

**LINCOLN PARK DISTRICT**  
**BOARD MEETING MINUTES**  
**DECEMBER 14, 2022**

**CALL TO ORDER** – At 6:02 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, Allison Baker, Jennifer Prather, and Angie Coombs. None were absent.

**VISITORS** – NONE

**MINUTES OF MEETING** – Minutes of the November 9, 2022, meeting were presented. Don asked if there were any questions, comments, or suggested amendments. Angie informed the Board that an error was pointed out by Becky; that the Grant from Illinois American Water had been awarded, but not yet received. The minutes had been amended and included in the packet. Laura Duffer made the motion to approve the minutes as presented. Bob Thomas moved to second the motion, which then passed after a unanimous, roll-call vote.

**PUBLIC HEARING** – At 6:03 PM, Don Peasley opened the floor for the public hearing to discuss Ordinance #350, which consisted of the 2023 Fiscal Year Budget & Appropriation. Since there were no guests present, Don then asked the Board if there were any comments or questions. Becky informed the Board that she had requested information from IAPD regarding the PPRT monies after another Executive Director had inquired about the possibility of the State requesting reimbursement of those funds as there was an existing precedent. Per Becky’s conversation with IAPD, she was informed that the State had restructured its budget and spending protocols, which explained some of the extra funds received this year. Another reason for the larger payments was cited as Federal COVID funds being disbursed as well. Becky did ask about restrictions on which funds used the monies received and the possibility of splitting the monies between funds to use it more efficiently. The advice provided was to rearrange some of the costs and which funds finance those costs, such as utilities and other overhead expenses. Currently, the PPRT funds are deposited to the General Fund. Angie explained that she and Becky had sat down and went over the overhead costs and reallocated some of the expenditures from the Rec Fund to the General Fund, making sure not to fall below any amount of taxes levied in those line items. Within the FY 2023 Budget & Appropriation, the estimate for PPRT funds to be received was kept at a modest amount, as the amount received in 2023 may be less than what was received in 2022. There is still a cushion after some expenses were reallocated from the Rec Fund to the General Fund. For example, the amount budgeted for complex electricity does not greatly exceed the amount of taxes levied for that line item within the Recreation Fund, but the budgeted amount to cover the expenses that exceed the amount levied from taxes was transferred to the General Fund’s budget & appropriation. This reallocation of some expenses has amended the Budget & Appropriations to remove the previous Rec Fund deficit and replaced it with a small cushion, while reducing the excess in General to a more reasonable cushion. Unfortunately, since the solar project was delayed from 2022 to 2023, there is no way to anticipate the energy savings for 2023. Angie said that she had hoped there would be a few months in 2022 that would give a glimpse of the savings to better prepare the 2023 budget. Angie stated that she felt more comfortable reallocating some of those overhead expenses with the advice provided by IAPD. Hopefully, the solar project will save money on the LPD’s

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energy expenses as presented. Seeing no further business to discuss, Don Peasley closed the Public Hearing at 6:10 PM.

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

<b>GENERAL</b>	-	\$	<b>5,137.42</b>
<b>RECREATION</b>	-	\$	<b>3,387.60</b>
<b>CAPITAL IMP.</b>	-	\$	<b>1,957.25</b>
<b>INSURANCE LIABILITY</b>	-	\$	<b>4,718.00</b>

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

**CASH FLOW REPORT** – The following balances were reported as of November 30, 2022.

<b>GENERAL</b>	-	\$	<b>113,626.07</b>
<b>RECREATION</b>	-	\$	<b>207,736.69</b>
<b>CAPITAL IMPROVEMENT</b>	-	\$	<b>796,589.28</b>
<b>AUDIT</b>	-	\$	<b>6,386.48</b>
<b>LIABILITY</b>	-	\$	<b>137,514.28</b>
<b>2014 DEBT CERT.</b>	-	\$	<b>5,055.95</b>
<b>BOND FUND</b>	-	\$	<b>7,432.09</b>

Angie informed the Board that she had included a spreadsheet of Real Estate Taxes and Personal Property Replacement Tax monies received to date. Gary inquired about the taxes for Tort Judgement & Liability Insurance. Angie explained that this fund is used to pay the insurance premiums to IPARKS, Workman's Compensation Insurance to IPRF (as is listed in the current Accounts Payable report) and some payroll liabilities. Gary then asked how much is paid to each entity, which Angie explained that IPARKS is paid annually around \$60,000 - \$75,000, IPRF is paid around \$5,000 quarterly, and the payroll liability expenses are quarterly and vary depending upon the number of staff.

**EXECUTIVE DIRECTOR – BECKY STRAIT**

- A slideshow presentation was displayed as she spoke on a few topics:
  - Becky stated that November had been another very busy month at the Park District.
  - Allison would give more details on the Saturday with Santa event, which took place the previous Saturday.
  - There is no current update on the Solar project, as we are now waiting for Spring weather.
  - Ryan Benson, of The Garland Company, gave his approval to release the final retainer for the roof project.
  - The City has been working on improving their parks.
    - Melrose Park will be having new playground equipment installed in the next few weeks.
    - Vern has been helping City staff coordinate the installation.
      - Bob inquired if the City is doing all the work or if LPD staff are assisting.
      - Vern explained that he went to help remove some swing set arches to salvage them for future use, since they are still in decent condition.
      - Vern stated that he plans to repurpose the arches to make signage.

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- Becky explained that the City is currently in the planning phase to next develop Mayfair Park in 2024.
    - Bob queried if the City would now be assuming complete control and maintenance of Melrose Park, but Vern stated that LPD would still be mowing and removing trash.
    - Dave asked if the plan for Mayfair was the same as what is being done to Melrose.
    - Becky stated that she was not sure if the old play equipment would be kept or if a new area would be installed, but she did know that the plan included fencing and more inclusive features to be installed.
    - Gary inquired if there would then be 2 separate play areas, or both would be fenced in together, but Vern thinks they will be separate with only the new area enclosed.
    - Becky stated that she still has questions about the maintenance issue, like the mulch added annually, but does not think that the budgeted \$60,000 included those considerations, which will need to be clarified with the City.
    - Bob stated that he thinks LPD should be involved in such decisions to avoid issues like cement pads being poured in the wrong dimensions and size, which then later created other installation issues to be managed.
    - Vern did state that the City is getting better about communicating with LPD staff, and Gary expressed his desire to keep an open line between the two entities.
  - Becky stated that she would like to schedule another Park Committee meeting and try to get further with the Intergovernmental Agreement, which will take a while to amend and then process it through both entities' protocols and procedures.
- Ice Rink:
- Hours of operation began November 18th.
  - To date there have been 465 participants, with 206 Adults and 259 children.
  - The skates are hockey skates, which do not have the toe picks like figure skates have.
  - LPD did assist the County in ordering a few additional skates in a smaller size than what came with the rink, as there were several requests.
  - Dave asked if the County was purchasing supplies, and Becky explained that the County has purchased most of the big-ticket items, but LPD has bought a few smaller things, which is part of the initial \$10,000 payment and IG Agreement.
  - Becky informed the Board that Cody Adams, the Shift Manager, was a big help at the Ice Rink.
  - Gary asked when the Rink will close for the season, which Becky verified that it is scheduled to close January 15<sup>th</sup>.
  - Becky informed the Board that Lincoln Memorial Hospital has requested to sponsor a free skate event for the public on New Year's Eve.
- Lincoln Memorial Hospital had requested to use LPD facilities for their Trailblazer walking program during the winter months.
- LMH would like to sponsor the walkers if LPD will track their attendance.
  - Staff have worked to create a punch pass that the public can sign up for free, which will allow LPD to track usage to submit to LMH.
  - Bob asked if the program was limited to LMH staff, but Becky verified that it is open to the community, however limited to 4 specific hours each Wednesday from January 4<sup>th</sup> – March 29<sup>th</sup>.
  - The only concern would be the evening hours, as the facility has been packed the past few evenings.

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- Gary inquired if there had been any further behavioral issues lately, to which Becky stated that there have not been any significant issues and credits security helping on the weekends.
- The age restrictions for the Circuit and Strength areas need to be reviewed.
  - Current policy is that patrons under the age of 18 simply need to fill out a specific form, but students under 14 need to have a physician's signature along with their parent's.
  - A previous policy required a membership to be purchased for patrons under 18 so that staff knew that the necessary documentation was on file and the photo ID helps to match the patron with the paperwork.
    - Unfortunately, the current system is difficult for the desk staff to track.
    - It does make sense to have a membership to validate the special waivers are on file.
  - There was a discussion about the change from the old policy to the current one and the difficulties present to rely on the old system when there are new options available.
  - It was decided to request any new under 18 authorization forms be submitted directly to the Front Office so that an account can be created, even if the patron plans on paying the daily fee only, and a note will be added to their account to verify that the documentation has been submitted and approved; allowing the desk staff to access the information easier in the future.
- Becky stated that she and Jennifer have discussed transitioning Group Fitness classes to pre-registration only.
  - This policy would enforce patrons to actively "sign" the waiver for each registration and help prevent walk-ins from not paying at the desk.
  - Most gyms already have this as a requirement.
- Becky informed the Board that she has updated the policy on volunteers and coaches, per the advice of IAPD, to include background checks.
  - Per state statute, a check must be completed for all potential employees, but is also recommended for volunteers.
  - Dave asked if the check is conducted via the State Police, and how much the search costs.
    - Becky verified that the State Police does prepare the report and that there are different levels of background investigation.
    - Most are completed at \$22 but can cost as much as \$65 if you request a more thorough search to be conducted.
  - There was a slight issue with the process for Jr. Railer coaches.
    - Not everyone attended the required coaches meeting and, therefore, did not get the paperwork in a timely manner.
    - One coach had to be asked to step down and another parent was able to step in.
    - The process and dates need to be refined.
  - Dave asked about the requirements for the tournaments held on LPD property, which Becky stated that the groups renting the fields hold the responsibility for their coaches.
- Becky informed the Board that the membership numbers were up a little from last year.
  - Becky stated that she recommended a small increase in price for next year, only \$5-10 to help offset some of the overhead costs rising due to inflation. (handout provided)
    - The monthly fee is recommended to remain the same, as are the daily fees.
    - Dave stated that he had done some math on a family of 4 paying the monthly fee each month, per person, for a year and stating that the number was outrageous.

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- Allison, Jennifer, and Angie all stated that there are no families paying the monthly fee for each member every month, and that there is always a discussion with patrons about what package/options offers the best service for their money prior to purchase.
- Laura stated that she did not want to raise the membership prices.
- Angie informed the Board that the public much prefer a slight annual increase than a larger amount years later, per their comments from previous increases over the years.
- Becky stated that the numbers are somewhat skewed, which makes them hard to adjust proportionately, but she is trying to make the adjustments fair.
- Bob commented on the price spread between some of the packages offered.
- Becky asked the Board to review the spreadsheet for further discussion at the next meeting.
- Becky asked the Board to consider the possibility of entering into a Special Recreation Intergovernmental Agreement with the Springfield Park District, who met with her, Allison, and Jennifer to discuss what this would entail.
  - Derek Harms, Springfield Park District's Executive Director, explained how this could benefit the special needs of the Lincoln Community.
    - Law mandates requests for accommodation be met by the LPD and at LPD's expense.
    - This includes vision and hearing impairment, not just physical limitations, i.e., wheelchair accessible playgrounds.
  - State Code states that 2 Park Districts can organize an Intergovernmental Agreement to create a Special Recreation Association.
    - Once established, each entity can levy their own special, non-referendum tax up to 0.04% of their EAV to fund improvements to facilities and additional programming costs to serve this part of the community.
    - Dave asked if the monies must be used specifically for ADA compliance issues?
    - Becky explained that there was a little flexibility in what it would cover and can vary from year to year regarding the levy, for example, a levy does not have to be an annual occurrence, just for the years where it would be needed.
  - Some of the proposed benefits include:
    - Can utilize assistance from specialized Springfield Park District staff or pull from a network of professionals Springfield has access to, such as an interpreter.
    - LPD community can participate in Springfield Park District Special events at resident pricing, and possibly even receive transportation assistance to and from the event.
    - LPD can host some events where Springfield Park District staff and patrons would also attend, increasing the attendance numbers.
    - Becky did remind the Board that the community did request a Wheelchair Swing and has asked for more inclusive playground equipment as part of the community surveys.
  - Gary did state that there are laws in place currently, but LPD does not currently have money set aside to directly address updating to meet certain requirements.
    - Angie did state that such a tax could be levied to upgrade the entrances to be more accessible to the community.
    - Gary then asked if the SRA tax would be a separate Tax Levy line item, which Angie verified that it would be.
    - Gary inquired as to how much the LPD EAV was and how much the 0.04% would be annually, which Angie stated that she would have to look that up and compute the percentage.

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- Becky asked the Board for their permission to move forward on creating an Intergovernmental Agreement with the Springfield Park District.
  - Jennifer stated that she liked that they would in-turn, advertise LPD programs to their patrons and allow usage of their Specially trained staff, should LPD ever have the need.
  - Bob stated that it seemed to be a beneficial agreement for both parties.
- Don asked if any Board member had any concerns about moving forward on creating the Intergovernmental Agreement with Springfield's Park District, to which no one expressed any further concerns that had not been previously discussed.
- Grants have been received from the following entities:
  - Illinois American Water, for the Lehn & Fink Park Project - \$1,500
  - Wal-Mart, for program expenses - \$1500
    - Dave asked about the parameters of the grant.
    - Becky stated that she had applied for general usage towards public attended programs, but she would double check the verbiage of her application.
  - Lincoln Women's Club, for Aquatic Safety programs - \$3,000
- Friday is the Christmas Party.

**OPERATIONS REPORT – VERN HASELEY**

- The new slide has been ordered and has a 4-month lead time.
- The new light in the Fit Zone Parking lot is up and works great.
- The old Ford F350 has been sold to By Design Landscaping.
- The new mower is in and under a 5-year lease.
- The southeast exterior lights need to be replaced, only 2 work currently.
- Stumps will be removed in the spring/summer, we will need to rent equipment.
- Staff have been busy repairing and maintaining equipment.

**PROGRAM REPORT – ALLISON BAKER**

- Jr. Railers is on week 3 already, team pictures were last weekend. Sam, the program manager, requested a few new balls and wristbands, which were purchased. The scoreboard antennae needed to be replaced on one controller. The half-time games have been scheduled for the High School season.
- Saturday with Santa was coordinated with the local Bikers for Brats group. Around 60 kids attended and loved the crafts and snacks. The event was new for the Santa, but he seemed to enjoy interacting with the kids. There was a donation jar to help the Bikers for Brats toy fund.
- Letters for Santa had about 400 requests.
- The Co-Ed Volleyball league has 8 teams registered so far. Game days were moved to Sundays to accommodate the extra teams, practices will be held on Tuesdays.
- There will be another morning Pickleball League this fall, and we anticipate seeing some new faces with returning participants.
- Jody will be teaching another paint night with a reindeer painting, she had one class, and another is scheduled for the 20<sup>th</sup>.
- LCHS has requested a collaboration with their obesity coalition. They would like to offer an intramural pickleball league to their students to help keep them active in the winter. Gary asked if the football team was still using the facility. Allison verified that the Baseball team did use the facility when they were unable to use the LCHS gyms earlier this year, but the Football team did not.

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- Allison stated that she is interested in seeing how Springfield Park District can help LPD expand programs offered to the community.
- The spring Job Fair is scheduled for February 27<sup>th</sup> and Allison will be sending out letters to the community inviting businesses to participate in the event.

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

- Group Fitness class attendance in November was 964; higher than the last 2 years and getting back to the pre-COVID numbers.
- The Turkey Burner Class had 30 participants and was held out on the courts.
- Many classes have had more in attendance than previously, and especially as part of the Grid Iron Challenge and after its finish.
- Jennifer is working with members to get their accounts registered/accessed so that they can register for classes online.
- The Grid Iron Challenge had 6 teams or 24 participants. Many attended 2-3 classes per day and brought friends. One team brought 9 guests throughout the month. Part of the challenge includes social media posts which has gotten LPD advertised more than before.
- Health yourself has 9 participants, including the Grid Iron Challenge winners.
- The Health & Wellness presentation had 9 participants, but the presenter was sick, so Jennifer presented about organization.
- The Active Agers group has a potluck scheduled for Friday at lunch.
- The Wellness Walk will be starting soon, and the boards will be up for patrons to track their mileage.
- January will have a punch card offer for participants to enter to win prizes if they attend 20 classes.
- A referral program will be offered for members to get a free month when they refer a friend to get a membership.
- Lincoln Women's Club donated a scholarship for swim lessons this summer.

**CORRESPONDENCE:**

Becky informed the Board that she had received an email from an Ice Rink patron stating that the staff was "rude". Becky had a meeting with the staff to discuss the matter, relayed the information to the patron, and the matter was resolved.

Becky reiterated that a request for smaller skate sizes was submitted and answered, as well as the fact that the skate sizes tended to run bigger than listed.

**UNFINISHED BUSINESS:**

- A. Capital Improvements:
  - 1. Roof Project:
    - a. Contract has been signed with Otto Baum to remove the penthouse and Ballroom vents.
    - b. Just waiting to get the work scheduled.
  - 2. Solar Project: See Executive Director's Report.
  - 3. Lehn & Fink Park Improvement Project: Waiting to hear about OSLAD grant.
- B. Aquatic Center: Nothing to report.
- C. Annexation of LPD property into City Limits: Becky will follow up with the City.

Becky informed the Board that she is in the process of getting the seams resealed on the gym floor in the areas where the flooring is peeling up a bit from excess usage.

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Becky stated that staff was working on offering automatic renewals via Sportsman but would like the Board to consider allowing LPD to charge credit card fees to cover the cost of the added transactions. The Board agreed to adding a fee for credit card transactions. Becky explained to the Board that she would like to restructure how the advertising budget is being used, as hundreds of dollars are spent monthly on online and radio ads, which are not trackable. However, the features of Facebook and Instagram include seeing how far the posts go and how often they are viewed and shared. The Board agreed to restructuring the advertising practices.

**NEW BUSINESS:**

**A. Ordinance#349: Fiscal Year 2023 Tax Levy:**

1. Don asked if there were any questions or comments on the Tax Levy as presented.
2. Bob Thomas made the motion to approve Ordinance #349 – Fiscal Year 2023 Tax Levy.
3. Gary Nodine moved to second the motion, which then passed after a unanimous, roll-call vote.

**B. Ordinance#350: Fiscal Year 2023 Budget & Appropriation:**

1. Don asked if there were any questions or comments on the Budget & Appropriation as presented.
2. Laura Duffer made the motion to approve Ordinance #350 – Fiscal Year 2023 Budget & Appropriation.
3. Dave Perring moved to second the motion, which then passed after a unanimous, roll-call vote.

**C. Employee Insurance Plan Renewal:**

1. Health Alliance was presented as the best option for staff.
2. The premium increased only 8% for 2023 from 2022, which was less than changing to an equivalent plan from another company.

**D. January 1, 2023 payment to 2014 Debt Certificate; \$360,481.25 (Principal \$345,000, Interest \$14,981.25 & Fee \$500):**

1. Dave Perring moved to approve the payment to the 2014 Debt Certificate as listed above.
2. Gary Nodine moved to second the motion, which then passed after a unanimous, roll-call vote.

**Executive Session:** Laura Duffer moved to enter a Closed Executive Session to discuss employee wages, salaries, and possible bonuses. Bob Thomas moved to second the motion, which then passed after a unanimous, roll-call vote. The Board entered Executive Session at 7:50 pm and exited at 8:24pm.

Gary Nodine made the motion to approve the wages, salaries, and bonuses, presented with one amendment. Laura Duffer moved to second the motion, which then passed after a unanimous, roll-call vote.

**ADJOURNMENT:** Seeing no further business, Don Peasley moved to adjourn the meeting. Dave Perring moved to second the motion. The motion carried. Adjournment: 8:25 P.M.

**NEXT MEETING:** The next meeting will be held on Wednesday, January 11, 2023, at 6:00 P.M.