

**LINCOLN PARK DISTRICT
BOARD MEETING MINUTES
JANUARY 08, 2022**

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, Dave Perring, Laura Duffer and Bob Thomas. Gary Nodine was absent. Attending from the Park District were Becky Strait, Vern Haseley, Allison Baker, and Angie Coombs. Jennifer Prather was absent.

MINUTES OF MEETING – Minutes of the December 8th, 2021 meeting was presented. Don asked if there were any questions, comments, or suggested changes. Bob Thomas made the motion to approve the minutes as presented. Laura Duffer moved to second the motion, which then passed after a unanimous, roll-call vote.

VISITORS – NONE

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

| | | | |
|---------------------|---|----|-----------------|
| GENERAL | - | \$ | 6,462.45 |
| RECREATION | - | \$ | 7,154.15 |
| CAPITAL IMP. | - | \$ | 2,973.44 |

Don inquired about the payment issued to McEntire’s Maytag, which Angie explained that someone rented the kitchen to bake Christmas cookies, only to discover that one range did not work. Vern stated that after inspection, the electronic board was fried and a replacement was delivered that same day. Don then asked if anyone else had any questions about the listed Accounts Payable. With no further questions asked, Don then requested a motion regarding the list of Accounts Payable. Laura Duffer made the motion to approve Accounts Payable, which was seconded by Dave Perring, and passed after a unanimous, roll-call vote.

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

| | | | |
|----------------------------|---|----|---------------------|
| GENERAL | - | \$ | 183,269.43 |
| RECREATION | - | \$ | (56,130.52) |
| CAPITAL IMPROVEMENT | - | \$ | 1,182,260.30 |
| AUDIT | - | \$ | 5,528.32 |
| LIABILITY | - | \$ | 122,302.56 |
| 2014 DEBT CERT. | - | \$ | 20,036.08 |

Angie stated that the Recreation Fund still owes some reimbursements to the General Fund for its portion of payroll, but that funds would be reimbursed as income allowed it to be done.

EXECUTIVE DIRECTOR – BECKY STRAIT

- A slideshow presentation was displayed as she spoke on a few topics:
 - The staff Holiday party went very well.
 - It was well attended, but the location was rather loud and space was just a little tight.
 - Don suggested that Lincoln College be considered next year, as they offer catering and there would be more space.

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- Ameren Grant for Sports Complex HVAC was finished by the end of the year.
 - Entec submitted the paperwork for the grant.
 - There is approximately an eight-week period before the funding will be received.
- City Parks:
 - There is no new news, but Becky will reach out to the Mayor before the next meeting.
- Park Improvement Plans:
 - The focus moving forward will be on LPD's parks, possibly partnering with the hospital.
 - Tod Stanton has been contacted about discussing various ideas, elements, and pricing.
 - Becky will be meeting with the Hospital to create a collaboration of Park Districts within Logan County to try and get everyone on the same page.
 - The goal is to expand communication and reduce extra duplication.
 - Becky informed the Board that she had been invited to attend a Logan County Board meeting, which she felt went well.
 - She addressed the Board and detailed LPD's upcoming projects and ideas for potential projects.
 - The County Board stated that they were considering a disc golf course to be installed in Latham Park, which Becky suggested a Story Walk since it is directly across from the library.
 - Becky explained that a Story Walk has podiums installed throughout the walk with pages of a book displayed at each podium.
 - Dave asked if the books can easily be switched out periodically, which Becky verified that they can be, typically monthly or quarterly.
 - Some Park Districts that have Story Walks occasionally hold events where people will dress up as a character from the book as part of the event.
 - Emily, of the Logan County Board, stated that the Board will be looking to move forward with the Story Walk idea.
 - The County Board also asked for Becky's thoughts on a temporary ice rink installation.
 - Dave stated that the idea had previously been discussed by the LPD Board and it was rejected due to the lack of weather conditions cold enough to reasonably sustain it.
 - Becky stated that she has received some suggestions about using synthetic ice and asked her social media PD groups for their input. Most feedback was negative and cited success was very limited with both synthetic and actual ice for several reasons.
 - It was suggested that perhaps the ice rink could be synced with the downtown carriage rides as limited offerings, which might increase the attendance for both events.
 - Scully park was suggested as a location ideal for a potential temporary ice rink installation in the future.
 - Becky stated that she felt that it was good to get communication open between Park Boards to make sure that all are coordinating their ideas and efforts to best serve the communities within Logan County.
- July 4th Fireworks Contract:
 - Becky requested the Board's thoughts on moving the firework show to Sunday evening since the actual holiday falls on Monday, which the Board agreed with.
 - Quotes had been requested from a few companies:
 - Central State Fireworks, which was the company contracted to provide the previous 3 years' show, reported that they have been bought out.
 - Central State also cited a shortage of supplies, as most of the product is manufactured in China, therefore had no guarantee of being able to obtain enough supply for a show.

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- Becky showed a slide comparing the prices and products detailed in both quotes provided by Central State/J&M Fireworks and American Patriot Pyro.
 - The owners of American Patriot Pyro worked at the company that LPD has used previously, before contracting with Central State.
 - The price was the same (\$15,000), however more supplies were detailed in the quote provided by American Patriot Pyro, and the assurance that all but 1 type of firework were in stock.
 - A few differences between the two companies were a few of the shell sizes listed and the amount listed on their insurance coverage.
 - Dave inquired about the difference in shell size, which Vern stated it could be in relation to aerial explosions compared to ground displays.
 - Both companies would be willing to sign a contract for a show on July 3rd, a Sunday, if the Board approved of the date. The Board was in agreement to schedule the 3rd.
 - Becky stated that both companies provided a detailed list of all types and quantities for the Board's review.
 - Don asked the Board to consider the companies' location before making any motions, as American Patriot Pyro is a company located locally, whereas J&M/Central State is headquartered in Iowa after the buyout.
 - Bob stated that he would prefer to stay local, if the company was able to provide the same quality of service as the Iowa company.
 - Laura stated that she would prefer to stay local and Dave agreed with Laura and Bob.
 - Dave Perring made the motion to approve the contract with American Patriot Pyro, to provide the July 4th Aerial show, which is to be held on Sunday, July 3rd, 2022. The motion was seconded by Bob Thomas, which then passed after a unanimous, roll-call vote.
- Staff/Security/Other:
- Civic/Rec1 Software:
 - Current contract ends February 1st, 2022.
 - Starting conversion to Sportsman next week.
 - There was a security situation where the police were called due to a gentleman causing a few problems.
 - An unknown male had paid the daily fee to use the facility and was verbally aggressive towards a member, which Rios had contacted Becky about.
 - The member offered to leave and remove himself from the situation.
 - A little later, the man misplaced a phone and was presenting behavior that led Rios to contact the police for assistance.
 - The phone was located and returned shortly after the police escorted the gentleman from the building.
 - Dave inquired if the waivers were amended to include LPD authority to request patrons to leave if staff requested, due to issues, and Becky stated that it would be added.
 - Becky also stated that membership waivers have been amended to encompass the membership term as well as the calendar year, for instances where the term straddles years.
- Vern and Tony built the new deadlift platform for the weight room.
- Steve Klemm, from Picture This, created the logo on the platform.
- The Denzler Family donated the funds for the equipment, in memory of Scott Brown, and the emblem honors Scott.

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- Becky stated that the platform and equipment are being used regularly and that Vern and Tony also fabricated a holding rack for the plate jack.
- Becky has received several thank yous from the patrons for the extra storage racks.
- The price increase has gone into effect.
 - There was a little feedback on the Senior Stride rate going from \$1 to \$2, but there have not been too many complaints otherwise.
- Silver Sneakers has been dropped by some insurance plans, who seem to be utilizing Renew Active instead.
 - The process of becoming a registered site for Renew Active is somewhat difficult.
 - Dave inquired as to who chose to change, to which Angie explained that it is provided by an individual's insurance company and their choice of which program to offer their clients.
 - Becky stated that currently affected patrons have been offered a 2-week facility pass, but she does not want to offer a longer free term.
 - If the process to become established continues, she suggests that patrons purchase a membership, which can be refunded when the approval is complete.
 - Bob inquired as to how the Silver Sneakers and Renew Active programs worked.
 - Angie explained that Insurance Companies partner with these companies to coordinate access to health and fitness centers such as LPD, Anytime, Reps and YMCAs. Silver Sneakers provided facilities with an iPad for their members to check into the facility and reimburse facilities monthly, typically at a per diem/monthly rate per patron. Other providers require LPD to track attendance and submit reports for reimbursement.
- Boy Scouts will be using Memorial Park for their upcoming Klondike Winter Challenge, where 8 troops will be participating.
- Becky is planning some upcoming staff training.
- Becky informed the Board that she had included in their packets a suggested Code of Conduct / Conflict of Interest agreement for their review and signature.
- Angie stated that she had included the County's Economic Interest Statement, which they require to be filled out annually.
- COVID-19: no change in policy, but noted that school policy has changed to reduce the quarantine period to 5 days. Bob stated that the County Courthouse does not require quarantine for individuals that have been vaccinated.

FITNESS MANAGER'S REPORT – JENNIFER PRATHER - read by Becky Strait

- Group Fitness class attendance for December was 465, including no classes the last 2 weeks for the holidays. We also offered free classes the first week, which brought in several new participants and at least 1 new membership.
- HIIT Fire 2.0 has started and has 7 participants working with Sheralyn.
- The Foam Roller class was canceled with only 1 participant signed up.
- January has an online plank challenge, which has a different challenge posted daily.
- Wellness Walk for Seniors has started, where participants track the miles that they walk.
- Jennifer held a Senior meet and greet where she was able to check their insurance program eligibility, which resulted in 2 new memberships.
- Best Body 52 is a program in partnership with a registered dietitian, which will focus on nutrition and offers personal training sessions.
- Spin(r) Certification is scheduled for January 22nd.
- February is Heart Health month.
- Weights 101 will be offered in February.

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- Jennifer has also begun to work on the March group fitness schedule.

AQUATIC CENTER REPORT - JENNIFER PRATHER - presented by [Becky Strait](#)

- Allison has been working on advertising and coordinating the upcoming Job Fair.
- A new swim lesson registration process has been created online, which includes an assessment survey to help determine the level the child needs to be registered for.
- Elizabeth and Jennifer have scheduled dates for lifeguard training. Elizabeth was home from college on break and met with Jen to discuss the upcoming year, including the possibility of splitting the managerial responsibilities to more of a 50/50 balance.
- The sound system has been ordered and arrived. We will pay 50% down and the remainder after the work has been completed.

OPERATIONS REPORT – VERN HASELEY

- Vern stated that they have been busy fixing things around the facility and grounds.
- More will come later in the meeting.

PROGRAM REPORT – ALISON BAKER

- The Sweetheart Dance is scheduled for the Saturday before Valentine's Day.
- CoEd Volleyball has 6 teams registered, and a few more people stated their interest after the deadline has passed. May offer a fall league, possibly 2 nights a week, due to the number of teams requesting to participate. Depending on the progress of the sand volleyball court project, a summer league might also be offered.
- The daytime Pickleball league is full and going well. An evening league will be advertised to start when the morning league ends.
- Allison has been discussing music lessons with Denise, from Lincoln College. Advertising will begin soon, and the price will be increased by \$10.
- Jr. Railers is going well, but a few coaches have been out sick. Sam White is currently arranging for the teams to play during the High School half times.
- Jody is unavailable for paint classes until March, but Allison stated that she is planning some craft classes in the meantime.
- The New Year's Nerf party had to be cancelled, but it may be rescheduled for later this spring.
- Some local teams have already contacted LPD about scheduling diamonds for the spring and summer. Lehn & Fink's diamond was also requested as a site for a tournament, but it was explained that there are no lights nor electricity at that diamond. That discussion is still in progress.
- Allison has been working to solve the connection issues with the Nevco marquee out front. Becky stated that she had tried to contact the company before Allison started and was informed that the software is obsolete and that the board will need to be upgraded soon. The patch provided was the last the company would be able to do. Allison is working with Vern and Tony to help figure out why the signal is not relaying as it should between the devices.
- The Job Fair fliers are ready to post. The event will also be offered to other local businesses, for which forms have been created for their registration.
- Allison has been working on creating a LPD brochure for the diamonds, a part of the grounds/complex that is not included in the normal brochure. These can be distributed to teams traveling to play here, offering another location for teams to rent diamonds for practice and/or game play.

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CORRESPONDENCE:

- Becky stated that she had received an email complaining about staff regarding court availability. The mother had paid for the children to play on the courts while she utilized the circuit and/or strength area(s). The children actually joined a Jr. Railer team's practice and stayed on that court after the team left when their practice ended. According to the staff member, a group had come in asking if there was a court available for full court play. Staff explained that it was first-come-first-serve, and that the staff would need to ask the current group of kids if they would be willing to let this group play full court. Another staff member was part of the older group wishing to play full court and offered to ask the group of children for the staff member working the desk. The off duty staff member reported that the children agreed to the polite request and vacated the court ,moving to the far tennis court to play. The mother reported in her email that the children were kicked off the court and that staff refused to lower the backboards, which her children had been relegated to, as a refusal to let them play. The staff member stated that the backboards on the far tennis court are not able to be lowered, and the mother was not understanding that explanation. The staff member stated that there was also an attempt to explain that even though the "first-come-first-serve" policy was in place for the courts, but patrons often practiced the common courtesy of one or two not obstructing the play of the many by moving to another hoop if a group asks nicely to allow full court play.

UNFINISHED BUSINESS:

A. Capital Improvements:

1. Rotary Wheelchair Swing, Rubber Designs refund check has been received.
2. Complex / Aerobic Room HVAC System:
 - a. The Aerobic room keeps overheating, which was cause for an onsite Entec visit.
 - b. Vern stated that the chamber heat was unusually high, which caused the room temp to spike up towards 85 in the morning.
 - c. The unit was switched to the low fire setting, with the fan still running.
 - d. The unit is working fine, it just takes longer to heat to a more even temperature.
 - e. Entec is unsure of why these issues are occurring as it was the same unit the old one was replaced with, just the newer version.
 - f. Becky stated that the thermostat was set at 65, which does not explain why the heat was spiking up to 85.
 - g. Vern stated that Entec was still troubleshooting the unit.

B. Aquatic Center:

- a. Bodine will be visiting the facility on January 19th to review the set up.
- b. Bodine will be installing the new motors.

C. Parks owned by the City of Lincoln: See Executive Director's Report.

D. COVID: See Executive Director's Report.

NEW BUSINESS:

A. Lift:

1. Vern stated that he and Tony had tested a potential replacement on site.
2. MH Equipment out of Peoria is the dealer that brought a scissor lift, which is drivable and fits in our tight spots within the complex.
3. Another option was a Genie lift, which is not driveable, but it also fits and Vern and Tony preferred it to the other.

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4. The Genie lift costs around \$11,000 - \$12,000.
- B. Proposed improvement to the indoor pickleball courts.
 1. The current nets are portable and are getting torn up by improper handling.
 2. Vern suggested getting a quote to bore holes in the courts for proper poles to be installed and purchasing a better net.
 3. The board asked that quotes for the proposal be obtained.
- C. Becky stated that steps have been taken, per the Board's request, in order to process payroll and accounts payable in-house.
 1. Angie stated that the Quickbooks software has been updated and the Auditor would be sending an employee, one which does not participate in the annual audit, to assist in making sure the payroll is set up correctly.
 2. Angie had prepared a letter for the Board President and Executive Director to sign, informing the financial institution of the change and requesting that all correspondence be sent to the LPD facility address.
 3. Laura Duffer made the motion to not renew the annual accounting contract with J.M. Abbott's & Associates, LTD. Bob Thomas moved to second the motion, which then passed after a unanimous, roll-call vote.

EXECUTIVE SESSION: NONE

ADJOURNMENT: Seeing no further business, Laura Duffer moved to adjourn the meeting, Dave Perring moved to second the motion. The motion carried. Adjournment: 7:11 P.M.

NEXT MEETING: The next meeting will be held on Wednesday, February 9, 2022, at 6:00 P.M.