

**LINCOLN PARK DISTRICT
BOARD MEETING MINUTES
MARCH 10, 2021**

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, Becky Strait, Vern Haseley, Jennifer Prather, Jaylee Swinford, and Angie Coombs. None were absent.

VISITORS – Melissa, Lincoln College Intern.

MINUTES OF MEETING – Minutes of the February 10, 2021 meeting were presented. Don asked if there were any questions, comments, or suggested changes. 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.

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

GENERAL	-	\$	5,363.39
RECREATION	-	\$	3,181.66
LIABILITY	-	\$	3,961.00
CAPITAL IMP.	-	\$	6,419.30

Gary inquired about the payments issued to the City of Lincoln and Molanda Company. Angie verified that the City payment was for bi-monthly sewer service fees and Molanda was for the wheelchair swing. Don proceeded to ask 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 February 28, 2021.

GENERAL	-	\$	100,702.72
RECREATION	-	\$	(23,388.12)
CAPITAL IMPROVEMENT	-	\$	1,028,643.99
AUDIT	-	\$	3,581.18
LIABILITY	-	\$	92,288.26
2014 DEBT CERT.	-	\$	22,045.73

Angie stated that both the membership and daily fees were down the for the first 2 months this year, in comparison to 2020, before the COVID-19 pandemic started. Thankfully, the staff have been frugal with expenses, which has helped. Don asked about the membership loss. Angie stated that some were due to the restricted hours of operation and other were still uncomfortable being out and about during COVID-19.

INTERIM DIRECTOR’S REPORT – JOHN ANDREWS

- John verified that he was successful in confirming the 3rd and final year of the fireworks contract with Central State Fireworks, which will occur on July 4th.

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EXECUTIVE DIRECTOR – BECKY STRAIT

- A slideshow presentation was displayed as she spoke on a few topics:
- The Aquatic Center will be open this summer, however we anticipate a limit on capacity. So far, the State has not released details, but group sizes will most likely be limited and social distancing will need to be observed. I will be researching further requirements, such as temperature checks and slide safety regulations, but the concessions seem to be allowed at this time. Laura had suggested a wrist band system that is used at other facilities. Gary asked about the maximum number allowed in the pool area. Jen stated that she believed the number was 506 patrons. Gary then asked if the pool has ever had 250 patrons on deck at one time. John stated that attendance only reached that high on hot days or the free days. Jen suggested that the family fun days be adjusted to accommodate the mandated restrictions. Becky asked if the YMCA was still planning on using the pool, which Jen verified that they are. Gary asked if water aerobics would be restricted as well. Jen stated that she and Melissa, one of the LC interns, had measured the pool to calculate how many could fit while spreading out. Becky stated that the State's mitigations may be different by then, for example, schools were relaxing a few of their guidelines. The Board agreed that the topic will most likely need to be revisited and changes monitored over the next few months.
- July 4th will hopefully be able to have more events than just the children's parade and fireworks. Becky stated that, ideally, there will be food vendors, sporting events, music and maybe even a bounce house. Again, the topic will need to be revisited and the State's mitigation plans monitored between now and then.
- Becky stated that she would like to hold an annual legacy race in honor of Scott Brown, which can include a mud run and/or an obstacle course. There is a gentleman who had contacted John about donating money for a piece of equipment in the Fit Zone in honor of Scott Brown. Andy, Scott's son, has recommended a piece that Scott liked to use. Becky will speak to them both to inquire if they would consider using some of the donation towards building obstacles for the mud run.
- Denise, of Lincoln College, has reached out to me about possibly donating a piano. She stated that our current piano is not in good enough condition to pay to repair. Also, we discussed the possibility of hosting a performance for her students. An outdoor event would be preferable, but indoors would suffice in case of rain. Unfortunately, the theater at LC is not large enough. There would be a slight fee for the event.
- Becky mentioned that with the State's numbers receding, she would like to begin the discussion of what needs to be decided to create a plan to reopen our facility. Unfortunately, that includes hiring a few individuals to have enough staff to cover shifts appropriately. We can adjust the cleaning practices so that we rotate which equipment is open versus temporarily closed for social distancing. It has been suggested to extend the evening hours to 9pm and reopen 11am-1pm to the public. If we add a mid-day shift of 11-4, the evening shift can close the facility at 9pm and stay to sanitize and clean until 10pm. Gary asked if the state required the facility to be closed during sanitization, which Jen and Angie replied that it was not a requirement, but rather a way to ensure the building was staffed and able to be sanitized. Gary then queried if basketball play was still to be restricted, which Jennifer verified that it currently is. Jen suggested that if the Fit Zone reopens 11a-1p, that we leave the courts just for walkers only. There are a handful that are very appreciative of having that restricted time for them to walk and there are very few that would be using the courts during that period.

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- Becky informed the Board that she had reviewed the 5-year Master Plan. Currently, Exchange Club Park is getting an upgrade to the playground equipment. She would like to research the costs associated with installing a sand volleyball court on the complex grounds. Adding this feature would offer the public more outdoor activities with minimal service and maintenance. The Master Plan estimated 2 courts to cost around \$40,000, but I would like to start off with just the 1 court. Angie and I went over the roof construction plan and just to remind everyone, there is another project scheduled for 2022 when the Sports Complex roof will be treated. This project is estimated to consume most of the 2022 Capital Improvement budget but should allow for a smaller project as well.
- I met with Terry Carlton, a member of the Foundation, to discuss the possibility of another fundraiser for this year's July 4th celebrations. We will be scheduling a Foundation meeting in April or early May.
- Becky asked the Board on their thoughts regarding an obstacle course for the mud run. Laura stated that she thought it should be separate from the July 4th celebrations. Dave stated that another fundraiser held on his behalf was successful. Laura suggested holding the event in the fall. Gary stated his concerns about whether it would be covered by our liability insurance. Angie stated that IPARKS would be contacted regarding that issue. Becky stated that other cities and Park Districts hold similar events for their communities, and they are quite popular. Vern stated that Memorial Park would be a good location for the event.
- John stated that Amber Jordan had agreed to hire the lifeguards and certify those that needed it this year. Amber plans on holding the physical tests in the LPD pool the week before the pool is scheduled to open. The registration cost for Lifeguard Certification is \$250, which will cover the Red Cross fee and Amber will be paid \$100 per person.

With no other business to discuss with the Board, John Andrews thanked them for their time and proceeded to leave the meeting at 6:33 p.m.

OPERATIONS REPORT – VERN HASELEY

- Vern informed the Board that the weather had contributed to getting ahead on preparing the grounds for the summer season.
- FBI Buildings, Inc. has been working on repairing the shop. So far, they have not found any rotted wood that needed to be replaced. They discovered that the washers used during the initial construction had split which was letting the water in. The crew was reattaching the pieces with better washers and longer screws.
- John has been coming in to help prepare the diamonds for the season.
- We have been to all the parks to pick up all the sticks and limbs that have fallen over the winter. Don asked if any trees had fallen during the season, which Vern stated that there had not been any that fell. Dave asked if the tree out at Memorial Park's Rotary Pavilion had been removed yet, which Vern stated that it was still standing.
- JD Eigenbrod has started working on the grounds, part-time for now.
- We plan on beginning to check on the pool pumps and system after April 1st. Gary asked if the impellers would be an issue this season. Vern stated that he hopes not but reminded the Board that there is a spare motor and impeller on hand should an issue arise.

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PROGRAM REPORT – JAYLEE SWINFORD

- We had 2 paint classes last month, which were both almost full.
- Pickle ball league is going well. We have 8 participants in the morning session and 12 in the evening one. There are 3 weeks left.
- This year's Easter event will be different. I just posted the advertising for the "You've Been Egged" event. In just 2 weeks, 50 baskets have been purchased. Anyone within the City's limits is eligible to purchase a basket for \$10 to be delivered. Each basket will have 20 eggs, filled with candy and other small fun items. This is a non-contact event, where me and a few volunteers will deliver the baskets to the participants' doorsteps on Friday, April 2nd. Normally, sponsors donate prizes for the egg hunt, which kids have a chance of winning those prizes while searching for eggs. Since we are not having the egg hunt, I plan on incorporating those generous sponsor donations by holding an egg decorating contest. This Easter event is free and can be done at home. There will be 4 age groups, where a winner will be chosen from each. Hopefully, both events will meet the community's needs. This year's donations came from Lincoln D.A.R.E. and Generations at Lincoln. Laura suggested hiding some large eggs, filled with LPD apparel and goodies, around town and advertise that event.
- Ballroom Dance classes are scheduled for April. Due to social distancing requirements, the class is limited to 5 couples.
- Music Lessons with Lincoln College started this week. We have 7 children signed up for this session. I think that the numbers are down due to COVID-19.
- The Baseball & Softball League meeting is scheduled for April. Registration opened this week and ends on Friday, April 9th. I have already received a few sponsor forms/fees from local businesses. This season, we have decided not to have 14U teams. There is a 13U team in Lincoln this year as part of a travel league. I have reached out to Tremont for any new guidelines, but they just referred me back to the State's mandated restrictions. Right now, there really are not any restrictions that would affect play. The season is slightly delayed and will begin about 2 weeks later than normal. Gary asked if there was any news on tournaments, which Jaylee stated that she had not heard anything yet. Don stated that guidelines may be different by then.

FITNESS MANAGER'S REPORT – JENNIFER PRATHER

- Group Fitness class attendance was 494 for February, which is up from the previous few months when they were offered.
 - Active Agers classes have restarted with the group size limited, due to restrictions. There are currently 3 classes with 36 participants.
 - We have sold 4 virtual memberships.
 - Lately I have given several tours of our facility.
- Melissa, my Lincoln College Intern, would like the opportunity to present a report to the Board.

- Melissa informed the Board that she had become certified in Group Fitness in the fall but has since been learning how to teach and trying different classes.
- She has been studying functional fitness, which will help in her goal to become a Physical Therapist.
- She created workouts to be posted around the courts and enjoyed the challenge that it offered as well as enjoying seeing the patrons participating.

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- Jennifer has been teaching her about using social media and promoting events in ways to see the results of her efforts.
 - Jennifer stated that she has received great feedback from the public on Melissa's contributions.
 - Spring into Action had 23 members, which was led by Jennifer and Taylor.
 - Weights 101 had 5 participants, of which 3 are new and participating in Spring into Action. This is taught by Katie Hite.
 - I have begun preparing for the pool to open and have a meeting scheduled with Amber to discuss the process. I created new signage for the Pool Admission to streamline the information and update to include the sanitization protocols.
 - I am working on scheduling water aerobics for the summer.
 - April will have a membership special and free classes for the first week.
 - I hope to hold another Spin® 4 Schools fundraiser in May.
- Laura inquired about the annual Pigs-N-Swigs event, which Jen stated that she is waiting to hear back from Josh, who took over the event planning when Chris Graue stepped down last year. If there is not an event this year, Jen plans on speaking with Seth Goodman about scheduling a run to coincide with the Balloons over 66 event that he is planning for the fall.
- Jennifer stated that she had one other issue to notify the Board about; a member has been behaving in a way that has made patrons and staff feel uncomfortable to be around. At present, she has asked the complainants to email her the complaints. A desk supervisor reported to Jennifer that the member had requested patrons' personal information. Jennifer stated that the patron has also made comments to her, which she felt was inappropriate. Due to complaints about observed behavior, the window to the Aerobic Room has been covered. Dave suggested refunding the membership, but also recommended checking with IPARKS about that first. Laura expressed concern about potential legal ramifications if the situation is not handled correctly. Becky stated that she believes that Craig Rios may have already spoken to the member about the complaints, but that she would verify with Craig, IPARKS, and LPD Legal council regarding the matter.

CORRESPONDENCE: None

UNFINISHED BUSINESS:

A. Capital Improvements:

1. Exterior Water Main: Waiting on the weather to allow for the work to be done.
2. Rotary Playground equipment installation:
 - a. Vern reported that the equipment is due to be shipped later this week.
 - b. Rotary is still fundraising to help cover the remaining cost.
 - c. Don suggested that the Lincoln Elks Charitable Trust be contacted for a possible donation.
3. Exchange Club Park: Parts have been ordered.

B. COVID: No new updates.

NEW BUSINESS:

A. Executive Director:

1. Rebecca (Becky) Strait was hired.
2. Today was her first day

B. State Bank / Heartland Bank – Credit Card & Signatures:

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1. Angie stated that new signature pages would be required to reflect the new Executive Director.
 2. Also, three (3) Commissioners are uncontested and due to be re-elected at the April 6th election, which would result in the possible dissolution of the Board during the May meeting.
 3. Angie suggested that the Board elect to move that process up to the April 14th meeting, which is after the election, but would prevent having to resubmit the signature paperwork 2 months in a row.
 4. The Board agreed that, foreseeing any write in votes changing the outcome, the Board would remain the same after the election and sign the bank's signature paperwork at the April 14th meeting.
- C. Vern provided a hand-written list of concerns regard the status of the City's parks.
1. A few items included:
 - a) Trash & tree removal.
 - b) Repair and/or upgrade equipment and benches.
 - c) Planting new trees, bushes, and flowers, etc.
 - d) Signage.
 - e) Responding to complaints and vandalism
 2. Dave suggested requesting advice from IPARKS about Intergovernmental Agreements; how to make and/or amend them correctly.
 3. Bob suggesting that a copy of the Intergovernmental Agreement that the City references and opening a conversation with the Mayor/Council about amending it.
 4. Don requested that Becky call IPARKS for advice and to reach out to Tracy Welch to schedule a meeting to discuss the issue.

EXECUTIVE SESSION: None

ADJOURNMENT: Seeing no further business, Dave Perring made the motion to adjourn the meeting, Gary Nodine seconded, and the motion carried. Adjournment: 7:21 P.M.

NEXT MEETING: The next meeting date will be Wednesday, April 14, 2021 at 6:00 P.M.