, 2020.

<b>RECREATION</b>	-	\$	<b>-15,661.40</b>
<b>GENERAL</b>	-	\$	<b>88,468.73</b>
<b>CAPITAL</b>	-	\$	<b>638,988.81</b>
<b>AUDIT</b>	-	\$	<b>2,011.01</b>
<b>LIABILITY</b>	-	\$	<b>52,887.08</b>
<b>2014 DEBT CERT &amp; INT.</b>	-	\$	<b>49.11</b>

Angie mentioned that Real Estate Tax Distribution monies had been received July and August. Another payment is due in September and the final payment with interest should come in November.

**DIRECTOR'S REPORT – ABBY O'BRIEN**

-Abby stated that the topics that she needed to discuss with the Board were listed later on the agenda.

**OPERATIONS REPORT – VERN HASELEY**

- We are waiting on the new tractor to have the loader installed, but thankfully, we got our old one back while we wait for New Holland Deere to do the work.
- There is a big, old tree out at Memorial Park, located next to the Rotary Pavilion that is dead inside and at a potential danger of falling on the pavilion. There is another large tree losing large limbs over by the playground. With the Board's permission, I would like to request a bid to have them removed. The Board approved.
- Abby and I met with Walt, from the City's street department, at Melrose Park to discuss an issue within the playground. There was a plant that was producing small burrs, which was noticed while we were string trimming the area. I researched it and it is what can happen to types of grass under stress such as drought. It was decided to close the play area, remove the wood chips, extract the offending plant before replacing the chips. In all, the playground was out of commission for 4 days. Don asked if the City paid for the wood chips, which Vern verified that the cost of the 2 loads was split and all parks received additional chips within the playgrounds. Gary inquired if City equipment was used during the process, which Vern stated that it was not.
- We still have about 6 more lights to replace around the grounds, which will require renting a lift to install them.
- I plan on power-washing the exterior siding of the Sports Complex.
- There was a small snag during the road project's digging. They hit an electrical wire, which has already been repaired. Don inquired as to what the wire was for, which Vern stated it was to the kill switch on the slide.

**PROGRAM REPORT – JAYLEE SWINFORD**

- Jody taught another painting class last week, which was of a hot air balloon. She is scheduled to teach another next week, of a butterfly on a coneflower.
- The free family movie scheduled for September 19<sup>th</sup>, in collaboration with ALMH. Gary asked which movie is to be shown, which Jaylee verified as the newer Lion King.
- I mailed out donor letters for the Halloween event this year.

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- There will be a “Build a Scarecrow” activity offered at the beginning of October, which is a new offering. Jennifer stated that Springfield’s Park District has reached out, and even inquired about duplicating the event for their community. So far, 5 people have registered for our event.

**FITNESS MANAGER’S REPORT – JENNIFER PRATHER**

- Group Fitness classes in August had 620 participants.
- Taylor will be posting weekly Facebook videos in her new Strong in September series.
- I participated in the Spin© certification that was held at our facility at the end of August. The instructor was the same gentleman that traveled from Chicago the last time, and attendees were from Iowa, and around Illinois. They really like our facility for training.
- Also, in September, there will be a promo to win a class. Each class attended enters individuals into a drawing for a personal small-group fitness class.
- The Spin 4 Schools event is scheduled for October 3<sup>rd</sup>, and the school that submitted the winning essay was Chester East. Their essay detailed that due to higher enrollment numbers, they would use the funds towards adding to or improving their technology.
- Michelle will be offering a small group personal training promo in October.
- The Active Agers’ classes have resumed with a few restrictions. For example, there were a few days with limited openings offered on a first come, first serve basis. However, the same individuals are limited to the same day/time for the month to help mitigate potential exposure to excess individuals. This will help bring in daily income from the Silver Sneaker program.
- Jaylee and I are still working on designing the virtual open house. I am coordinating with the instructors on providing demos and Jaylee is working on including programs coordinated through the Front Office. We are trying to include virtual promos for various activities and programs within the facility and parks.
- We plan on offering the membership drive “Buy One Year, get a free month” promo in November.
- I am still working on scheduling CPR certification classes for staff with Amber Jordan, our Red Cross instructor.

**CORRESPONDENCE: NONE**

**UNFINISHED BUSINESS:**

**A. Capital Improvements:**

1. Roof Replacement: Abby will follow up with Ryan, of Garland, Inc.
2. Road Project:
  - a. Some sections have already been removed.
  - b. The project is scheduled to be completed by October 31<sup>st</sup>, at the latest, but hopefully, will be completed before mid-October.
  - c. Laura inquired as to how the public was finding the alternate parking/entry during the construction.
    - 1) Abby stated that there have been few complaints so far.
    - 2) There was an incident where a racoon wandered into the facility, but it was caught in a live trap and later released.
  - d. Don queried as to when the asphalt is scheduled to be laid, which Abby stated that it is scheduled for the week of September 20<sup>th</sup>.

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- e. Don then inquired if Tom, the project manager, was on site daily, which Abby stated that he is not present every day but checks in periodically.
- 3. The Master Plan:
  - a. Tod made the requested adjustments regarding tree planting and those amounts listed for it.
    - 1) Per Abby, some money was left in the plan for planting trees for the purpose of including it in any potential Grant Applications.
    - 2) Gary asked if funding to plant trees was typically an approved expense included in grant proposals, which Abby verified that it is.
    - 3) Vern stated that during his conversation with Walt, from the City's Streets Department, that he offered the use of some equipment that LPD does not have but might need for park improvement.
      - a) Gary inquired if Walt shared his opinion on the City Park issue.
      - b) Vern stated that he did not share that information during the conversation.
      - c) Laura queried if there has been any progress with the City Parks.
      - d) Abby stated that there has not been any, and that she even suggested the possibility of only continuing the discussion on the 2 parks that they have the deeds for, which would exclude Postville and Mayfair parks.
  - b. Vern suggested that the Board stop in Sherman sometime to visit the park near the Rail, which has playground surface he recommends including in the LPD upgrades.
  - c. Gary asked Abby if the ADA playgrounds would really cost as much as the Master Plan has listed.
    - 1) Abby stated that she spoke recently with the sale representative helping Washington-Monroe with their new playground.
    - 2) The Rep verified that a brand new, full ADA accessible/inclusive playground can easily cost between \$200,000 and \$300,000.
  - d. Laura Duffer made the motion to approve the final draft of the Master Plan as prepared by Design Perspectives. Gary Nodine moved to second the motion, which then passed after a unanimous, roll-call vote.
- B. COVID: Abby stated that she anticipates the current phase to continue at least through the end of the year.
- C. Fiscal Year 2019 Audit:
  - 1. Angie reminded the Board that there was no final vote to approve the Audit at the previous Board meeting.
  - 2. Gary Nodine made the motion to approve the Fiscal Year 2019 Audit report, which was seconded by Dave Perring. The motion passed after a unanimous, roll-call vote.

**NEW BUSINESS:**

- A. Dave Perring made the motion to approve the selection of First Midstate, Inc. as Underwriter/Placement Agent and Chapman and Cutler, LLP as bond/disclosure counsel to the Underwriter/Placement Agent with respect to the Park District's General Obligation Limited Park Bonds, Series 2020. Gary Nodine moved to second that motion, which then passed after a unanimous, roll-call vote.
- B. 2020 Amended Budget & Appropriation: Angie asked that the Board review the documents, and that there is no requirement to act until December.

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- C. 2021 Tax Levy & Budget & Appropriation:
- a. The Ordinances will be disbursed early, prior to the usual packet, for the Board's review.
  - b. Due to the statute that requires the Ordinances to be available for public review for 30-day, prior to the public hearing and any actions taken by the Board; the Ordinances must be presented to the public during the October meeting.
- D. Gary inquired as to how the Senior participants were adjusting to the new procedures and protocols put in place to allow them to safely use the facility during the current phase within the pandemic.
- a. Jennifer stated that she has heard mostly positive feedback.
  - b. Since the individuals registered for specific days/times, and attendance is limited to those that signed up for that restricted period, exposure is limited to extra individuals.
  - c. Attendees are welcome to wear masks, should they choose, during class, but it is not a requirement; only when entering and exiting the facility is a mask necessary.
  - d. Gary then queried if attendance was as good as expected, which Jennifer stated that she currently has 10 per class on Tuesday and Wednesday, but Thursdays only have 4 at this time. If that day fills up, then she will see about adding another day.
  - e. Abby pointed out that all group fitness classes are limited to specific numbers, due to social distancing restrictions, and that instructors are limited due to their availability.
  - f. Gary asked if participants have been turned away from participating due to the restrictions, which Jennifer stated that she was not aware of any at this time.
  - g. Gary then suggested that an area outdoors be prepared for future continuation of holding classes outdoors. For example, the pavilion is nice for offering cover, but most areas offer substandard surfaces for safe exercise. (i.e. uneven surfaces)
    - 1) Abby agreed that the outdoor options received great feedback.
    - 2) Jennifer also agreed that she would like to continue to include that option when possible.
- E. Gary asked if the humidity was still an issue within the Aerobic Room.
- a. Vern stated that it was still a work in progress.
  - b. Laura asked if progress was being made on fixing the floor, which Abby stated was on hold until the issue with the HVAC was dealt with.
  - c. Gary asked Vern if the issue was a design flaw or an inadequate/faulty unit.
  - d. Vern stated that Entec is looking into the matter but has not yet offered any opinions if it could be a faulty or inadequate unit.
  - e. Jen pointed out that both the Aerobic and Weight room have had issues with humidity over the years.
  - f. Abby assured the Board that she and Vern would be having a conversation with Entec regarding the issues with that particular unit, including the inconvenience of possibly having to replace it.

**EXECUTIVE SESSION: NONE**

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**ADJOURNMENT:** Seeing no further business, Laura Duffer moved to adjourn the meeting, Gary Nodine seconded the motion. The motion carried. Adjournment: 6:50 P.M.

**NEXT MEETING:** The next meeting date will be Wednesday, October 14, 2020 at 6:00 P.M.