

**LINCOLN PARK DISTRICT
BOARD MEETING MINUTES
SEPTEMBER 08, 2021**

CALL TO ORDER – At 6:01 PM, Don Peasley called to order the Lincoln Park District Board of Commissioners’ monthly business meeting.

ROLL CALL – Commissioners attending were Don Peasley and Dave Perring. Gary Nodine, Laura Duffer and Bob Thomas were absent. Attending from the Park District were Becky Strait, Vern Haseley, Jennifer Prather, Jaylee Swinford, and Angie Coombs. None were absent. There was no quorum for this meeting.

MINUTES OF MEETING – Minutes of the August 11,2021 meeting were presented. Don asked if there were any questions, comments, or suggested changes. Dave had requested that Angie include his entry time in the roll call section of the minutes as well.

VISITORS –

- William Glass, of First Midstate, Inc., addressed the board & staff with a short explanation of the annual bond process. The non-referendum method allows the Park District to issue General Obligation Bonds “as long as the amount of Bonds does not exceed the District’s legal limit for such issuance of 0.575% of the District’s total EAV and the annual tax levies for principal and interest repayment do not exceed the District’s Debt Service Extension Base.” The Bonds are used for the 2014 Debt Certificate repayment and for Capital Improvement projects. The Debt Certificate is a 10-year repayment plan, which funded the pool project, and utilizes approximately 50% of the Bond monies received annually. The process begins with a public hearing, usually held in each October, prior to the Park District’s Board voting on any matters dealing with the Bond issuance. Voting on the matter will take place during the November meeting, First Midstate will prepare the circular and oversee the sale of the Bonds. Upon the Bond closing, the funds will be wired directly to the Park District’s accounts. First Midstate anticipates a rate of 1.25%, which is historically higher than previous year (2020 was 1.1%). Mr. Glass also noted that the Park District’s EAV has remained level over the last 7 years, which is a good thing. With no current quorum, the Board can wait to act to officially contract First Midstate to oversee the Bond Issuance process at the November 2021 meeting. Mr. Glass thanked the Board for their time and exited the meeting.

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

GENERAL	-	\$	16,990.85
RECREATION	-	\$	8,423.59
LIABILITY	-	\$	3,961.00
AUDIT	-	\$	6,500.00
CAPITAL IMP.	-	\$	10,106.21

Don asked if anyone had any questions about the listed Accounts Payable. Don inquired about the payment for “music license”, which Angie explained pays both ASCAP and BMI for music licensure annually. Next, the payment to the City of Lincoln was questioned, and Angie explained that the sewer service bill was itemized for regular usage and “additional billing”, which Angie believes to be associated with the new sewer project. Don then questioned the payment issued to Dan Bree’s Tree Removal and the number of trees.

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Vern stated that he estimated around 2 tons of debris removed and that Dan did not charge for the last day of work. Becky asked that the check issued to Design Perspectives be held until she had a chance to speak with Tod. The check for Hawkins, Inc was something that Vern wanted to ask the Board about since they need to leave the water in the pool to find the leak, he will need to order more chemicals to keep it clean for a while longer. Don inquired about the invoice for Logan County Title, which Becky state that obtaining documentation from them was part of the OSLAD Grant application process. The invoice to MTI Distributing, Inc., was questioned, which Vern explained that it was a new company, but they sold a unique belt needed for the top dresser. RiverStone Group, Inc.'s payment was questioned, but Angie explained that it was the provider of diamond dirt for the fields. The payment issued to Stacy Morris was detailed to cover the annual certification for the aquatic center's backflow efficiency.

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

GENERAL	-	\$	133,755.05
RECREATION	-	\$	(74,747.52)
CAPITAL IMPROVEMENT	-	\$	924,771.07
AUDIT	-	\$	2,168.20
LIABILITY	-	\$	81,849.30
2014 DEBT CERT.	-	\$	5,052.82

EXECUTIVE DIRECTOR – BECKY STRAIT

- A slideshow presentation was displayed as she spoke on a few topics:
 - **Balloons over 66 – Glow Site:**
 - Only about 1/3 balloons participated.
 - Don and Dave stated that they were curious about the parking situation.
 - Becky stated that Jen was on site and assisted with parking; helped route the pilots.
 - Becky had heard people state that they could not get into the facility due to the number of cars and lack of parking spaces, both patrons for the facility and glow spectators.
 - Dave and Don inquired about any trash left on the premises, which was verified that it was not a messy crowd.
 - Becky was asked if there were any reported police issues.
 - Becky stated that the police were not requested to patrol the site during the glow.
 - Jennifer stated that an officer was present and asked to park, which was helpful when a lost child needed help finding their family.
 - Someone within the ballooning community brought and set up a sound system to announce the balloon glows.
 - **City Parks:**
 - Regarding the Intergovernmental agreement, Becky had spoken to Jason A. from IAPD, who was able to give her specific advice.
 - The terms of the proposed agreement is still ambiguous and could go either way in a court setting, as they are open to interpretation.
 - As is, the deed could revert to the City under such an agreement as opposed to an official statute transfer registered with the State.
 - A “reversion clause” could be included in a deed.
 - Fair Market Value determinations could be questioned in future negotiations.
 - The terms need to be very specific, i.e., define “unreasonable”.

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- There is a possibility, within current verbiage, for the City to question the Park District's needs to raise taxes, even if for other purposes, which could be used to revert the property back to City possession.
- Becky stated that the process of obtaining the parks may need to start fresh, especially as the 8th Street property is now part of the discussion.
- Becky was able to verify from ALMH that the asbestos removal from the 8th Street property was completed.
- Becky informed the Board that she had been invited to the September 14th City Council meeting to present to the Aldermen.
- OSLAD Grant:
 - Application was turned in on 9/1/2021, which was reviewed by Tod Staton prior to submission.
 - Grant Process:
 - Desk Review / Possible email request for further supplemental documentation.
 - First Round – Short Presentation to DNR Grant Administrators.
 - Early 2022 – Final Review & Decision; Grant award notification.
 - Spring 2022 – Begin process of contracting essential vendors for the project.
 - Tod offered to help track expenses if a project manager is not otherwise contracted.
- Mud Run is in 2 days.
- CIVC 9/11 Memorial Run and several surrounding towns have activities scheduled for the same day.
- Administrative Assistant position – Deidre Schaffenacker has accepted the position.
 - She has experience in Human Resources with her previous employers.
 - Deidre has already help post open positions on Facebook.
- Pool & Concessions have closed after Labor Day.
- Foundation is planning a fall fundraiser.
 - Jon Young, one of our dance class instructors, reached out with his interest.
 - He is working with Becky to coordinate a 50's style sock-hop themed event.
- Becky asked to verify with the Board on the preferred protocol for requests to consume alcohol on LPD property when individuals rent the banquet hall.
 - Don stated that previously, the individuals would write a letter to the Board to request permission as well as provide proof of dram shop coverage.
 - Dave agreed that the dram shop insurance is necessary and that it needs to list LPD as “additionally insured”.
- Staff training with Officer, Tim Butterfield, went very well and as he instructs the local schools, the training is consistent with what they practice next door.
- Becky attended Lincoln College's Lynxfest with Jaylee and Jennifer.
 - They distributed around 60 2-week passes to students.
 - Angie stated that a group of students have been playing volleyball almost daily.
 - The Student discount was advertised and 3 have already been purchased.
- COVID-19:
 - State issued new mask mandate issued on 8/30/21.
 - Jason A., of IAPD, stated that it is best to post the mandates
 - Posting publicly puts the responsibility on the individual, not the business.
 - Health Departments have “no teeth” under the current mandate verbiage to enforce it.
 - LPD has seen a decline in attendance after the new mandate was put in place.
 - Only 1 request to suspend a membership so far.

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- Becky stated that she will check with the Health Department about quarantine requirements under the new mandate.

OPERATIONS REPORT – VERN HASELEY

- Vern asked Angie to hold the Entec check until he can review the supporting documentation. He also, techs should be coming to check on the system and that there are Ameren Grants available to potentially repair the Complex units so that they can remove the humidity.
- Regarding the pool leak, Vern has been researching detection methods. One such method uses liquid nitrogen to find leaks, unfortunately, Vern suspects the leak to be in the wading pool. Hopefully, the weather will continue to cooperate until the leak can be found and repaired. Worst case scenario would be having to drill through the thick concrete. Dave inquired about who installed the pool, which Vern stated was Burbach Aquatics, and then explained that most of those employees are no longer available. Due to conflicts, construction transitioned from Burbach to Capri Pool, who completed the project. However, Vern was able to verify that Burbach's still have the original schematics. Burbach Aquatics will be the first contact if the dye test does not identify the leak.
- Vern has been researching truck options but has not made a final decision on one yet.

PROGRAM REPORT – JAYLEE SWINFORD

- We will be holding a community job fair September 16th to help local businesses; so far 12 have registered for booths.
- Jr. Railer Registration will be open October 1st.
- Music Lessons will be starting next week.
- Lynxfest went well; LPD was paired next to a LC organization called "Kings", which focuses on community service.
- Upcoming events in September and October:
 - Swing Dance, which currently has 3 out of 5 spots filled.
 - Paint Classes have been scheduled for next week (Mystical Tree) and early October (Pumpkin fan blades).
 - Registration will begin for the next session of Tumbling.
 - Cupcake decorating will be offered; posted event today & already have 5 registered.
 - Scarecrow Building will also be offered this fall; was very popular last year.
 - Stargazing on Sept 25th with an Astronomer from ISU, free to the public.
 - ALMH has generously offered to sponsor a free family movie, the Goonies, Sept 18th.
 - Plans for Halloween are already in the works; this year we hope to have 2 events:
 - Geared toward the younger crowd will be games on the softball fields.
 - For the older crowd, a haunted trail is being planned for Memorial Park.
 - October 1st is the LCHS Homecoming parade; the Board is invited to participate.
- Kickball – Cup in Hand 1-day tournament:
 - Jaylee has researched the protocol for obtaining required permits and licenses.
 - City approval/permits takes approximately 3 weeks.
 - Cannot apply for State approval/permits until City's is in hand.
 - Dram shop policy for 1-day tournament cost is \$375.00.
 - City/ State License cost is \$45.00.
 - Estimated all other expenses of selling on premises for an event that would last around 5 hours, and extrapolated profit range of \$700-1,900.00, which does not include possible sales to spectators.

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FITNESS MANAGER'S REPORT – JENNIFER PRATHER

- Group Fitness class attendance for August was 908, an increase from July, but there has been a recent drop in attendance due to the new COVID-19 mask mandate.
- We have been able to use registration via Calendly during COVID restrictions to contact those participants via email to inquire about current attendance.
- Balloons over 66 glow went well and there has been positive feedback from pilots.
- September promo is Class Bingo.
- Instructors have the option to teach outside if they want to avoid wearing a mask in class.
- Virtual Class attendance numbers are rising due to the new mask mandate.
- Dr. Goldstein, of Schneider Chiropractic, will be offering Health and Wellness classes.
- The Self Care / Foot Massage class has 5 registrations so far.
- Ashleigh will be offering Core classes as a Virtual Series in October.
- Jen will be attending the Midwest Mania training event in Chicago. She and Becky decided to add on a virtual component, which will allow the other instructors to view those training videos as part of their in-service training.
- An Open House is scheduled for October 16th.
- Jennifer has been contacting vendors of products to request donations, which will be used as prizes and giveaways for various events.
- Spin® for Schools is scheduled for November 6th.

POOL MANAGER'S REPORT – JENNIFER PRATHER

- Staff banquet went well and helped boost staff morale towards the end of the season.
- Lack of available guards once school started prompted the change in hours for the rest of the season:
 - o Tuesdays were open 4-8 for family swim at half price, which was very popular.
 - o Weekend hours remained the same, closed during the week, except for lap swim.
- Next season:
 - Would like to improve Family Fun Days.
 - Need to consider raising prices, preferably before the end of 2021 to update website.
 - Guards were issued a survey to complete anonymously, inquiring about their return and suggested improvements (i.e., Walkie-talkies for guards)
- Overall, there has been a lot of positive feedback throughout the season.
- Jen thanked the Board for the opportunity to act as Pool Manager:
 - o Becky stated that there have been some discussions about improving things for the 2022 season.
 - o Even though LPD did not hire as many guards this season, paying a fair wage helped keep staff.
 - o Social Media posts and support from local media's articles and pictures have helped with a successful season.
- Jennifer thanked Vern and Tony for all their help maintaining the pool.

CORRESPONDENCE: NONE

UNFINISHED BUSINESS:

A. Capital Improvements:

1. Rotary Wheelchair Swing.
 - a. Rubber mats are on order, were backordered previously.
 - b. Becky stated that she had contacted Picture This about a plaque.

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- Vern stated that the Landscapers had done a nice job on the Front Entrance and Becky informed the Board that she had briefly spoken to Jason about the possibility of improving the Fit Zone Parking areas next year.
- Becky notified the Board that By Design Landscaping was the victim of vandalization over one weekend, when a few of their wheelbarrow tires were slashed.
- Vern informed the Board that the Bronco Field conversion has been delayed.
- It was brought up that the Concessions need more signage; people are unaware that they are there, and bathrooms are available, which Becky reminded the Board that it was a complaint listed after the July 4th events.
- Vern suggested considering having the mud run around the outside of the driving range next year, which could create the possibility of leaving a track and some obstacles for year-round use. Don inquired about the source of the water for the mud features, which Becky verified that Illinois American Water is donating some and Vern stated that they would be carting some out there via the water wagon.
- Becky stated that she was considering transitioning the golf shed into a concession stand for some future events.
 - 2. Club Exchange Park: None.
 - B. Aquatic Center: See Operation Supervisor's Report.
 - C. OSLAD Grant Application: See Director's Report.
 - D. COVID: See Director's report.

NEW BUSINESS:

Angie advised the Board that October is when the Levy and Budget & Appropriation drafts are presented for public review.

EXECUTIVE SESSION: NONE

ADJOURNMENT: Seeing as all further matters were tabled until the October meeting, the Board members and staff present finished their refreshments at 7:29 p.m.

NEXT MEETING: The next meeting date will be the Public Hearing scheduled after roll call for the next regular Board meeting, which will be Wednesday, October 13, 2021, at 6:00 P.M.