

**LINCOLN PARK DISTRICT  
BOARD MEETING MINUTES  
DECEMBER 09, 2020 ~ HELD IN BOARD 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 John Andrews, Vern Haseley, Jennifer Prather, Jaylee Swinford, and Angie Coombs. None were absent.

**VISITORS** – Don Peasley, offered the visitors the chance to speak prior to the Public Hearing, should they desire to exit the meeting sooner rather than later.

Wes Woodhall, City of Lincoln Building & Safety Officer, greeted the Board and began by stating that he was there to discuss the City's desire to annex Park District property so that the complex would be completely within the City's limits. The discussion began when the City and Rural Fire Departments reviewed the City's limits and boundaries a few years ago. The discrepancy caused a concern that Emergency Services may not be effectively disbursed/utilized should a situation require assistance within the southern portion of the LP Complex grounds, which was still zoned as part of the county, not the City. The Dispatchers would avoid any possible confusion of which unit to call for a response if the entire complex grounds were within the City's boundaries. Wes explained that the issue was more about clearing up paperwork and records, as there has never been a problem during previous emergency calls. As there are no property taxes associated with the 3 parcels that were not previously annexed, the matter was never completed. Wes stated that, with the Board's permission, the City's Legal counsel will contact Mr. Blinn Bates to complete any necessary paperwork. Don inquired if the City would also cover any legal fees that might be incurred during the process. Wes said that he would review that query with the City's council and Mayor. Don stated that he would prefer to wait to decide until the question about potential legal fees was answered. Dave queried if the City's legal counsel would be able to prepare all the paperwork, which would reduce the LPD Counsel's billable time. Wes was unsure but stated that he would include that question when he discussed the matter with the City Council and Mayor. Don asked if anyone else had any further questions, which all declined any further comments or questions. Wes thanked the Board for their time and assured them that he would follow up after consulting with the City. Mr. Woodhall left the meeting at 6:04p.m.

Will Glass, First Midstate, Inc., greeted the Board to discuss the 2020 Series General Obligation Bonds. Mr. Glass stated that Heartland Bank and Trust (dba State Bank of Lincoln) purchased this year's bonds at a rate of 1.1%, which was lower than last year's rate of 1.75%. Per Will's knowledge, this is the lowest rate that the Park District's bonds have been sold at. The payment is scheduled to be deposited on December 22<sup>nd</sup>, for which over half is allotted to pay the 2014 Debt Certificate Principal and Interest due upon the first of January. After this payment, the pool project only has 3 principal payments left. John asked what would occur with the bonds once the 2014 Debt Certificate for the pool project was paid in full, and if there was an opportunity to continue the bond process. Will explained that the Park District Board will have the choice of continuing the bond process, even at a reduced rate, or discontinuing them. Will's recommendation was to review future capital improvement projects, which could be funded via the continued issuance of annual bonds. John stated that the main complex and grounds have been getting caught up on capital improvements and suggested that the Board consider the possibility of lowering the

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bond amounts to continue funding the annual capital improvement project portion, which would allow for other park improvements listed within the Master Plan. Will informed the Board that it was entirely possible to adjust the bond amount to cover only what was needed for the planned annual projects and exclude the Debt Certificate payments once it is paid in full. Dave asked if it would be possible to increase the amount in the future, should another large project arise that extends past the usual annual allotment. Will stated that yes, it would be possible, and explained that the process would be the same, just for a different amount. Will continued his explanation by pointing out, in the provided reports, the Capital Base Rate. This rate was detailed as the amount that the State will allow the Park District to seek financial assistance via the sale of bonds, and is relative to the EAV amount listed, but the limit is the “2020 DSEB” (Debt Service Extension Base). Gary inquired as to the amount John was thinking of, for the years after the Debt Certificate is paid in full. Angie stated that, currently, over half of the monies levied by the Park District for property taxes were for the annual bond repayment. However, around \$400,000.00 of this year’s Bond monies will pay towards the Debt Certificate. The remaining balance is used towards capital improvement projects annually. Should the Board decide to reduce the annual bond amount after the Debt Certificate is paid, the result would reduce the Park District’s tax levy roughly 25% from the current rate. Will thanked the Board for their time and left the documentation with Angie, the Secretary, for the requisite signatures, prior to exiting the meeting at 6:13 p.m.

**PUBLIC HEARING** – At 6:13 PM, Don Peasley opened the floor for the public hearing to discuss Ordinance #340, which consists of the Amended 2020 Budget and Appropriation. As there were no comments nor questions from the guests present, Don asked for a motion to approve Ordinance#340, which was made by Dave Perring and Laura Duffer offered to second that motion. The motion passed after a unanimous, roll-call vote. Don then continued to the next item on the agenda for the public hearing. Don opened the floor to discuss Ordinance#342, which consists of the 2021 Budget and Appropriation. With no comments or questions, Don asked for a motion. Laura Duffer mad the motion to approve Ordinance#342, which was seconded by Gary Nodine. The motion passed after a unanimous, roll-call vote. Seeing no further discussion, Laura Duffer made the motion to close the Public hearing, which was seconded by Gary Nodine, and passed after a unanimous, roll-call vote. The hearing was closed at 6:17 PM.

**MINUTES OF MEETING** – Minutes of the November 11, 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, Laura Duffer moved to second it, which passed after a unanimous, roll-call vote.

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

<b>GENERAL</b>	-	\$	<b>3,047.91</b>
<b>RECREATION</b>	-	\$	<b>2,770.21</b>
<b>LIABILITY</b>	-	\$	<b>3,961.00</b>
<b>CAPITAL IMP.</b>	-	\$	<b>3,047.86</b>

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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 November 30, 2020.

<b>GENERAL</b>	-	\$	<b>155,500.43</b>
<b>RECREATION</b>	-	\$	<b>41,470.69</b>
<b>CAPITAL IMPROVEMENT</b>	-	\$	<b>1,017,364.00</b>
<b>AUDIT</b>	-	\$	<b>3,581.01</b>
<b>LIABILITY</b>	-	\$	<b>96,400.05</b>
<b>2014 DEBT CERT.</b>	-	\$	<b>49.12</b>

Angie explained that all the 2020 Real Estate Tax Revenue had been received. She had prepared 2 different reports for the Board’s review. One was broken down by payments received and the other was by the tax levy item. Also included was a summary of Personal Property Replacement Tax fund received to date.

**INTERIM EXECUTIVE DIRECTOR** – Don Peasley made the motion to approve the hiring of the previous Executive Director, John Andrews, to act as the Interim Executive Director, after Abigail O’Brien’s resignation was accepted and took effect on 11/28/2020. The salary shall be the same as Mr. Andrews’ previous salary as the Executive Director. Laura Duffer made the motion to hire John M. Andrews as the Interim Executive Director. Gary Nodine made to second the motion, which passed after a unanimous, roll-call vote.

**DIRECTOR’S REPORT – JOHN ANDREWS**

- I have been busy getting caught up to date on where we are at with everything and the changes that have been made regarding the COVID-19 pandemic.
- I have ordered new TVs for the Fit Zone. The current ones all have fading pictures, which is to be expected when they are on 12+ hours every day for 3 years.
- Kirby Rodgers, of Lincoln Rotary, spoke with me about Rotary’s desire to purchase a piece of ADA playground equipment. He stated that Rotary originally approached the City, but the progress is at a standstill. The Rotary has no issues with the piece of equipment being installed within a Park District park or the main grounds. Laura inquired about the piece they wish to install. John stated that it would be a wheelchair swing. Gary informed the Board that, per his knowledge, the local Masonic Lodge had also approved a donation to the City for ADA park equipment. However, he was unsure if the donation had been made, but would ask the Lodge. Don suggested a press release be issued to acknowledge the organizations that donated funds for the ADA playground piece’s installation.
- Exchange Club Park’s playground condition has been brought to my attention. There are a few features that need to be replaced. I have been researching options, and some companies are currently offering a 50% discount on some playground equipment and replacement features. Dave inquired if it were feasible to find pieces to replace “like for like”. Vern reminded the Board that during the tour of parks earlier in the year, Exchange Club Park was noted to be the first installed around 15 years ago and originally cost around \$18,000.00. Don suggested that John research how much can be replaced with newer pieces for \$25,000.00. Gary asked if only that park would be looked at this year. Jen suggested that the Master Plan be reviewed for community recommendations. Dave

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asked if Exchange Club Park only needed part of the \$25,000.00, should the Board consider using the remaining balance to add or upgrade the playground at the Complex.

-Angie and Jaylee have both had their computers replaced. They had the oldest, they were no longer working efficiently and needed to be replaced.

-Jaylee has been working on creating a brochure for the Executive Director position, which we can go over later.

-Jennifer and I will be working with 2 Lincoln College students as interns, starting in January.

-We have had a patron submit an injury claim with IPARKS from when he tripped on the Complex screen while exiting the facility earlier this fall. His insurance covered all medical expenses, but he is asking the Park District Board to consider covering the portion of his wages that his short-term disability insurance did not cover while he was off work due to the injury. John stated that he was concerned about setting a precedent for future claims. Had the medical bills been submitted to IPARKS, our insurance would have covered them, but the patron chose to use his own insurance. Dave asked if loss of wages was covered under IPARKS policy, which John verified that it was not. Laura queried if negligence was an issue, which John stated that he believed that it was not. The patron admitted in his incident report that he was not watching where he was going when he tripped; that he had been watching pickleball being played on the corner court as he was exiting. The Board came to the consensus that patron's request to reimburse lost wages should be denied by the Park District.

**OPERATIONS REPORT – VERN HASELEY**

-Vern stated that most of his report would be discussed later, under

**PROGRAM REPORT – JAYLEE SWINFORD**

- The monthly paint class was canceled, Jody and I decided not to offer a virtual option.

- I received 417 requests for the Park District's Letters to Santa program. ME Realty was a sponsor, and their donation helped cover the postage. Surprisingly, I received submissions from as far away as Florida and Arizona.

-The Saturday with Santa has been restructured to be a drive through event but may need to be rescheduled due to the weather. Don asked if there was a back-up date, which Jaylee verified that Santa would also be available the following Saturday. Jaylee has worked hard to prepare goody bags, which Chris Coyne's State Farm office donated the funds to purchase the cocoa to go with the candy canes donated by WLCN Radio.

- I was reviewing our Facebook statistical numbers and was happy to see that our numbers have increased over the year. Jennifer and I had set a goal last year, which was exceeded.

- An anonymous donor gifted the Park District 2 scooters to give away to 2 lucky families in the community. Jennifer and I worked on a dual promotion via Facebook and Instagram, which required a like/comment/share interaction to qualify an entry into the drawing. Dave inquired if the drawing would be random, which Jaylee verified that it would be.

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

-Group Fitness class attendance in November 1-19<sup>th</sup> was 519, which then changed to virtual classes on the 20<sup>th</sup>, per the state's new mandate.

-I worked with Sheralyn to offer a virtual Turkey Challenge, which was based on our Extreme HIIT Chaos. We had 16 participants stream the entire event.

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- The instructors have been creating some written workouts, which has allowed me to post “workout stations” around the complex as part of a self-led workout. Each corner/station has a different area/muscle group with a few exercise options to work that group. John has approved moving a few Spin® bikes into the Aerobic Room so that patrons can use them for more self-led workout options. So far, there has been a good usage of the posted workouts and even patron requests for more options. Gary inquired if there was any information as to when classes will be allowed again. Angie stated that the State government has implemented 4 parameters/criteria that must be met in order to resume the previous tier of Phase 4. Don stated that area nursing homes have been hit hard recently.

-Jennifer stated that some of the instructors have expressed their concern about classes being cut as part of the current Tier. Jennifer spoke with John, and he agreed to offer those wanting a few more hours the chance to come in and help clean the facility to make up that lost income. The other option available to instructors is to teach live classes on the Park District page, which some have already taken advantage of.

- I was able to finish the Active Agers’ Potluck Recipe book, which turned out well, and was well received by the group.

- Taylor and I are still working with our On-Target Holiday Challenge group, which is also going well.

-We are looking at holding an outdoor fitness event, like the concept of the Polar Plunge, but only as much as being outside in the cold temperature. The event is limited to 10 participants, and masks will be required at all times. It is scheduled for January 10<sup>th</sup>, with a Rumble format. There is a \$5 registration fee, but participants will receive a free shirt.

**CORRESPONDENCE: NONE**

**UNFINISHED BUSINESS:**

A. Capital Improvements:

1. Roof Replacement:

a. Vern stated that the gutters and fascia are being replaced around the pool deck.

1) During the process, the construction crew have found several boards that are rotted and need to be replaced.

2) Ryan, of Garland, spoke with the contractor and they offered to replace the wood for an additional \$1,400.00 to the contract.

3) Gary asked if this was the part of the original roof bid that was left off and later approved and added to the contract, which Vern verified that it was.

b. Vern stated that Ryan is still waiting for Top Quality to finish the work on the Front Office roof before approving the final payment be disbursed.

2. Road Project:

a. Vern stated that the project is done.

1) Flags have been added to the islands to help with plowing.

2) The gate and fence for the dumpster are finished as well.

b. John stated that there was one area that needs to be fixed up front.

1) The curb/gutter/drain area collapsed or sunk.

2) The issue will be addressed in the spring.

c. Laura inquired about comments from the public, which Jennifer stated that she has heard mostly positive feedback with minimal negative.

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3. Aerobic Room Flooring / HVAC System: NONE.

**B. COVID:**

1. John stated that there have mostly been complaints about not being able to play basketball and pickleball.
2. Jen stated that she posted a summary of highly recommended masks, which are reportedly better for wearing during exercise.
3. Laura asked if the public has been complaining about the new mask mandate.
  - a. Jen stated that there have not been many complaints.
  - b. Laura asked if the public has harassed the desk supervisors about the issue, which Jen verified that they have not.

**NEW BUSINESS:**

A. Vern informed the Board that there were 2 water main breaks in November.

- a. The ground is so dry from the drought that it is shifting and causing the old pipes to bow underground, which has resulted in the pipe being snapped in two.
- b. A bid was requested from D&D Sewer for the work to bore a new line from the road to the building, which came in at \$17,800.00.
- c. Dave asked how deep the line ran, which Vern stated that it was about 4 feet.
- d. Vern needs to verify where the line runs, which he believes that it runs around the Railer Room side and then under the building to the Boiler room.
- e. Dave inquired if digging were a less expensive option, which John stated that digging would require two areas of the front parking lot to be removed and replaced.
- f. Don requested that Vern try to obtain more bids, to which Gary inquired if there are any local companies that could provide this service.
- g. Vern stated that he would research and request quotes, but there would need to be a contingency because there may be underlying issues that literally under ground and create problems that would require extra work.
- h. Gary stated that he is not opposed to having D&D do the work by contracting with a non-local company but thinks that it would be prudent to review other bids for comparison, to which Don agreed.
- i. The Board decided to table the discussion until more information is available.

B. Vern informed the Board that there are 2 large trees within Memorial Park that will need to be delimbed before being cut down.

- a. Vern requested a bid from Dan Bree, which came in at \$1,200.00 for both.
- b. There are 2 community members that have requested to harvest lumber from the felled trees.
  - 1) Don inquired about the liability for letting people harvest the lumber.
  - 2) Vern stated that they must file a signed waiver at the Front Office.
- c. Don then asked about the plots planted by Pheasants Forever.
  - 1) Gary stated that the group is still working on scheduling a burn.
  - 2) Don suggested that the local dispatchers be notified prior to the burn in case it is called in by the public.

C. Solar Contract: John stated that there would be no progress until at least 2022.

D. Ordinance#341 – 2021 Tax Levy:

- a. Laura Duffer made the motion to approve the 2021 Tax Levy.
- b. The motion was seconded by Bob Thomas and passed after a unanimous, roll-call vote.

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- E. 2014 Debt Certificate payment due January 1, 2021 for \$349,293.75:
- a. Laura Duffer made the motion to approve the 2014 Debt Certificate Principal and Interest payment due on January 1, 2021 in the amount of \$349,293.75.
  - b. The motion was seconded by Gary Nodine and passed with a unanimous, roll-call vote.
- F. Open 2020 GO Bond Interest & Repayment Fund bank account at State Bank.
- a. Dave Perring made the motion to approve opening a new account at State Bank in order to receive funds and pay for the Series 2020 General Obligation Bonds.
  - b. Laura Duffer moved to second the motion, which then passed after a unanimous, roll-call vote.
- G. Ordinance#339 – Series 2020 General Obligation Bonds:
- a. Laura Duffer made the motion to approve the Bond Ordinance#339.
  - b. Bob Thomas moved to second the motion, which passed after a unanimous, roll-call vote.

**EXECUTIVE SESSION:**

The Board entered Executive Session at 7:05 P.M. to discuss the search to fill the position of Executive Director. The Board exited the meeting at 7:42 P.M.

**ADJOURNMENT:** Seeing no further business, Laura Duffer to adjourn the meeting, Gary Nodine seconded the motion. The motion carried. Adjournment: 7:44 P.M.

**NEXT MEETING:** The next meeting date will be Wednesday, January 13, 2021 at 6:00 P.M.