

**LINCOLN PARK DISTRICT  
BOARD MEETING MINUTES  
MAY 12, 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, Dave Perring and Bob Thomas. Gary Nodine was absent. Attending from the Park District were Becky Strait, Vern Haseley, Jennifer Prather, Jaylee Swinford, and Angie Coombs. None were absent.

**VISITORS** – NONE

**MINUTES OF MEETING** – Minutes of the April 14, 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, Dave Perring 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>4,757.50</b>  |
| <b>RECREATION</b>   | - | \$ | <b>11,656.71</b> |
| <b>CAPITAL IMP.</b> | - | \$ | <b>19,914.52</b> |

Don inquired about the payment issued to Graue, Inc., which Vern verified that it was a repair to the 2008 Chevy. Don proceeded to ask Vern about the mileage and condition of the trucks, wondering if a trade-in would soon be needed. Vern stated that he did not believe so but would gladly revisit the discussion in 6 months. Dave asked if the repairs were anything critical, which Vern stated that there were a few sensor issues and a problem with the frame, but everything was fixed. Don then 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.

**CASH FLOW REPORT** – The following balances were reported as of April 30, 2021.

|                            |   |    |                    |
|----------------------------|---|----|--------------------|
| <b>GENERAL</b>             | - | \$ | <b>106,080.65</b>  |
| <b>RECREATION</b>          | - | \$ | <b>(71,347.37)</b> |
| <b>CAPITAL IMPROVEMENT</b> | - | \$ | <b>962,470.72</b>  |
| <b>AUDIT</b>               | - | \$ | <b>5,073.27</b>    |
| <b>LIABILITY</b>           | - | \$ | <b>98,129.19</b>   |
| <b>2014 DEBT CERT.</b>     | - | \$ | <b>22,046.20</b>   |

Angie stated that income is still down, but programs have been pushed back about a month due to COVID-19. Program income is expected to increase once the summer brochure is circulated, and people start registering and buying pool passes. Angie did point out that a spreadsheet reflecting the PPRT income in comparison to 2021 shows an increase in that revenue line item.

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**EXECUTIVE DIRECTOR – BECKY STRAIT**

- A slideshow presentation was displayed as she spoke on a few topics:
  - Rotary Fundraiser for Wheelchair Swing:
    - Elks Charitable Trust Fund donated \$8,500.00 towards the swing.
    - The chicken dinner earned \$2,500.00 in sales and another \$500.00 in cash donations.
    - All these generous contributions reduce the amount to be contributed by the Park District; the total cost of the project is around \$17,000.00 and the balance not covered by donations is expected to be around \$3,000.00.
  - Jaylee and Becky have joined the City's 3<sup>rd</sup> Friday Committee and May 21<sup>st</sup> is the first event Friday from 5:30 – 8:30pm.
    - The Park District will be represented with a game booth (jump rope, volleyball, child axe throwing and archery) and information to promote events scheduled for the summer.
    - Rachel, the LPD Zumba instructor, will be attending to promote her upcoming classes.
    - Dave inquired as to where the 3<sup>rd</sup> Friday celebration is scheduled to take place, which Becky verified that it will be around the downtown square, where various vendors and a band will be set up for the public to enjoy.
    - Business around the square and within the community are expected to also participate.
    - There may also be artisans with booths set up at some of the events.
    - Some lifeguards may help run some of the games at the LPD booth.
    - Rotary has asked if it might be possible to get the wheelchair swing partially constructed so that it can be displayed at a few of the events, which Vern stated he would work on getting that done.
  - A community survey has been created to have the public fill out either while at the 3<sup>rd</sup> Friday event or via our social media.
    - Becky is working on advertising an incentive, to get more of the public to contribute their input, such as a family pool pass.
    - Dave stated that he is often questioned as a Board Member as to what the Park District has to offer the community, since most of the public does not understand the parameters of the Park District.
      - Jen stated that she found many of the applicants for the summer positions were unaware of how much the Park District does for the community.
      - Dave stated that he believes there is a lack of LPD presence within the community.
    - Becky informed the Board that she would like to redevelop LPD brochures and reach out to work with the local schools more.
  - City Parks:
    - Becky informed the Board that she was able to speak with the Mayor at the 3<sup>rd</sup> Friday meeting. Dave offered to join Becky at the next meeting with the Mayor.
    - From her discussion with Tracy, Becky learned that the City had recent discussions with the County about their parks in Lincoln, in which Wanda Rohlfs acted as the City's representative.
    - Tracy discussed the possibility of creating a Pilot program where the City would give LPD control of one city park and the City could fund a new playground.
    - Don stated that Tracy's suggestions were not conducive to LPD's plans on applying for OSLAD grant funding to use taxpayers' money more efficiently to upgrade the parks.
    - Bob queried what the crux of the issue at hand is. Both Don and Dave gave a synopsis of the conversation with the City regarding the City's parks and the old City Ordinance.

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- Bob then stated that it seems like the City is not honoring the Ordinance from the 1960's and that perhaps a new Ordinance needs to be drafted.
- Foundation meeting to discuss the July 4<sup>th</sup> Celebration event:
  - Becky has been working to see if any local food truck vendors would like to participate.
  - Fliers have been mailed to all previous donors and other businesses will be asked about donations towards the events.
  - The amount of current donations received this year is just under \$1,500.00, but the fundraising is not yet done.
  - Jaylee is working on some games to be scheduled the evening of July 4<sup>th</sup>, and Jennifer is working to coordinate some activities at the pool.
  - Some events that are already planned are:
    - Children's Parade on Saturday morning.
    - The pool will open at noon and everyone will get a free popsicle.
    - Other activities, such as the games and band will be from 6-9pm and the firework show should start shortly after 9:00pm.
- The Pool opening is in progress, but we are researching an app that will help the guards track the number of attendees since the State guidelines restrict capacity to 50%.
  - We have decided not to use the token system to monitor entry to the pool and are researching wrist band prices instead.
  - Becky stated that there are some designed to work with aquatic centers and are affordable to purchase enough of a variety to rotate colors/patterns daily.
  - Jen has been working to engage the lifeguards and attending classes to manage a pool.
- The Veteran's Assistance Commission has been working with myself and Jennifer to plan their memorial 9/11 run this fall.
  - Jen and I have met with Joe and Marsha to discuss the event and course of the run.
  - Becky informed the Board that proceeds of the run will be donated to the VAC's Small House Project, which will help local Veterans.
  - A donation of \$200.00 from LPD was agreed upon.
  - Dave stated that this event will be good advertising for LPD.
- I reviewed the IPARKS and State's Harassment training, and the State's is the one that I have asked all staff, including seasonal, to complete.
- Regular staff have been scheduled to attend CPR and AED certification.
- Operating hours have been extended and shifts adjusted to accommodate the new hours. The public has been appreciative of those efforts.
- The seasonal staff recently started.
  - Moriah will be managing the workers in the concessions and pool attendants.
  - Moriah also met with the Health Department for the annual inspection to get licensure for the concession stands.
  - Elizabeth Parrott is currently in the process of getting recertified as a lifeguard and then will continue her certification to be able to certify other lifeguards.
  - Becky is planning on getting certified to be a lifeguard for the end of the season when it is harder to schedule guards once school resumes.
  - Becky has been in contact with the Illinois State Police regarding the State requirement of background checks for all employees, however, there is about a 6-week turnaround.
- The Governor has released information about his proposed "Bridge Phase", which will allow up to 60% capacity for our facility. However, the details on the pool's restrictions are a little confusing, and we have decided not to change what has already been planned.

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- The Gentleman Patron who fell previously in our parking lot has informed me that he submitted his forms to the hospital stating that he did not hold LPD liable for the incident and was notified by his Doctor's billing dept that action against LPD would still be pursued. Becky spoke with IPARKS and was informed that the Doctor's office should not be able to dictate to the patient whom he should deem liable. Becky stated that she would follow up as more information became available.
- George Alarm has been installing adding additional cameras to cover the parking lots and entryways.
  - Dave inquired if the cameras would be High visibility?
  - Vern stated that they would be infrared HD quality cameras.
  - Becky stated that the specs that were provided detailed that the exterior cameras would have a zoom feature.
  - Becky has also asked George Alarm about the lighting in the parking lots and was assured that the cameras are being installed function well in the low light.
- Jaylee has ordered a variety of branding merchandise, featuring the LPD logo, such as sunglasses, frisbees, drink coozies and chapsticks.
- Becky represented LPD as a guest reader for the Lincoln Public Library, which will be posted on their website soon. She also donated one day passes and other LPD branded merchandise for the Library to include in their goody bags as rewards for the kids' summer reading program.
- New bleachers have been ordered to replace the old wooden ones around the baseball fields.
- Becky has been speaking with WLCN about updating LPD's radio advertisement recordings.
- Becky met with Jason Mauhar, of By Design Landscaping, to discuss the next phase of the Administrative Office's updates.
  - The work will begin in August and will update in the remainder of the front as well as around the building towards the driveway on the right.
  - Jason also provided a few ideas of what to add to the islands in the Fit Zone lot and will work on a quote for this area.
- Becky informed the Board that she has written letters to State Representatives on behalf of LPD, regarding the upcoming discussion about the State's OSLAD Grant and its future.
  - Previous Federal Recovery Grants, to help businesses survive the COVID-19 pandemic, were not open to Park Districts previously, but may be opened to them in the future.
  - Becky did receive positive feedback from Sally Turner, who stated her support of Park Districts.
- Vern and Tony brought to Becky's attention that the batwing mower was starting to need more and more repairs.
  - Central Illinois Ag was contacted for a quote to trade in for a replacement.
  - Unfortunately, supplies are limited due to the pandemic and there was only 1 in stock; the wait for another was estimated to be a year.
  - However, Central IL Ag was offering \$10,000.00 for the current piece as a trade, which left the outstanding balance at \$13,000.00.
  - Becky informed the Board that due to demand, a decision was needed quickly, and Don had been called into the discussion.
  - Don and Becky decided to proceed with the trade, but there was a choice to either write a check for the balance or to finance payments over a 5-year term.
  - Dave inquired as to the brand of equipment, which Vern verified both are Bush Hogs.

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- Becky explained that the financing offered was 0% for 36-48 months, but had an annual fee of \$150.00.
- Dave Perring made the motion to pay the remaining balance outright and not to finance the purchase of the new Bush Hog batwing mower. Bob Thomas moved to second that motion, which then passed after a unanimous, roll-call vote.
- Becky stated that the pool chemicals had been delivered and that she had inquired about availability of chemicals during the summer period.
  - There have been recent news articles about scarcity due to the pandemic.
  - Hawkins, Inc. assured Becky that they had enough stockpiled to fulfill their contracts this summer.

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

- Group Fitness class attendance was for up April; many Active Agers have returned.
- Dr. Goldstein, a local chiropractor, has resumed his monthly meetings to discuss Senior related health topics. The attendance was a little low the first month, but that could be due to the new day/time of his event.
- Jennifer is teaching a new Senior group fitness class on Tuesday mornings.
- All aerobics instructors have been recertified in CPR and AED, and that training was followed up by a staff meeting.
- At the Balloons over Route 66 meeting, permission to hold the evening glow on LPD grounds was requested, and Becky approved it.
- The annual 5K has been changed to coincide with the Balloons over Route 66 event and the registration has gone live on our website.
- Elizabeth Parrott has agreed to get certified to be able to certify other lifeguards and is excited about returning to work at the Park District this summer.
- The lifeguards have been hired, but only 22 this year. Jen has been working to get the guards office and records organized before the season starts.
- There are reservations required to participate in Water Aerobics, swim lessons and pool parties. All of which are filling up quickly and the season has not even started yet. So far, there have been 9 pool parties booked and 62 swim lesson registrations submitted.
- Jen did a Facebook live to discuss the pool opening, which resulted in Mt. Pulaski's pool manager contacting Jen to confer on State guidelines.
- Jen held a guard photo shoot for promos throughout the season.
- Schools have not all had PE programs due to the pandemic and Becky approved issuing passes to the facility early so that the guards could work out in preparation for lifeguard training. A few guards have been attending classes and using the facility regularly.
- West-Lincoln Broadwell school's PTO contacted LPD about purchasing one-day swim passes for their students since they were unable to have an end-of-year field trip. Becky approved a reduced rate for those passes (Qty 210). With Becky's permission, Jen emailed all the other local schools with the same offer. Dave stated that he thought that was a good marketing strategy to get more people to the facility. Laura said that she knows PTOs are always looking for ideas for the kids' benefit.
- Both the Christian Child Care and YMCA have requested to use the aquatic center for the summer. Days of attendance will be alternated so both groups are not here on the same days and all the paperwork regarding LPD guidelines have been disbursed. Jen did speak with Becky about requesting to amend the hours of attendance, by moving it up an hour, the groups will mostly avoid the busiest hours of public attendance. Becky did speak with the YMCA about the change in pool hours and usage of LPD gym was also

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requested. The YMCA is not in their usual gym this summer, but is using a church instead, and is not planning any other field trips either. It was agreed upon by both groups not to attend on the “free Fridays”, since they tend to have high public attendance.

**OPERATIONS REPORT – VERN HASELEY**

- Vern informed the Board that all summer staff were working and helping to get caught up on the mowing everywhere.
- Vern reported to the Board that JD got hit by a falling limb while mowing out at Memorial Park, which is a first in all his years working at LPD. Don asked Becky to investigate OSHA requirements to make sure that the standards are being met.
- Ryan Benson, of Garland Roofing, was on sight to inspect a roof leak after the rains. One was in the women’s locker room, which had just been replaced last year. Don asked if the work was still covered under a warranty, and Vern stated that repairs have been done already.

**PROGRAM REPORT – JAYLEE SWINFORD**

- Baseball, Softball and Tee ball practices have started, games will be starting next week, and the Concession stands will open on Monday.
- Women’s Softball has 4 teams and will be starting at the end of the month.
- Adult Kickball is a new program this year. The league was just posted, and 3 teams have picked up packets already; games start in June.
- The Summer Program Guide is done and includes many new programs along with some of the favorites from previous years. A few of the new programs include a tie-dye camp, glow dance, scavenger hunt and nature camp. Online registrations for some programs have already been received.
- LPD’s new Driving Range Membership is now being offered to the public and advertising will be increased soon. Laura provided Jaylee with a name of a possible Golf Instructor.
- Becky and Jaylee have been discussing the possibility of providing a tumbling program this summer.
- Jaylee mentioned that she was working with Becky to get LPD exposure at the 3<sup>rd</sup> Friday events this summer.

**CORRESPONDENCE: None**

**UNFINISHED BUSINESS:**

A. Capital Improvements:

1. Exterior Water Main: Pipe is on backorder, waiting for its delivery.
2. Rotary Wheelchair Swing installation is scheduled after July 4<sup>th</sup> celebration.
3. Exchange Club Park is pending weather for installation.

B. Aquatic Center:

1. All vessels are full and operational, but current temp is 55°F.
2. There was a small issue with the wading pool and there was worry of a leak.
  - a. The pool was full and circulation pumps were running.
  - b. With the features running on a hot day with 55mph winds, all 16,000 gallons of water evaporated.
  - c. Tony and Vern did the calculations with 2 gallons circulating through the air per minute, it was entirely possible.
  - d. As a result, the features will not be running overnight.

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- e. Don asked if any damage was done due to the loss of water, but Vern assured the Board that the failsafe measures worked once the water level triggered them.
- 3. The process of getting the chemicals adjusted takes about 2 weeks upon startup.
- 4. There was a bad valve in the pit of the plunge pool, where the gears were found to be stripped and rusted.
  - a. The valve has been replaced and a spare has been ordered.
  - b. There is another identical valve that will most likely have the same issues.
- 5. The waterslide had a leak where the strainer basket goes.
  - a. The leak is caused by a design flaw.
  - b. When the engineers were contacted about how to fix the issue, they knew right where to point us to. Bob asked if it was repairable, which Vern verified that it was.

**C. COVID:**

- 1. Becky shared her research of the Governor's "Bridge Phase" which comes between 4 and 5, where 5 is to be completely reopened.
- 2. Indoor capacity limits have been increased.
- 3. Becky still shared her reservations of allowing basketball and volleyball play.
  - a. Though many restrictions have been lifted, they do not seem to apply in recreational team settings, where players tend to vary.
- 4. Saunas are still on the prohibited list.

**NEW BUSINESS:**

- A. State Bank / Heartland Bank paperwork needs to be resigned due to an error on the bank's part.
- B. Legion Field Lighting:
  - 1. Vern stated that he had met with the company that replaced the High School's field lighting last year to request a quote, like for like.
    - a. The estimate came in at \$37,000 with a 5-year warranty.
    - b. The current lighting is low and can be dangerous.
    - c. Angie stated that she had reviewed the Capital Improvement Budget with Becky, per the Board's request, and there is not room in this fiscal year's budget.
  - 2. The Board requested that this project be included when preparing the 2022 Fiscal Year Budget.

**EXECUTIVE SESSION:** Laura Duffer made the motion to enter Executive Session at 7:15 pm to discuss employee related matters. The motion was seconded by Dave Perring and passed after a unanimous, roll-call vote. The Board exited Executive Session at 7:55pm. The discussion did not require any action.

**ADJOURNMENT:** Seeing no further business, Laura Duffer made the motion to adjourn the meeting, Dave Perring seconded, and the motion carried. Adjournment: 7:55 P.M.

**NEXT MEETING:** The next meeting date will be Wednesday, June 9, 2021 at 6:00 P.M.