

**LINCOLN PARK DISTRICT
BOARD MEETING MINUTES
AUGUST 10, 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, Gary Nodine, Dave Perring, and Laura Duffer. Bob Thomas was absent. Attending from the Park District were Becky Strait, Vern Haseley, Allison Baker, Jennifer Prather, and Angie Coombs. None were absent.

MINUTES OF MEETING – Minutes of the July 13th, 2022, meeting was presented. Don asked if there were any questions, comments, or suggested changes. Dave Perring 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 –

Becky introduced Jordan Jacobs to the Board, explaining that he has worked for LPD as an intern for 2 summers, and will continue working as he searches for his first full-time position after graduating earlier this summer. Jordan greeted the Board and explained how he worked with Becky on his internship project to assist in solidifying the Foundation by setting up an account with AmazonSmile, coordinating a PayPal account for donations, and revamping the LPD website’s Foundation page. A new aspect of this summer’s internship included helping Angie with processing deposits, which Jordan reported to be much more involved than he had originally believed but felt that it was a good learning experience. This summer, Jordan scheduled the umpires for the summer leagues, officiated some games himself, including the Adult Kickball League. Becky stated that Jordan had helped Jaylee get the Adult Kickball League set up the previous season and continued to help Allison run the program this season. Don inquired about Jordan’s plans and Jordan explained that he will be taking the Parks & Recreation test later in the year and continuing to search for full-time employment. Jordan then thanked the Board for their time. Becky stated that she was looking forward to working with Jordan without the restraints placed on his availability from the internship parameters. Becky thanked Jordan for all his work preparing for the July 4th Celebration and stated her appreciation for his help all summer. Vern also expressed his appreciation to Jordan for all the hard work that he had put in the past 2 summers. Jordan thanked everyone prior to exiting the meeting.

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

GENERAL	-	\$	8,614.67
RECREATION	-	\$	18,082.10
CAPITAL IMP.	-	\$	42,592.64

Laura Duffer made the motion to approve Accounts Payable, which was seconded by Gary Nodine, and passed after a unanimous, roll-call vote.

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CASH FLOW REPORT – The following balances were reported as of July 31, 2022.

GENERAL	-	\$	86,420.07
RECREATION	-	\$	159,058.11
CAPITAL IMPROVEMENT	-	\$	938,055.74
AUDIT	-	\$	8,614.33
LIABILITY	-	\$	92,156.24
2014 DEBT CERT.	-	\$	5,055.78

EXECUTIVE DIRECTOR – BECKY STRAIT

- A slideshow presentation was displayed as she spoke on a few topics:

➤ **City Parks:**

- Becky stated that Bob and Vern met with Walt & Rick to discuss the parks.
 - Becky explained that during the meeting maintenance and liability had been discussed at length, which resulted in responsibilities being delineated in an agreeable manor.
 - The next step is to have legal counsel draft a revised intergovernmental agreement.
 - Becky explained that IPARKS will offer input after an intergovernmental agreement is created.
 - Becky asked for Bob and/or Vern’s input on the meeting.
 - Bob stated that the meeting went well and was pleased overall with the areas of compromise.
 - ◆ LPD will be responsible for maintaining the current playground equipment, but maintenance responsibilities will transfer to the City once they replace the playground features.
 - ◆ LPD will then still be responsible for mowing and trash removal.
 - The City is looking to revamp Melrose Park with new playground equipment and intend to budget funds to do another park next year.
 - Dave asked if there was any discussion about the matter of sharing equipment between government entities.
 - Bob stated that the City would like to include this in the agreement as well. There may be an employee sent by the City to supervise the use of some equipment, but there were no arguments against the matter.
 - Vern stated that the City does occasionally request to borrow LPD equipment.
 - Walt stated that he will deal with any City employee union issue if one should arise.
 - Becky informed the Board that the issue of Postville Park’s electric bill was discussed and is being researched further.
 - Currently, LPD has a small amount appropriated in its levy for the Postville electric bill.
 - The City would like to verify if there are 2 meters, as the City is also paying an electric bill for that park.
 - It is thought that one bill could be for the light pole and the other is for the building.
 - Gary had met with Sam Downs, a member of the City Council, to discuss a local adopt-a-park program.
 - Jordan also helped research other citys’ programs to aid in the discussion.
 - The idea is to get local volunteers to help maintain aspects of City parks, such as planter boxes located in the parks.

➤ **Upcoming events:**

- CIVC – Golf outing on September 16th, LPD will have a team participating.

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- Homecoming parade, also on the 16th, if anyone would like to walk in the parade is welcome, but please let us know so that a shirt can be ordered/made.
- Railsplitter Festival is September 17th & 18th, and LPD has been asked to provide some games for the public, which Allison and Becky have been working on already.
- The roof project wrapped up after a few rain delays and we are waiting to hear the final OK from Ryan Benson to release the final payment(s).
- Dan Maloney, of the Solar Energy Company, informed Becky that the project's permits were approved by the local board.
 - The next step of the process is coordinating supplies and material logistics.
 - The rate has been locked in, but now the timeline is uncertain due to the time of year.
- The Lehn & Fink project is in progress.
 - Becky informed the Board that the boring and soil samples were completed.
 - Tod Stanton, of Design Perspectives, has been working to design the engineering and construction drawings.
 - The engineering and construction designs was estimated to be \$30,000.00-\$35,000.00 and came in at \$32,000.00.
 - The Lincoln Memorial Hospital pitched the project idea at the last Community Health Collaboration, which also includes CAPCIL, District 27, the Lincoln Police, etc., and everyone responded with positive feedback.
 - The timeline for the Lincoln Memorial Health Foundation's voting session has been pushed back to November.
 - Dave inquired about the risk of LMHF pulling out their support at the last minute.
 - Becky stated that she doesn't believe the LMHF will delay the vote past November.
 - Dave expressed his concern about the early process caused Becky to "scramble" to put together a presentation to meet the LMHF's deadlines and that the current delays are causing him to worry about the project.
 - Bob inquired about the cause or reason for the LMHF's delay on the matter.
 - Becky stated that she is unaware of what is discussed as their meetings are closed and confidential.
 - Becky reminded the Board that the funds to pay for the engineering and construction designs have been approved at the previous meeting.
 - The OSLAD grant application deadline is September 30th, and Tod recommends submitting Phase 2 in the application.
 - Unfortunately, Tod is unable to assist with the OSLAD application, but stated that he will be willing to help with the site planning part.
 - Becky inquired about including the whole project, but Tod expressed his concern that it would cause the project to be delayed approximately 6 months.
 - Gary inquired if receiving other grants would hurt LPD's eligibility with the OSLAD program, but Angie stated that she remembered seeing a section of the application asking for details about other funding/grant sources.
 - Becky stated that she feels positive about LMHF's dedication to the project since they presented it in a public committee, and the fact that Dolan Dalpoas requested that it be included in the presentation.
 - Gary requested that Becky relay the LPD Board's concerns that are a direct result from their continued delays in voting on the matter.
 - Gary then inquired if LMHF had paid the portion as promised previously, which both Angie and Becky verified that the promised moneys had been received.

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- Don stated that LPD will continue with the engineering and construction drawing process, as was previously approved in July.
- Becky asked if the Board agreed to include Phase 2 of the Lehn & Fink Park Improvement Project in the OSLAD grant application, the consensus was “yes”.
- Becky informed the Board that she would like the members to start thinking about scheduling the Ballroom to be remodeled.
 - After Lehn & Fink Park has been upgraded, the Board will need to have another project lined up to continue to move forward and the ballroom and north parking lot are just 2 suggestions.
 - Becky is mainly asking the Board to start thinking about what they would like to see improved and reminded them that this would likely occur after the pool debt is paid off.
 - Gary stated that it had been previously suggested to remodel the Ballroom to possibly provide access to the pool, but the flooring would have to be chosen with that in mind.
 - Vern stated that the current tiles in the Ballroom likely contain asbestos and would require abatement protocol to be replaced.
 - Becky informed the Board that when a flooring company came to look at the gym floor, that she had also showed him the Ballroom flooring, which was also then stated to be a material that contained asbestos.
 - Vern also stated that the series of vents/ducts would also need to be addressed, but that would likely be an engineering issue.
 - Gary asked if quotes could be obtained and inquiries about the possibility of splitting the room and/or adding pool access in the plans.
 - Becky expressed her desire to create an area where kids could be active while parents used the facilities, but not expressly a day-care situation.
 - Both Laura and Dave stated that they didn’t believe such a situation would be successful, as it had been tried before.
 - Becky suggested trying to offer parents a “take turns” option or staff hired and there be a fee structure to the program.
 - Dave and Gary expressed their concern on adding vetting and liability concerns with such a program.
 - Becky stated that she would research, and review programs offered by other facilities.
- County Ice Rink:
 - Becky is working on the intergovernmental agreement, which was included in the Board’s packet (original and revised copies).
 - Legal counsel had provided a revised copy, but Becky requested the Board to review so that the matter could be discussed at the next meeting.
 - Laura inquired about who would be hired to work the rink, which was explained that summer crew would be offered hours before seeking new employees.
 - Laura expressed her concern about staff working off LPD property and the young age of many summer staff.
 - Becky explained that hiring a rink (shift) manager over 18 years of age had already been discussed as a possibility.
- Park Coalition Meeting, hosted by Lincoln Memorial Hospital:
 - All county parks were represented.
 - An Earth Day collaboration was discussed.
 - There is talk about creating a “green team” with schools to get students involved.

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- Membership Refund Policy:
 - Becky requested the Board's permission to definitively make a policy to refuse refund requests on memberships, except for a patron moving out of the area.
 - It was explained that staff receive various reasons for requested refunds, but there is not a clear policy on the matter.
 - Angie explained that she had received requests to "pause" a membership due to medical reasons and had previous approval to do so as long as a Dr's note was provided to "resume" the membership.
 - The Board agreed to implement a clear policy on the matter and had no qualms about pausing a membership for a medical reason under the terms stated by Angie. The only other caveat being a pro-rated refund if someone requests a refund after moving.
- Storage Issues:
 - Becky informed the Board that she had decided to close the Front Office to the public on Friday, August 26th so that staff can focus on cleaning out the tennis court closet and get it organized without worrying about serving the public and answering phone calls.
 - Becky explained that Megan and Allison had successfully done the same to the Craft Room Closets and Copy Room, but the tennis court closet was a much larger project.
- Driving Range:
 - Back Desk staff have had to turn away paying clients due to the lack of range balls.
 - Gary asked if the range made money, lost money, or broke even.
 - Angie verified it to be around the break-even point, but it differs each year.
 - Becky stated that the budget had already been spent this year, just to buy more golf balls.
 - The Board decided to not buy any more range balls and to "let it ride" to the end of the season.
- Wheelchair Swing:
 - The swing and lock have both been installed and there is positive public feedback.
 - Someone has already tried to break the lock off with a brick and ruined the paint.
 - Becky has started to research outdoor cameras to be installed
 - Dave suggested posting a sign advertising that the area is under camera surveillance.
 - Bob pondered if they vandalized the lock to use it or just to cause damage.
- Playground Slide:
 - The slide broke and will need to be replaced.
 - Thankfully, no one was hurt when it broke.
- Foundation Swing Dance Fundraiser:
 - Scheduled for November 5th.
 - One of our Instructors, Jon Young, is helping coordinate the event and is sponsoring the band, Rosie & the Rivets.
- Special Olympics:
 - A request to use LPD's tax exempt status and obtain a credit card has been received.
 - Previously, the Board had voted "no" on allowing LPD's FEIN be used by the local Special Olympics chapter.
 - It was explained to Becky that the LPD Special Olympics group is not part of the Regional 501(c)3.
 - Angie explained the current process of LPD reconciling the LPD Special Olympic account and how a check is not written unless Joanie Keys specifically requests one.

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- Dave expressed his concern about the financial aspects of allowing another entity to use LPD's tax exempt status and opening a credit card account.
- Don and Bob both expressed their hesitation to open a credit card for the Special Olympics account.
- Bob Thomas made the motion to approve the Special Olympics use of LPD's tax exempt status for purchases. Don Peasley asked for a second, none was made; motion failed.
- The Board reached the consensus not to allow the use of the tax exemption and did not support the request to open a credit card for the account.
- The Board stated that LPD can help in setting up their own 501(c)3, if that is the route the local Special Olympics wished to go.
- Balloon Fest 2023:
 - Open Arms is hosting a 3-on-3 basketball tournament this year, but LPD was approached to consider the possibility of coordinating a larger event next year.
 - Don inquired as to what such an event would entail, to which Allison stated that she is currently in the process of researching the answer to that question.
 - Jen stated that the current balloon fest committee has difficulty finding enough volunteers to run the existing events and has heard that a 3-on-3 tournament (such as Gus Macker) would require even more volunteers to support the event.
 - Gary questioned if the request was to organize the event or host it at LPD.
 - Laura stated that she likes the idea, just not the same weekend as the balloon festival.
 - Jen pointed out that Gus Macker events draw crowds and participants from all over.
 - Gary queried if there are fees associated with Gus Macker events, which Laura said that she thought they might split fees as they would help organized and advertise the event.
- Back Desk:
 - Looking to hire possibly one or two more part-time staff.
 - Small Business Coalition will be holding a job fair at LPD on August 22nd.
- Training/Certifications:
 - Jen will be heading to the annual Mania training in Chicago September 30th – October 2nd this year.
 - Becky has registered for the National Recreation and Park Association (NRPA) Conference to be held on September 20-22nd this year, which is virtual.

OPERATIONS REPORT – VERN HASELEY

- Vern informed the board that the 5 pine trees have been removed from the property.
- Vern stated that the crew has been busy keeping up with mowing.

PROGRAM REPORT – ALLISON BAKER

- July programs went well:

Nature Camp was held the last week of July and had 18 participants. There was a lot of positive feedback. We were able to use Kickapoo Park instead of Creekside, which worked out very well. Dennis did a lot in preparation for the camp, such as harvesting walking sticks for the kids to decorate, along with gourds and prepared bird houses. Putting on a Play camp had 13 participants and we also received a lot of positive feedback as well as requests for another session, possibly over winter break. Tumbling was well loved by all the participants and another session was requested. Cheer Clinic was held the first week of August and had 6-7 participants that received pom poms and performed a routine for their families the last day of the clinic.

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- Allison is currently working on creating a Fall Program guide, which will list all programs and events scheduled for the next 3 months, September - November. Some programs to be included are Kids Cooking Class, Swing Dance, Pumpkin Painting, and Halloween Events.
- The Adult Kickball League had their final tournament, and the idea of getting a "Champion" Board to post the winners year-round is being considered instead of shirts. Becky added that several teams like to make their own team shirts to play in the regular league.
- The possibility of a 3 on 3 basketball league/tournament is in the works. Allison stated that she would like to start with a small ½ court league and see how it goes. Currently, Open Arms has open gym hours on Thursdays for basketball. The closure of Lincoln College removes any concerns about court availability. Allison will continue to research the rules, various ways to run a league, the bracket system and general set up.

FITNESS MANAGER'S REPORT – JENNIFER PRATHER

- Group Fitness class attendance for July was 948 and there were 398 participants in water aerobics alone.
- Virtual Memberships have a 5-10 Minute workout for August.
- The Balloons over 66 5K currently has 22 participants registered, shirts have been ordered. Jennifer will be out of town the day of the event but is planning for it to be covered in her absence.
- Best Body 52 Registration has opened.
- The July Health & Wellness had 4 participants that learned about the benefits of foot massage. August's topic will be Financial Wellness, presented by Michelle Bauer.
- The Active Agers will be canceled the week of Jen's vacation.
- Jennifer has already scheduled all the social media posts that need to go out during the week of her absence.
- There will be a new Spin® Instructor starting soon.
- The September/October Group Fitness schedule is finished.
- Active Agers has a potluck luncheon scheduled for September 9th.

AQUATIC CENTER – JENNIFER PRATHER

- Swim Lessons had 188 participants and 29 private lessons this year.
- Family Fun Day this month is a pirate theme, and State Bank donated \$200 in coins to be tossed into the pool for the kids to dive for sunken treasure. Some State Bank staff will be in attendance for the event to hand out some other goodies.
- End of Season surveys have been distributed to the Aquatic Center Staff.

CORRESPONDENCE:

- An email was received, sent by a grandparent of 2 registrants of the Putting on a Play camp. Unfortunately, the sisters arrived on the first day with a visible case of head lice. The parent was contacted, and Becky had explained that the children would need to be nit free prior to their return. A refund was offered if that was not the case. The family was not happy with the decision/policy and cited CDC guidelines for schools on the matter. The Board agreed that as unfortunate as it was, it was better that 1 family be upset than all the families if the policy had been waived and more children developed head lice as a result. Becky explained that the program was moved to a different room and the first room was thoroughly cleaned.

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UNFINISHED BUSINESS:

A. Capital Improvements:

1. Roof Project:

- a. Vern stated that there were a couple of new leaks that still needed to be addressed.
2. Solar Project: On hold until the roof project is complete.

B. Aquatic Center:

1. Vern stated that the filters will need to be changed soon.
2. Vern is expecting the sandblasting company to be in the area soon, they will be stopping in to review the area and provide an estimate.

C. Parks owned by the City of Lincoln:

1. Vern and Bob reported that the meeting with City representatives did go well, as previously reported.
2. Rick did state that he would like to see the City-owned parks given to LPD, but that there are not enough votes on that side for it to pass just yet.

D. COVID: No News.

NEW BUSINESS:

A. Fiscal Year 2021 Annual Audit Report:

1. Angie pointed out that the report was available for the Board's review.
2. The Invoice was for \$6,700.00, which the Board approved payment for.

EXECUTIVE SESSION: None.

ADJOURNMENT: Seeing no further business, Gary Nodine moved to adjourn the meeting, Dave Perring moved to second the motion. The motion carried. Adjournment: 7:44 P.M.

NEXT MEETING: The next meeting will be held on Wednesday, September 14, 2022, at 6:00 P.M.