

**LINCOLN PARK DISTRICT  
BOARD MEETING MINUTES  
DECEMBER 8, 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, Gary Nodine, Dave Perring, Laura Duffer and Bob Thomas. None were absent. Attending from the Park District were Becky Strait, Vern Haseley, Jennifer Prather, Allison Baker, and Angie Coombs. None were absent.

**PUBLIC HEARING** – At 6:00 Don Peasley opened the floor for the public hearing to discuss Ordinance #346, which consist of the 2022 Fiscal Year Budget & Appropriation. The guests present were asked if they had any comments or questions. After the guests declined, Don asked for a motion to close the public hearing, as voting on the matter will take place later in the meeting. Dave Perring made the motion to close the public hearing at 6:01. Bob Thomas moved to second the motion, which passed after a unanimous, roll-call vote.

**MINUTES OF MEETING** – Minutes of the November 10<sup>th</sup>, 2021 meetings were presented. Don asked if there were any questions, comments, or suggested changes. Laura Duffer made the motion to approve the minutes as presented. Gary Nodine moved to second the motion, which then passed after a unanimous, roll-call vote.

**VISITORS** –

- Ryan Benson, of The Garland Company, presented the Board with the final portion of the 5-year plan originally presented to the Board in 2016. The oldest section of roof, over the sports complex / tennis courts, is the final section scheduled for maintenance. There are still a few minor leaks that need to be resolved. The original estimate of its cost has increased more than anticipated due to the pandemic. However, The Garland Company does have necessary products in stock, which helped. The new estimate is \$291,375.00 to replace screws, nuts, closure pieces, gutter, adds snow guards, and includes the application of a rubberized coating. With this maintenance, the roof, which was added in 2003, is estimated to last another 10-15 years. Bob inquired as to how thick the coating will be, which Ryan stated that it typically is applied between 60 and 80 mils. Ryan explained that the process includes power washing the surface after all replacements are done, applying a base coat, then the topcoat. Bob queried the method of application, which Ryan stated that it can be sprayed on or rolled, if it is too windy. Next, Bob asked about the optimal time to complete this maintenance process, inquiring if summer is preferred. Ryan explained that he would prefer in the spring, prior to the pool opening. Ryan continued to explain that this time frame would reduce the possibility of exposure of product to the pool patrons & vehicles. Ryan asked the Board for their approval to begin the pre-bid process for the spring project. Vern inquired as to the companies expected to submit bids. Ryan stated that he anticipated the same companies that bid for the other sections of the roof project during the previous projects. Vern and Ryan shortly discussed the issues of worker availability, product backlog, and company scheduling that may impact the project. Ryan stated that starting the process earlier can sometimes result in more competitive pricing. Gary Nodine made the motion to approve The Garland Company to start the pre-bid process on the Sports Complex maintenance project. Laura Duffer moved to second the motion, which then passed after a unanimous, roll-call vote. Ryan thanked the Board for their time before exiting the meeting.

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- Jake Bennet, of Lincoln Land Communication, presented the Board with a quote to upgrade the Aquatic Center’s sound system. Per Jen’s request, Jake had prepared an initial, high-end quote and a subsequent quote that was not “top of the line” options to also meet the needs for the area. Dave asked what the biggest differences were between the 2 options, which Laura pointed out that the number of speakers was noticeable. Jake informed the Board that the first, higher quote included a set up for the highest quality in music projection, including a wall cabinet, amp, and sound mixer. Also, Jake pointed out that the speakers themselves cost around \$1,000 each. The second option used cheaper equipment, fewer speakers, excluded the wall cabinet, and Bluetooth adapters. Bob inquired about the warranty, which Jake verified that 1 year was standard. Jake explained that the existing wiring, amp and speakers are originally designed for 2 paging speakers. The current system is not designed for music projection. Dave stated that he was happy with the second, lesser quote, even if the sound isn’t quite as good as the first option. Becky asked if the different number of speakers would greatly affect the sound, which Jake stated that it could, but he would look at repositioning the speakers to better cover the area. The current set up has 2 areas that are extremely loud, whereas more speakers would allow the volume to be less, as it is then projected from more areas. Laura asked if Bluetooth was necessary, which Jake stated that the second option had equipment which is Bluetooth capable. Becky asked if other people would be able to connect to the mixer/amp via Bluetooth and questioned if that would create a problem. Angie stated that it may be possible to turn the Bluetooth function off, which would then require a direct plug in. Gary asked if more speakers would allow the music to be projected without distorting the sound, which Jake verified that was the plan. Bob asked if more speakers could be added, if desired later, which Jake stated that would be possible with the equipment listed in option #2. Laura Duffer made the motion to accept Quote#2 to replace the Aquatic Center sound system for \$4,973.75. Gary Nodine moved to second the motion, which then passed after a unanimous, roll-call vote. Becky inquired about the timeframe, which Jake verified that the installation can be done during cold weather, however, the prices will likely increase in January. Jake stated that the equipment can be ordered now and installed later. Jake thanked the Board for their time before exiting the meeting.

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

<b>GENERAL</b>	-	<b>\$</b>	<b>4,354.49</b>
<b>RECREATION</b>	-	<b>\$</b>	<b>4,144.35</b>
<b>LIABILITY</b>	-	<b>\$</b>	<b>4,484.00</b>
<b>CAPITAL IMP.</b>	-	<b>\$</b>	<b>19,302.23</b>

Don asked if anyone had any questions about the listed Accounts Payable. Angie informed the Board that the Capital Improvement portion included the water main work done during the summer, since the company’s certificate of liability had been requested prior to the work being done and was not received until recently. Don stated that certificates of liability should be procured prior to work being done on the premises. Don requested a motion regarding the list of Accounts Payable. Laura Duffer made the motion to approve Accounts Payable, which was seconded by Bob Thomas, and passed after a unanimous, roll-call vote.

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

<b>GENERAL</b>	-	\$	<b>207,370.10</b>
<b>RECREATION</b>	-	\$	<b>(18,540.47)</b>
<b>CAPITAL IMPROVEMENT</b>	-	\$	<b>863,275.11</b>
<b>AUDIT</b>	-	\$	<b>5,528.25</b>
<b>LIABILITY</b>	-	\$	<b>122,301.50</b>
<b>2014 DEBT CERT.</b>	-	\$	<b>5,052.94</b>

Don asked Angie if all the Real Estate Tax Distribution monies had yet been received. Angie stated that the final and interest payments had arrived, and a spreadsheet was included in the Board packet for review. Even though 100% was not received for every fund, overall 100% of the total levy funds had been received.

**EXECUTIVE DIRECTOR – BECKY STRAIT**

- A slideshow presentation was displayed as she spoke on a few topics:
  - Ameren Grant / Complex HVAC system upgrade:
    - An Entec Representative met with Becky and Vern to discuss the project.
    - The Grant was awarded in the amount of \$21,000.00.
    - There was a deadline to meet, which was the end of the calendar year.
  - Becky informed the Board that she had decided to decline the proposed facility usage by the local Roller Derby group; citing budget restraints that would prohibit any surface issues possibly caused by the usage, which falls outside of the original design/purpose.
  - Integrity Data grant application has been submitted, which was for \$5,000.00 to go towards the planned outdoor pickleball and volleyball courts.
  - Discussion regarding parks owned by the City of Lincoln:
    - Becky sent the proposal to the Mayor.
    - There has been no official response.
    - Becky stated that she had spoken momentarily with the Mayor at the parade, where he stated that he would contact her.
    - Bob inquired about the official proposal that was sent to the City.
      - Becky stated that it mentioned maintaining a board combination of members from interested parties, such as the City and Park District, possibly the local hospital.
      - Informed the City that the Park District would be willing to share resources such as LPD's master plan for future discussions regarding park improvements.
      - Explained that LPD agreed with the City in their request to transfer maintenance responsibilities from LPD to City staff as of May 1, 2022.
  - The County received over \$1,000,000.00 to improve parks, etc.
    - Becky was invited to a County Board meeting to discuss Logan County park improvements, such as both Latham and Scully parks downtown.
    - The County Board did state their interest in adding outdoor pickleball courts.
    - Becky did ask about the possibility of the County Board possibly distributing some of the grant monies to Logan County Park Districts for further park improvements, but the Board did not seem likely to do so.
    - Becky stated that she shared contact info for the company that prepared LPD's master plan.
    - Becky plans on attending the County's January meeting and hopes to have another meeting with Angie from the hospital.

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- Megan Behrends has been hired for the Front Office Administrative Assistant position.
- Employee Insurance:
- Kelly Gleason, of Garrett's Insurance, presented the staff with the options comparable to the current Blue Cross / Blue Shield plan.
- The staff chose a plan from Health Alliance, which is 25% more, but allows them to keep their current General Practitioner.
- The same BC/BS plan cost 11% more than the current year, so the Health Alliance option is only 14% more than that. Other plans were 45-50% higher in cost.
- Security started working Friday – Sunday evenings.
- Weather has prompted higher attendance for indoor activities.
- The staff is very appreciative of the extra support.
- New equipment, purchased with the fund donated by the Denzler family in memory of Scott Brown, has been ordered.
- Vern and Tony have been working hard to build a new deadlift platform.
- The staff participated in a product demo from Sportsmith, a software comparable to our current program by CivicRec (Rec1).
- This software was found to be very user-friendly and reviews from other Park Districts have stated that their customer service is better than other companies'.
- Becky informed the Board that she had polled other Park Districts and this is the company that stood out.
- A few components, such as the card scanner and printer, may need to be upgraded.
- Jen stated that she thought it was very user-friendly.
- Angie said that the program looks like it might even be able to combine or eliminate some other calendar subscriptions with its capabilities.
- The Staff Christmas party is scheduled for December 17<sup>th</sup> at the Spirited Republic.
- Within the proposed Budget & Appropriations, the monies allotted for the Legion Field Lighting upgrade have been reallocated for the pool sound system and a new lift, but the bottom-line number will remain the same.
- Vern explained that the current lift is old and has become unstable.
- The Board approved looking for a lift to replace the old one.
- Becky informed the Board that she would like to discuss membership price increases within the Executive Session.
- Becky stated that the average is \$10-15 per membership.
- Swim lessons will also need to be discussed.
- The title "Full Access" is a bit misleading to the public as it does not include tennis or pickleball court fees, nor the aquatic center.
- Becky informed the Board that we have received various requests from members for extensions on their membership terms due to multiple reasons, but the Board agreed to not extend the terms.
- Becky stated that the newly approved Student Pass has not yet been advertised/implemented but will be with the new prices.
- Becky would like to offer punch cards for both Pickleball court usage and baskets of golf balls for the driving range. Each will provide some savings to those patrons.
- Becky informed the Board that she would like to offer a discounted room rental price for groups/organizations that would like to reserve a room on a contractual basis for an extended period in 2-hour increments.

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- Gary inquired about the prices listed in parenthesis on the current brochure, which were verified as quarterly prices.
- Laura inquired about monthly fees and how much other facilities were charging for comparable membership dues.
- Laura also stated that she liked the idea of the punch cards, but was hesitant to offer them for all memberships/facility usage.
- Gary Nodine made the motion to approve the new membership prices as listed, which will take effect on the first of the year (2022). Bob Thomas moved to second the motion, which then passed after a unanimous, roll-call vote.
- Bob inquired about the Insurance Program: Silver Sneakers.
- Jennifer explained that LPD currently participates and receives so much money each month per registered participant.
- Laura asked if the insurance companies pay for their patrons to use the LPD facility.
- Becky informed the Board that Jennifer is working to become registered with another company, as we have been informed that many patrons' insurance is no longer using Silver Sneakers as of January 1<sup>st</sup>.

Jennifer told the Board that she has scheduled an open house type of meet and greet to give the affected patrons a chance to learn about the new programs and check their eligibility.

**PROGRAM REPORT – Presented by Becky Strait**

- CoEd Volleyball is full with 6 teams registered and will start in January.
- Jr. Railer registration started December 4<sup>th</sup>. John helped print over 100 team shirts. Jen stated that whoever thought to do the bag system for the first day, with the shirts, scheduled and picture forms all in LPD bags, that the distribution went very well. Unfortunately, the 4<sup>th</sup>-6<sup>th</sup> grades had to be combined and 1 parent requested a refund for that reason. Laura asked if the fliers were distributed to the schools and Angie explained that all fliers must now be submitted to the Superintendent for approval, whose office then disburses them to the schools. Becky stated that the teams will be playing during LCHS half times in the upcoming weeks.
- Saturday with Santa's event went well. Allison was able to attend and help with the event. LPD offered both snacks and crafts for families while they waited to see Santa. The Grinch arrived unexpectedly, but it was as a charity fundraiser. The fundraiser and Grinch were mentioned on WAND news and the publicity expanded the fundraiser's plans to gift to 5 local families up to 50.
- Jennifer offered Ornament Decorating on November 30<sup>th</sup>.
- The Thanksgiving Charcuterie Class was full, with a waiting list, which went very well.
- There are 20 participants registered for the Christmas Penguin painting class.
- Allison Baker, present, has been hired as the new Program Coordinator.

**OPERATIONS REPORT – VERN HASELEY**

- Vern stated that they have been busy getting ready for winter, painting the shop bathroom and the rest of what he needs to discuss will come later.

Allison gave the Board a brief introduction of herself, stating that she has a Sport Management and Marketing Degree from MacMurray. She is currently working on the Letter from Santa program, which had 486 requests this year.

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

- Group Fitness class attendance for November was 750 compared to October's 595.

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- Gridiron Challenge had 9 teams. It went well and was a cross-promo of using the gym, cardio, weights, and class, which increased attendance. We did receive some Google reviews after it. The top team received a 3-month membership, built bar, shirt, and water bottle as their prize.
- Instructors continue to take advantage of the access gained from when I attended the Mania Event in Chicago.
- A senior picnic was held on December 1<sup>st</sup> where they brought a pair of socks to exchange. 10 people attended.
- December special offer is an “Advent Calendar”, which had 2 registrations from the Grid-Iron challenge participants.
- HIIT Fire 2.0 is an upcoming revamp to the popular class/program.
- January will see the Health & Wellness seminars for seniors advertising start back up with a collaboration with the local hospital, beginning in February.
- Sheralyn will be teaching a foam rolling course.
- Renew & Active is the new Health Insurance sponsored program that Jennifer is currently in the process of LPD becoming a registered location.
- The Seniors will be offered the Wellness Walk program this winter.
- Jennifer is also in the process of contacting Weight Watchers to see about becoming a meeting site. The previous site was closed due to COVID-19. Jen stated that the program requires 30 local members or interested individuals to have a host site. Laura asked where Jen was thinking of holding the meetings, to which Jen replied that she had the Railer Room in mind.

**CORRESPONDENCE:**

- A parent had called their displeasure of the fact that the Jr. Railer program combined the 4<sup>th</sup> – 6<sup>th</sup> grades and had requested a refund because of that.

**UNFINISHED BUSINESS:**

A. Capital Improvements:

1. Rotary Wheelchair Swing.
  - a. The rubber tiles will be installed in the spring.
  - b. Vern informed the Board that a refund will be issued, as there was a problem when ordering the rubber materials.
    - 1) It looks as though the order for the larger order was never canceled and the employee that was given that order no longer works for the company.
    - 2) The larger order was delivered and paid for, but then the company called to say that the small order was ready and that the invoice was coming.
    - 3) Vern then verified that the first delivery was the larger order, which should have been canceled.
    - 4) The company will exchange the orders, as it hasn't been unpacked yet, and refund the difference.
  - c. Becky informed the Board that the Grinch that attended the Santa event donated some money that she had collected previously to the Wheelchair swing fund.
2. Complex / Aerobic Room HVAC System:
  - a. The update will take 2 days for ENTEC to install.
  - b. Becky stated that Entec reportedly dropped the ball on the application process but asked Ameren to accept it and not penalize LPD for their error, which they did.

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- c. Vern had contacted Entec to check on the status, and apparently an employee left without submitting the application.
- B. Aquatic Center: NONE
- C. Parks owned by the City of Lincoln: See Executive Director's Report.
- D. COVID: NO CHANGE.

**NEW BUSINESS:**

- A. Ordinance#345: 2022 Tax Levy.
  - 1. Laura Duffer made the motion to approve Ordinance#345, the FY 2022 Tax Levy, as presented.
  - 2. Gary Nodine moved to second the motion, which then passed after a unanimous, roll-call vote.
- B. Ordinance#346: 2022 Budget & Appreciation.
  - 1. Laura Duffer made the motion to approve Ordinance#346, the FY 2022 Budget & Appropriation, as presented.
  - 2. Gary Nodine moved to second the motion, which then passed after a unanimous, roll-call vote.
- C. Employee Insurance Plan: See Executive Director's Report.
- D. January 1, 2022 payment to 2014 Debt Certificate; \$352,493.75 (Interest \$21,993.75, Fee \$500.00, Principal \$330,000.00).
  - 1. Gary Nodine made the motion to approve the \$352,493.75 payment to the Heartland Bank & Trust invoice, due January 1, 2022, for the annual 2014 Debt Certificate payment.
  - 2. Laura Duffer moved to second the motion, which then passed after a unanimous, roll-call vote.

**EXECUTIVE SESSION:** The Board entered Executive Session at 7:32 pm to discuss the proposed Christmas Bonuses and 2022 salaries & wages. The Board exited Executive Session at 8:12pm. Bob Thomas moved to approve the Christmas bonuses and pay raises as presented. Laura Duffer moved to second the motion, which passed after a unanimous, roll-call vote. Bob Thomas moved to approve the payout of unused comp time at the end of the year, as presented with the caveat to use it as it is accrued in the future. Laura Duffer moved to second the motion, which then passed after a unanimous, roll-call vote.

**ADJOURNMENT:** Seeing no further business, Laura Duffer moved to adjourn the meeting. Dave Perring moved to second the motion. The motion carried. Adjournment: 8:15 P.M.

**NEXT MEETING:** The next meeting will be held Wednesday, February 09, 2022, at 6:00 P.M.