

**LINCOLN PARK DISTRICT  
BOARD MEETING MINUTES  
APRIL 14, 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** – NONE

**MINUTES OF MEETING** – Minutes of the March 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:

<b>GENERAL</b>	-	\$	<b>3,907.08</b>
<b>RECREATION</b>	-	\$	<b>3,619.70</b>
<b>CAPITAL IMP.</b>	-	\$	<b>581.80</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 Gary Nodine. The motion passed after a unanimous, roll-call vote.

**CASH FLOW REPORT** – The following balances were reported as of March 31, 2021.

<b>GENERAL</b>	-	\$	<b>81,984.29</b>
<b>RECREATION</b>	-	\$	<b>(44,396.49)</b>
<b>CAPITAL IMPROVEMENT</b>	-	\$	<b>1,030,406.80</b>
<b>AUDIT</b>	-	\$	<b>3,581.23</b>
<b>LIABILITY</b>	-	\$	<b>92,289.43</b>
<b>2014 DEBT CERT.</b>	-	\$	<b>22,046.01</b>

Angie stated that she had spoken with both Don and Becky about the current bank balances and requested permission to process an inter-fund loan from Capital to General to help cover overhead. Unfortunately, many summer programs have been pushed back a month, so the Rec Fund has not been receiving registrations nor daily fees and has been unable to reimburse General for payroll expenses due. Angie stated that she is keeping track of the monies owed to General from Rec for Payroll. Don had approved the inter-fund loan prior to this meeting. Within the next few days, PPRT monies had been received and deposited, which will also help finances.

**EXECUTIVE DIRECTOR – BECKY STRAIT**

- A slideshow presentation was displayed as she spoke on a few topics:
- Becky had met with Tracy, the Mayor, to discuss the City Park issue. She disbursed the handout that she had prepared and shared with Tracy, which highlighted the results of city-wide surveys and benefits of the transition.

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- Becky explained to the Board how she presented the issue of the parks not being improved under the city's ownership, but LPD could apply for OSLAD grants to use taxpayer's money more efficiently to improve parks only if they are under LPD's ownership.
- Transfer of ownership would clarify liability issues, allow government entities to operate more efficiently and increase grant opportunities, which could extend the upgrade options.
- Tracy left the discussion stating that he would speak to the City Council about moving forward but has not contacted Becky with any new information yet.
- Becky would like to arrange a meeting with Tracy, including a few of the Board members, if they would be willing, as it seems to be public thought that LPD will not consider upgrades to those parks without grant funding.
- Gary stated that he was confused by that public opinion and Dave agreed that the public does not understand restrictions, nor how matching grants benefit LPD and the taxpayers.
- The Board confirms that they would prefer to apply for grants to plan on improving the parks that currently belong to the City.
- Becky stated that the public may not understand that the City granted LPD the right to levy taxes for City park playgrounds, which also states control operations, when the Park District was founded in 1960. (as stated in the City Ordinance)
- Gary queried why this process was taking almost 5 years of discussions, which Becky stated that she felt the Council needed to be engaged in conversation more often to keep the line of communication open.
- To help with building that intergovernmental relationship, Becky and Jaylee joined this year's 3<sup>rd</sup> Friday Committee.
- Regarding the harassment issue previously discussed with the Board, Becky reported that she had spoken directly with the individual. The individual was informed of the complaints and mentioned the possibility of legal action or a FOIA request for details.
- The issue has been resolved after some email correspondence with the individual as well as the patron's continued attendance without any further issues. Also, the patron stated that phone numbers were never requested, which was verified with staff.
- Dave inquired if the LPD Attorney had been contacted about the issue, which Becky verified that she had contacted the Attorney and verified that the situation had been handled appropriately. Should the issue continue, they recommended a period of "barring" the patron.
- Dave then inquired if there was any signage posted in the Fit Zone regarding patron code of conduct. Becky stated that she would like to get it posted as well as include it in the application process. Angie stated that she had also mentioned to Becky that there was a sign prior to the 2003 remodel, and that daily prices had also been previously mentioned regarding missing signage.
- Becky had attended a few of Jen's Group Fitness classes.
- To get familiar with the Foundation, Becky has met with Terry Carlton.
- Becky also met with Angie, of ALMH, George Alarm, and Aimee Galvin, who ran for the City Council. Aimee has a background in public policy and is willing to help the LPD in the future.
- Becky met with Ryan Benson, of Garland Roofing, to discuss the project and a few leaks that had popped up recently.

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- Joe Schaler and Marcia Fernandes spoke with me about collaborating to host a memorial 9/11 run to support local Veterans.
- Becky notified the Board of her joining the Rotary Club.
- Becky has been working towards hiring more staff for the summer and the Fit Zone so that the hours can be extended until 9:00pm in the evening. The added staff will allow for a mid-day shift and the evening workers will close the facility at 9 but stay until 10 to clean at the end of the day. Extended hours are scheduled to begin May 1<sup>st</sup>.
- Michelle Dawson will be the instructor to certify our staff for their AED/CPR training. Staff will also be complete the required harassment training.
- Amber Jordan resigned as the Pool Manager, and Jennifer is taking over her responsibilities. Elizabeth Parrott is interested in becoming certified to train/certify lifeguards.
- Our season ground crew has been hired and will be starting at the beginning of May, Ryan Thomas will be returning, and we will have a paid Intern, Jordan Jacobs.
- Becky has been communicating with the State Police about conducting the required background checks. The IPARKS newsletters had details regarding the requirements.
- Upcoming Events Notes:
  - o July 4<sup>th</sup> Celebrations are being planned; the fundraiser flier has been updated to be disbursed, the fireworks contract has been signed, and meetings have begun.
  - o The Veteran's 9/11 preparations have begun. Events include the 9.11K run, an honor guard ceremony, and possible coordination of the Scott Brown memorial Mud Run.
  - o District 27 is collaborating with a recycling project.
  - o Pool deck rope is being replaced; State Farm's Brian Clark has reached out to sponsor opening day admission fees. We have been discussing how to track patron attendance to meet the State's reduced capacity mandate.
  - o Bronco field's bleacher need to be replaced, and options have been researched and discussed.
- George Alarm has been contacted about possibly adding cameras in a few places, due to a few incidents not being covered by cameras.
  - o A patron called in to report his window having been broken while parked in the rear lot.
  - o Another patron slipped and fell; the Dr he saw for an unrelated matter noted the bruises and the hospital' billing dept seemed to suggest that the patron file a claim under LPD liability insurance since it occurred on LPD property. The patron was confused, since he stated the fall was caused due to ice on his car, not the property. Upon review of the submitted insurance document, Angie pointed out that there is a section that specifically asked if the insured believed that another entity held liability for the incident, which the patron simply needed to check "no" if that is what he wanted to do. The patron thanked LPD staff for helping him with the paperwork. IPARKS did advise to submit paperwork on our end in case a claim is later submitted by the patron and verified that the Dr Office has no say in whether a claim is submitted to another party.
  - o There was no video coverage of either incident.
  - o A quote was provided to include 5 more cameras that would cover both entrances and 1 to face into the sauna since there was an incident there previously. The cost would have a \$2,700 installation fee and additional \$52.00 on the monthly invoice.
  - o Dave inquired about the resolution, which Becky stated she would ask about video quality and the camera options.

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- Laura stated that the issue had previously been discussed, but the work was slated to be completed once the parking lot had been completed and the lighting improved.
- Don inquired about coverage at the shop, which Vern stated was sufficient.
- Becky has registered for a pool operator's course to be more knowledgeable about the Aquatic Center.
- Allen Concession has had an issue develop with the hot water. The existing system has on demand heater for the faucets, which have now failed.

**OPERATIONS REPORT – VERN HASELEY**

- Vern continued the discussion of the Allen Concession hot water issue. He recommends removing the on-demand units, installing a larger water heater, running a central water line and circulation pump to meet the needs. The stainless-steel features are showing their years after having been subjected to years of heat and humidity in the summers. Don inquired as to whether the job had been bid out. Vern stated that he had requested a bid from Don Wheeler and Gene Moon. John Roache was contacted for a bid, but he is currently on medical leave.
- Memorial Park had a few trees felled recently and one came down upon the Edwards trace tree. The area has been cordoned off and marked so that it will avoid further damage during the removal of the felled trees. Vic Board and Jason Mauhar have submitted their waivers to be allowed to harvest the felled trees. Don asked if copies of insurance had been received. Angie verified that both had signed waivers and Mauhar's insurance was on file from his landscaping work.
- The concrete has been repaired in the Pool Concession stand, which was from the previous chemical spill.
- The deck rope is being replaced and the mounting system is being updated to make it easier the next time. The rope is only lasting 4 or 5 years due to weather conditions.
- We had to order a part for the splash pad features, but all else is in progress.
- The lights on the legion field need to be discussed. We can either take the time to retrofit the existing features, which would run around \$18-20,000 or we can upgrade the system to LED for \$25-30,000. The lights create a safety concern because players cannot see the ball in the outfield. Jaylee stated that only the High School and Legion use that field at night. Dave inquired about pushing off the update for another year. Becky stated that she had received a few complaints about the lighting. Gary queried the liability issue of scheduling night games knowing lighting is an issue. Laura recommended not scheduling any further night games. Vern pointed out that the lights were donated and have been used for several years. Dave suggested donating them when they are replaced, and Bob stated that the fairgrounds did receive some lights from LPD previously. Laura Duffer made the motion to donate the current lights to the fairgrounds upon replacement. Bob Thomas moved to second the motion, which then passed after a unanimous, roll-call vote. The Board asked Angie to review the Capital Improvement Budget and to table the discussion of replacement until the May 2021 meeting.

**PROGRAM REPORT – JAYLEE SWINFORD**

- Music lessons have been going well and there are only 2 weeks left.
- Ballroom Dance Classes started last week, with 4 couples participating.
- The "You've Been Egged" Easter event was very popular. We had 79 baskets sold at \$10 each. I plan to repeat the event next year. I also held a coloring contest for the donated prizes, which had around 25 submissions. Laura had suggested hiding "easter eggs" in the

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parks, which I was able to find large eggs to do so. That was a hit! We had so many people messaging for clues and questions about whether a park's egg had been found.

- Kaleia, one of our LC Interns, has been working with the local schools on an Earth Day event.
- Baseball/Softball/Teeball registration is over, and I attended the scheduling meeting with Becky and John. LPD has 1 team of boys and girls for each age group, but the league has no 12U girls this year. LPD has 4 tee ball teams this year.
- Jody will be offering a Mother's Day painting class.
- Jaylee is working on the summer programs and organizing the brochure. Since there were very few events last summer, there will be more offered this summer.
- All concession workers have been hired.
- Advertising the Driving Range has been a topic of conversation with Becky. A patron stated that other ranges in the vicinity offer memberships, as close as Pekin. Dave inquired how range memberships work. Jaylee stated that for a fixed fee, members can get an unlimited number of baskets, just limited to 2 baskets at a time. Laura asked how much Pekin's membership costs, which Jaylee verified it to be \$200. Becky stated that individually, a bucket is \$5, so the proposed membership is \$150 with a possibility of offering a discount later in the season. Dave queried if a punch card system would be cheaper. Angie stated that the Rec1 software does have a capability of tracking the number of card "swipes", but that feature has not been used by LPD yet. Laura questioned whether golf lessons would be offered during the summer. Jaylee stated that there have been no inquiries. Dave asked if the golf shed was still used to dispense the baskets, which Vern stated it has not been used in years. Vern reminded the Board that during Tee Ball season, there is a curfew in place for the driving range.

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

- Group Fitness class attendance was 717 for March, which is up from the previous month's 494 total.
- With the State's new parameters, classes were expanded from 10 participants to 17, but only a few classes were full.
- Sheralyn will be teaching the Active Agers on Fridays.
- Dr. Goldstein, a local chiropractor, will be teaching a Senior focused health seminar in May. Don asked in which office he worked locally, which Jennifer verified that he worked with Dr. Schneider.
- LPD offered free group fitness classes April 1<sup>st</sup> – 7<sup>th</sup> as a promo, which brought in a few new participants.
- Angie, of ALMH, has contacted me about offering a 2-week pass for their fitness group, which has 204 participants. Each local gym, including Mt. Pulaski's, will be spotlighted for 2-weeks in the program, and they are even promoting our Teacher discount.
- May will have a Small Group Personal Training promo, with myself and/or Katie as the instructor.
- The Balloons Over 66 meeting went well, and they have requested to hold the evening glows upon LPD property, likely the driving range. Gary asked if the launches would also take place at LPD, which Jen stated they plan on launching from Scully park. The committee has been notified that a Certificate of Liability is required prior to the event.
- Jennifer has completed the online Lifeguard Management Training.
- Elizabeth Parrott will also be helping organize pool management. ‘

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- Lifeguards have been hired. Previously, there have been up to 30 guards, we currently have 15, but 25 would be preferable. Gary questioned if the State had a required number of guards for capacity, which Jen explained that the number of guards depends upon the space that needs to be covered. Currently, LPD needs 8 guards for all 3 vessels to be properly staffed.
- Jennifer has been discussing changing the coin method at the pool for daily wrist bands with Becky. Gary asked if the colors would change daily, which was verified.
- Jennifer disbursed a sample of the Aquatic Center brochure for the Board's review.
- Jennifer stated that the Head Guards had suggested having a different color suit to designate their status easier. Also, the public may not know names, but they can identify the head guards by the colors. The Board approved.
- Since the summer Olympics have been rescheduled for this summer, Jennifer would like to have a few water races.
- Regarding pool prices, Jennifer recommended increasing the party price by \$25 per vessel. Also, she suggested offering half-price admission 4-6pm along with reviewing the family pass price. Jennifer suggested limiting the family to 2 adults and 2 children for that price or raising the price for the current 2 adults and 4 children. There is also a fee for additional children, which is currently \$10 per child. Laura stated that she preferred to reduce the family size and leave the fee for additional children the same. The Board agreed with Laura and the consensus about the pool party price was to increase the fee.
- Since there are no Tuesday evening water aerobics, Jennifer proposed an evening event for teens and families, alternating weeks. The proposed price was \$3 per teen and \$20 per family of 4, which the Board approved of adding, along with the discount after 4 pm.
- Friday fun days at the pool, the second of each month, will have new collaborations for the donations besides just the food pantry. Jennifer and Jaylee have been planning those events with the donors.
- Jennifer plans on incorporating more in-service training with the guards throughout the summer. She met with all the returning guards and asked for their suggestions and input about how to do things better at the pool. Gary questioned the need to have 8 guards at one time, so Jennifer explained the rotation and state requirements. Gary suggested having a concession worker in the pool concession that is not a guard to help. Jennifer agreed that it would give concession workers more hours throughout the season.
- It has been brought up that, currently, the State mandate only allows touchless water fountains to refill bottles. Jennifer suggested selling cups of water at the concession stand or offering free bottle refills. Angie stated that the bottle filling station installed in the Fit Zone cost around \$1,200 for everything. The Board is not opposed to selling cups of water or offering free refills on bottles.

**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 has been delivered.
  - b. Installation is scheduled for after the July 4<sup>th</sup> Celebrations to reduce the impact on not only that event, but also all the summer leagues, specifically tee ball.
  - c. Bob asked how much the swing itself cost, which Angie verified was \$4,500.

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- d. Don reminded the Board that the total cost of the project was \$17,000 due to the required concrete and special surface.
- e. Angie stated that LPD has received \$2,700 of the pledged \$7,000 from Rotary.
- 3. Exchange Club Park:
  - a. Parts have been delivered.
  - b. The contractor will call when available to schedule the installation.
  - c. The contractor has offered to discount his services in exchange for the old pieces to be refurbished.
- B. COVID: No new updates.

**NEW BUSINESS:**

- A. State Bank / Heartland Bank:
  - 1. Credit Card Authorization:
    - a. Angie explained that, per Heartland Bank's policies, Board minutes must be submitted as part of the application.
    - b. The minutes must state the Board's designation of the credit limit and authorized users.
  - 2. Dave Perring made the motion to approve the credit limit of \$12,000 for the authorized users listed as Rebecca Strait and Angela Coombs. Bob Thomas moved to second the motion, which passed unanimously after a roll-call vote.
- B. Interfund Loans:
  - 1. Angie stated that transition between State Bank and Heartland Bank caused the LPD accounts to change their "classification" with the bank, which resulted in the minimal balance requirement. Two accounts do not meet the minimum requirement.
    - a. Audit Fund needs \$1,500 to bring the balance up to the \$5,000 minimum.
    - b. 2020 Bond & Interest Repayment Fund needs \$3,500 to meet the minimum.
    - c. Gary Nodine made the motion to approve the interfund loans as presented to meet the bank's minimum balance requirement. Laura Duffer moved to second the motion, which then passed after a unanimous, roll-call vote.

**EXECUTIVE SESSION:** Laura Duffer made the motion to enter Executive Session at 7:45 pm to discuss employee related matters. The motion was seconded by Gary Nodine and passed after a unanimous, roll-call vote. The Board exited Executive Session at 7:55pm. Laura Duffer moved to approve paying Jennifer Prather an additional wage as the acting pool manager. Gary Nodine moved to second the motion, which then passed after a unanimous, roll-call vote. Laura Duffer then made the motion to approve paying the Head Lifeguards a higher rate. Bob Thomas moved to second the motion, which then passed after a unanimous, roll-call vote.

**ADJOURNMENT:** Seeing no further business, Laura Duffer made the motion to adjourn the meeting, Gary Nodine seconded, and the motion carried. Adjournment: 7:59 P.M.

**NEXT MEETING:** The next meeting date will be Wednesday, May 12, 2021 at 6:00 P.M.