

**LINCOLN PARK DISTRICT  
BOARD MEETING MINUTES  
NOVEMBER 11, 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 and Dave Perring. Bob Thomas was absent. Attending from the Park District were Abby O’Brien, Vern Haseley, Jennifer Prather, and Angie Coombs. Jaylee Swinford was absent.

**MINUTES OF MEETING** – Minutes of the October 14, 2020 meeting were presented. Don asked if there were any questions, comments, or suggested changes. Since there were none, Laura Duffer made the motion to approve the minutes as presented, Gary Nodine moved to second it, which passed after a unanimous, roll-call vote.

**RECOGNITION OF VISITORS:** NONE

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

<b>GENERAL</b>	-	\$	<b>2,637.20</b>
<b>RECREATION</b>	-	\$	<b>3,033.16</b>
<b>CAPITAL IMP.</b>	-	\$	<b>43,046.73</b>

Don inquired about the payments issued to PH Broughton and John Deere. Angie explained that PH Broughton was the company contracted via Martin Engineering to do the Parking and Road Project. John Deere Financial was the first of 5 annual payments for the new tractor. Don then asked Vern about the new tractor’s hydraulics and if they were fixed, which Vern verified that the issue had been resolved. Don then asked if anyone had any other questions about the listed Accounts Payable. Laura Duffer made the motion to approve Accounts Payable, which was seconded by Gary Nodine. The motion passed after a unanimous, roll-call vote.

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

<b>GENERAL</b>	-	\$	<b>130,206.72</b>
<b>RECREATION</b>	-	\$	<b>12,662.16</b>
<b>CAPITAL IMPROVEMENT</b>	-	\$	<b>539,091.71</b>
<b>AUDIT</b>	-	\$	<b>2,271.02</b>
<b>LIABILITY</b>	-	\$	<b>83,776.07</b>
<b>2014 DEBT CERT.</b>	-	\$	<b>49.12</b>

Don inquired about Real Estate Tax monies received to date in 2020, which Angie explained that the final payment was due along with the interest disbursement.

**DIRECTOR’S REPORT – ABBY O’BRIEN**

-Abby informed the Board that Wes Woodhall, City Inspector, has contacted her about the City’s desire to annex some of the Park District property into City limits. Currently, the Breezy TriPlex, driving range/tee ball field and the shop are all outside of the City’s boundaries. (see enclosed maps) Wes stated to Abby that the City has concerns pertaining to possible confusion should emergency services need to be called. Their main

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concern is that both City and County response vehicles would respond to calls due to the property being split by a boundary, which could occupy emergency vehicles that might be needed elsewhere. Dave inquired as to why the City is just now discussing the potential issue when that property has been as such for nearly 20 years. Laura asked if there has been any previously reported negative impacts from the current status? Dave then queried if there would be any fees associated with the boundary issue being resolved that would fall under the Park District's responsibility. Gary asked Abby who was responsible for paying for any legal fees. Abby explained that, per Wes, the City was willing to address the Board directly at the next meeting to answer their questions directly. Abby asked Vern if he had any comments on the matter, which he stated that he thought the boundary issue had already been dealt with previously. Gary inquired as to why the City's Building and Zoning officer was initiating the matter instead of the Emergency (911) Services. Vern stated that the City was always the party that responded to all previous emergencies. Gary inquired as to which Fire Department contributed to the July 4<sup>th</sup> celebrations, which Vern verified that the County Department typically covered the fireworks launch. Vern stated that the City is probably concerned about potential issues regarding legal liability should there be a future situation.

**OPERATIONS REPORT – VERN HASELEY**

- Tony and I have been busy working on winterizing the facility and grounds.
- There was a water main break about 30 feet from the Front Office building. Unfortunately, with the drought conditions in the area, the ground must have shifted enough to snap the water pipe. As a result, the facility was closed for the second half of the day while the issue was repaired. Don asked that the water and sewage bills be monitored. Vern stated that he does not expect the bills to be affected greatly, as it seems to have been caught rather quickly.

**PROGRAM REPORT – JAYLEE SWINFORD** (Provided report read by Abby O'Brien)

- The Halloween Trail had over 700 visitors; probably around 1,000 cars drove through.
- There was an online Costume Contest held, which had over 20 submissions.
- The monthly paint classes have either been full, with 2 dates offered, or nearly full.
- Jennifer and I participated in a drive through community resource fair. We handed out program fliers to the cars that routed through the event.
- The Open House event was last weekend, which Jennifer and I worked on together. We had stations set up at each entrance where patrons could enter to win a prize. Also, we posted multiple Facebook Live videos throughout the day, for those that preferred to attend online.
- I have partnered with ME Realty to provide the Letters From Santa program this year. After just 1 week of advertising the event, I have received over 300 requests. Thankfully, ME Realty's support will cover the cost of materials and stamps. I am really excited about this event and feel that it has already had a great response. All letters will be mailed out before Christmas.
- I have organized an Ornament Decoration program for later this month. Participants will be able to come decorate and take home their personalized ornaments. This is a fun spin on paint classes. I have 2 sessions planned due to limits on class size.
- I am in the process of planning the annual Christmas Event, which is usually "Treats with Santa", but needs to be changed to accommodate COVID-19 parameters. Hopefully, a small drive through course can be set up in one of our parks, with a few elves and Santa.

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Chris Coyne's State Farm Insurance has offered to donate towards hot cocoa and candy cane packets to be dispensed to participants. Also, the local radio station, WLCN, has offered to cosponsor the event. I am still working on the details.

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

- Group Fitness class attendance in October was 811, which is the highest since we have reopened. September was 667, a significant increase.
- I offered an orientation to the Active Agers; for those that typically only attended group classes, but possibly hesitated about using equipment. There were 5 participants that scheduled an orientation and I have seen them subsequently using cardio machines.
- Michelle offered a special RUMBLE class out on the courts to promote the new season. There were 21 participants that came to learn the new techniques and form.
- I added another day/time for another group of Active Agers to participate in a class.
- Class numbers have not always been full, but that is partially due to the nicer weather. However, I can say that I have seen some of the Active Agers regain mobility with their return to regular class attendance.
- The Open House went very well. As Jaylee mentioned, we also went live on Facebook for those that did not feel comfortable visiting the facility in person. We had live giveaways, promotion offers and tried to interact with everyone with trivia quizzes. I think that it went over well and have even seen some new faces in the facility.
- I am finishing the Potluck recipe booklet for the Active Agers.
- We are currently offering a On-Target Holiday Challenge, which has had a few non-members register with a few members. Taylor is helping me with this event, which entails weekly activities, posts, and special classes.
- The staff have all completed their computer test portion, but I am working on scheduling a COVID-19 friendly way to have Amber complete the dummy portion.

**CORRESPONDENCE: NONE**

**UNFINISHED BUSINESS:**

A. Capital Improvements:

1. Roof Replacement:
  - a. Abby called Ryan Benson, of Garland Roofing, to inquire about the status of Top Quality's final work on the Front Office, which is still pending.
  - b. Vern spoke to Ryan about the gutter and fascia portion of the Locker Room project is scheduled to begin shortly.
2. Road Project:
  - a. Don inquired if all work was completed to satisfaction.
  - b. Vern stated that it was done.
    - 1) Dave asked how the repairs went to fix the errors.
    - 2) Vern stated that they worked quickly to remove and repour the islands.
  - c. Vern stated that some surrounding areas will need to be reseeded.
    - 1) Abby informed the Board that she has already spoken to Jason Mauhar, of By Design Landscaping about what to plant in the islands come spring.
    - 2) There needs to be a fence built around the pad poured for the dumpster.
  - d. Abby stated that there is a small section in the front where a concrete drain needs to be partially removed and repoured due to damage from a truck.

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3. Aerobic Room Flooring / HVAC System:
  - a. Vern stated that the decision is on hold as we observe how the new equipment deals with the issue.
  - b. Abby informed the Board that the system will need to also be observed during the summer, when the humidity is really a problem.

**B. COVID:**

1. Abby explained to the Board of her concerns since the facility is currently short staffed, should someone fall ill.
2. The local numbers are rising, which also causes concern of another shutdown.

**NEW BUSINESS:**

- A. Vern addressed the Board with concerns about the public using the Park District grounds and Memorial Park as unofficial dog parks.
  - a. Abby inquired if Memorial Park has the doggie bags and dispensers that are available in the other parks, but Vern was not sure if there were.
  - b. Laura suggested signage.
  - c. Gary stated that he has seen the public frequently use the bags provided in both Kickapoo and Mayfair's park.
  - d. Abby suggested installing bag dispensers and signage.
- B. Ordinance#339 – Series 2020 General Obligation Bonds.
  - a. Abby informed the Board that Will Glass, of First Midstate, Inc., had requested that the Ordinance discussion and vote be tabled until the December meeting.
  - b. The Board tabled further discussion.
- C. Employee Insurance Plan Renewal.
  - a. Angie stated that the same plan only had a 3% annual increase, which was moderate compared to similar plans offered.
  - b. Abby had approved retaining the same plan, as the staff had no issue with it.
- D. Angie informed the Board that the Certificates of Deposit were due to mature on the 19<sup>th</sup> of November.
  - a. Angie recommended leaving the money in the Capital Improvement Fund account until after the first of the year.
  - b. Since the Bond Ordinance has been delayed a month, Will stated that there would be a shorter timeline between the deposit of funds and the payment due upon the first of the year.
  - c. This way the payment would be fully covered with extra funds in the account.
  - d. The Board approved of depositing the CD money into the Capital Imp Fund.

**EXECUTIVE SESSION:**

The Board entered Executive Session at 6:40 P.M. to discuss an employment policy related matter and staff bonuses. The Board exited the meeting at 7:12 P.M. Dave Perring made the motion to approve staff bonuses as presented, which was seconded by Laura Duffer. The motion passed after a unanimous, roll-call vote

**ADJOURNMENT:** Seeing no further business, Laura Duffer to adjourn the meeting, Gary Nodine seconded the motion. The motion carried. Adjournment: 7:13 P.M.

**NEXT MEETING:** The next meeting date will be Wednesday, December 9, 2020 at 6:00 P.M.