

**LINCOLN PARK DISTRICT
BOARD MEETING MINUTES
FEBRUARY 08, 2023**

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, Laura Duffer, and Gary Nodine. Dave Perring and Bob Thomas 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 January 11, 2023, meeting were presented. Don asked if there were any questions, comments, or suggested amendments. 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.

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

GENERAL	-	\$	13,397.95
RECREATION	-	\$	11,216.92
CAPITAL IMP.	-	\$	1,193.82

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

CASH FLOW REPORT – The following balances were reported as of January 31, 2023.

GENERAL	-	\$	135,968.14
RECREATION	-	\$	132,264.39
CAPITAL IMPROVEMENT	-	\$	1,089,873.27
AUDIT	-	\$	6,386.59
LIABILITY	-	\$	132,798.56
2014 DEBT CERT.	-	\$	12,708.56
BOND FUND	-	\$	5,000.00

Angie stated that January’s PPRT payment had been received and the information was included in the packet. Also, Angie mentioned that a mid-line of 2% has been successfully added to all credit card transactions for membership with very little negative feedback so far. The 2% is approximately half of what the Park District is charged, as rates vary by each credit card type.

EXECUTIVE DIRECTOR – BECKY STRAIT

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

- Becky informed the Board that the City has moved forward on their plan to improve their parks within the next few years.

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- The Mayor's Assistant had contacted Becky with a few questions pertaining to Postville and Ray White Parks' playgrounds.
 - Becky explained that LPD would be responsible for removing the existing play structures since they had installed it.
 - Vern plans to salvage the structures still in good condition to be installed elsewhere or repurposed.
- Melrose Park is nearly complete, and Mayfair Park is next on the agenda.
 - Work in Mayfair is scheduled to begin in April and the plan is to keep the existing structure but add another more inclusive area.
 - The plans for the new area include fencing.
- The work on Postville and Ray white is tentatively scheduled to begin in July.
- There is a possibility that the City will install a skate friendly park on their 3rd street property next to the Health Department.
 - The City had inquired about skate parks and those that design them.
 - Many Cities use "awkward" places for installing skate parks, which seem to work well.
- A dog park is in process of being installed on the 7th Street side of the old Hospital grounds.
 - Fencing has been installed, which accommodates 2 equal sides, for large and small dogs.
 - Don asked if water was to be installed for the park, which Becky thought was part of the plan as well as some benches.
- Gary asked for more information about the City's park development plan and any requirements to LPD obtaining the existing equipment.
 - Becky stated that the average allotment per park is \$60,000, including the dog park.
 - Vern stated that City staff have been very good at communicating with him about the plan to remove existing structures, which the Board was pleased to hear.
 - Don asked if it was something that LPD could possibly sell, which Becky said that she will research that option as well as what can be installed in other parks.
 - Don stated that Atlanta might be interested in some of the features and may submit a request to purchase, etc.
 - It was agreed that installing duplicates of existing features would not be the best idea, and perhaps those features could be sold to other entities or repurposed.
 - Becky stated that the equipment was in good working order per the most recent IPARKS inspection, there are signs of age, but pieces could possibly be painted to give them a refresh.
- Building Improvements:
 - Front Office received an update to the lighting.
 - There were new computers purchased for 3 desks, as updates were needed.
 - Complex flooring repairs & improvements:
 - Basketball & Volleyball courts have had the seams repaired and replaced where needed.
 - Gary inquired if the company that installed them initially was still in business, and if so, why was it so difficult to get them repaired.
 - Becky explained that the parent company contracts out work to local vendors, such as Carpet Weavers, who did the work at LPD.
 - The company also explained that there are limited colors to be used on these types of courts, and the green did not match very well.

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- Another flooring company will be touching up the lines when they come to paint the pickleball lines on the other side of the complex.
 - After researching pickleball facilities, it was decided that the desired 3 courts on 1 tennis court was not feasible.
 - Instead, the second tennis court will be altered to have 1 pickleball court on each side of the tennis net, which is just like the first court.
 - New nets and stands have been ordered for the 4 pickleball courts.
- There has been some new equipment ordered for the Aerobic room, to make sure there is enough for all participants and a few new items, too.
- The Fit Zone equipment will be reviewed to create a list of what will need to be replaced.
- While the Flooring companies were here, Becky also inquired about possible ways to seal the faux wood vinyl flooring in the Fit Zone.
 - The flooring looks nice, but it is hard to keep clean, and one company is researching possible products to add a top sealant coat.
 - Gary asked if the aerobic room flooring has reportedly had any issues lately, which Vern verified that it has not.
 - Allred Flooring did complete a few repairs to the Aerobic room floor, since they did the refinishing, which may have been part of the buckling issue.
 - Per Becky, Allred Flooring was fixing the Aerobic Room floor at no cost to LPD.
- Farnsworth Group has been contacted about discussing plans to remodel the Ballroom.
- Allison has been working on developing the summer programs and Becky has reached out to a group called Camp Invention.
 - Carroll Catholic contracted them last year and had a successful program for 30 kids.
 - Staff have been busy brainstorming, scheduling meetings and discussing possible collaborations to provide a great summer with many program options.
- Upcoming Events:
 - Valentine's Day is next week; there are a few activities planned.
 - Easter / Open House is scheduled for the beginning of April.
 - Will focus on presenting the spring/summer programs.
 - Pool passes and swim lessons registration will open to the public.
 - Earth Day planning is also in progress with possible community collaborations.
- New Staff has been hired for the Front and Fit Zone desks, Mike Brown.
 - Laura asked if there were still positions needing to be filled, which Becky stated there were none currently as Mike is available to work the needed shifts for both desks.
 - Becky stated that there is a job fair scheduled at the end of February for the summer staff.
- The Logan County Ice Rink is closed for regular skating hours but will be used for a few special occasions.
 - There is a family skate scheduled for the Sunday before Valentine's Day.
 - Valentine's Day has a collaboration with Spirited Republic and Top Hat Creamery for couples that wish to make it a date night.
 - An end-of-season meeting has been scheduled with the County, but they have informed LPD that the panels will be left out until spring.
 - Becky pointed out a spreadsheet included in the Board's packet which summarized the income, expenses, and profits from the Ice Rink season.

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- As was detailed in the Intergovernmental Agreement, profits were calculated at 50% for each entity after any other expenses beyond the contracted \$10,000 were deducted.
- The balance remaining for each entity after expenses was calculated to be just under \$1,000.00.
- Gary inquired about the date sponsored by the Hospital, which Becky stated that it brought in just over \$1,000.00 and was free to the public.
- The Hospital's Trailblazer Walking program has brought in 80 walkers so far for February, compared to the 44 in January.
- Becky updated the Board about the status of creating a Special Recreation Intergovernmental Agreement with the Springfield Park District.
 - Derek Harms, Springfield Park District's Executive Director, called to update Becky on the progress, which had been delayed for a short while.
 - Becky explained to the Board that there were a few concerns brought to her attention recently when a patron reportedly had issues opening a door.
 - The doors are rather heavy, and Vern is researching mechanisms to help.
 - Vern stated that some door closers can be adjusted to accommodate the ADA recommended push/pull weight.
 - The maintenance staff are checking all doors to see which closure mechanisms need to be replaced and have scheduled a Peoria company to come look at them for suggestions.
 - Becky stated that there are some patrons that bring children in strollers to walk the gym perimeter, and they have difficulty managing the heavy doors.
 - Gary questioned if all doors would need to be updated if a few are replaced, for which Laura also expressed her concern of that issue.

OPERATIONS REPORT – VERN HASELEY

- The shop security upgrade is pending a quote, which Vern summarized the theft situation again to remind the Board why it was necessary. Becky mentioned that she was told Creekside has also been burglarized and vandalized since the closure of LC and people know that it is not being visited by staff regularly anymore.
- Don asked about the status of the Lifeguard Instructor contract. Becky stated that she had discussed the matter some with Jennifer in order to move forward with a contract but that it was still in progress. Laura inquired about the certification costs, which were verified by Jen to be \$275 for new certifications and \$175 for recertifications. Laura asked why LPD is making a profit off the Lifeguard certifications. Angie stated that in previous years, the certification prices had included the cost of 1 guard suit to be purchased by LPD, but this had recently been eliminated. Angie explained that if each guard received a suit, it was closer to break-even point for the Park District after the instructor was paid and the American Red Cross (ARC) fees were paid or reimbursed. Jen informed the board that these are the typical rates that are charged for lifeguard certification, and it is even more in some areas. Jen informed the Board that she had used her own funds to provide incentives for the guards throughout the previous year and a discussion was had with Becky this year that any overages of certification money could be used for this purpose. Gary questioned the use of personal funds and Jen stated that she paid for incentive items and staff parties out of pocket because she wanted to provide added perks for the guards

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to show them that they are appreciated. Jen proceeded to explain also how a new grant program created by the Lincoln Women's Club and Elks Program donations would help in showing the lifeguards appreciation, in that they can earn back a portion of their certification expense for each year of service offered as a lifeguard at LPD over a two-year timeframe. Gary asked if the donations were made to the Foundation or the Park District directly, which Becky verified they were given to the Foundation. Laura inquired as to the balance that was left over from previous certifications and what it was applied to or if it was in reserve. Angie stated that more money was paid to certify the guards than was budgeted for, and that the overhead costs are an often-overlooked part of the training expense and this also should be factored in. Angie explained that the previous Instructor to certify guards had agreed to a lower rate per guard since LPD had paid the certification fee and travel expenses for the instructor. However, the year that the pool opened after the COVID closure included a negotiation between John, who was the interim director at the time, and the Instructor, Ms. Jordan. Ms. Jordan was not intending to return to train LPD guards or work as the Pool Manager that year. As part of the negotiation to implore Ms. Jordan to agree to training the lifeguards for one more year, John offered her a much higher rate of \$100 per guard certified, compared with the \$10-25 per guard rate that had previously been agreed upon. Ms. Jordan agreed to the higher rate initially but ended up resigning before the training took place, which opened the discussion to have the next instructor get certified. As there had been a transition with Becky being hired as the Executive Director by that point, she negotiated a contract with Ms. Parrott, which stated that LPD would pay for her to be certified to then certify others as lifeguards. The rate of pay per lifeguard certified was on par with what was paid to Ms. Jordan for the first year of Ms. Parrott's certification. The second year, Ms. Parrott expressed that she would like to receive a higher rate per guard. A rate increase from \$25 to \$35 was agreed upon between Becky and Ms. Parrott. However, after the training, Ms. Parrott expressed to the Board, at a regular monthly meeting, that she was displeased with the agreement that had been made and believed she should receive the higher pay which had been arranged for the last season with Ms. Jordan (which had never actualized due to Ms. Jordan's resignation). New terms were worked out after the issue came to light in 2022 but there was lingering confusion since there had been no previous follow up communication from Ms. Parrott that the agreed upon 2022 amount of \$35 per lifeguard was unsatisfactory before going to the Board. Also, though it wasn't challenged at the time of the amended agreement, Becky believes there should not be an added fee for other towns' lifeguards joining the LPD lifeguard training, which had been added to the terms of the final 2022 agreement. The Board agreed. Angie also informed the Board that she had requested documentation to reimburse Ms. Parrott for the ARC fees to register the guard certifications, after offering her the use of the company card if done in the office, and that she had received the requested documents only shortly before the Board meeting, though it was presented as if she had been waiting for payment for an extended length of time. Laura stated that she felt that \$25-35 was too little to pay for the certification, but \$100 was too much. Don stated that he would like a new contract to be drafted by the next Board meeting for review. Gary asked who managed the Clinton YMCA's pool? Laura asked if there was a plan B in place if Ms. Parrott decided not to do the training this year. Jen stated that it is very hard to find a program to get someone certified to certify others for

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CPR in general, not just lifeguards. Gary asked if the guards were provided breathing barriers for CPR, which Jen verified are included in every guard's pack that they carry on duty. Laura verified when the job fair was scheduled to take place, since many guards apply at that time, which it was verified to be scheduled for the end of February.

- Vern continued his report by stating LPD had purchased a \$100 padlock to help deter the fuel theft as it would take extreme efforts to remove it without a key. Don asked if trail cams had been considered, but in most places that they could be mounted, they could also be easily stolen.
- The new tig welder arrived and they have been busy practicing using it.
- Vern reported an issue with the HVAC unit in the alcove between the Railer Room and the Sports Complex. Entec came out and found the compressor had somehow welded itself to the case. Entec is covering the cost of the compressor, which Gary asked if it was under warranty. Vern stated that an Entec Representative would be on site Friday to go over the paperwork. The only problem is that there is no definite time when the new compressor will be delivered and installed.

PROGRAM REPORT – ALLISON BAKER

- Jr. Railers ended last Saturday and, overall, went well. Laura stated that moving the bleachers to the side was a big improvement.
- Co-Ed Volleyball league has a new ref, and the program is going well.
- An evening Pickleball League is planned to start in March and will last for 6 weeks. Laura asked what hours the league is scheduled for, which Allison verified that it would begin at 6:00 pm and play will end between 7:30 and 8:00pm.
- Baseball/Softball/Tee Ball registration will begin at the end of February. Allison has scheduled a meeting with Rob, the head of the travel teams, to discuss scheduling games and walk him through the new online calendar. The Atlanta League was very appreciative that LPD will schedule 6U games and will be in contact once both leagues know the number of teams to get on the calendar. The Tremont League has scheduled a rules meeting before the usual scheduling one to clear up a few questions that arose last season. Allison has asked John for his advice on the situation prior to the meetings.
- The John Welsh Memorial Basketball Tournament is scheduled for the last weekend in February. The official game times will be disbursed on the 19th and Allison will verify the concessions requirements prior to the event.
- Allison has begun to work on creating the Spring/Summer program guide.
- Pat Hake has reached out to LPD inquiring about creating a HS pickleball league for some of his PE kids looking for more active ideas on how to spend their free time. He conducted a survey, and the results are favorable with 54 kids showing interest in the idea. Allison has scheduled a meeting with Mr. Hake to discuss programming potential for this age group.
- The Babysitting Clinic is scheduled for February 20th and already has 10 participants registered, which is 2 more than last year.
- The Valentine's Day Teddy Bear Picnic has 16 participants registered to receive their own stuff-able bears. The kids get to fill the bear and add a heart before it gets closed. There will be snacks and activities, such as the Library will send someone to read a story to the kids.

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- Ballroom Dance Classes are scheduled for Tuesday evenings in April. A dance is in the works for April 29th. Laura asked if the dance would be limited to participants or open to the public, which Allison verified that it would be open for all to register.
- Mike Beaser will be returning this spring to teach 4-week dog obedience class Sunday evenings in March. Allison has reached out to Timbercrest, since they partnered with LPD for the last class offered. Don suggested checking with the other Vet offices in town as well.
- Allison plans on reaching out to the past Easter Egg Hunt donors to see if they would like to donate prizes for the Open House.
- Allison is working on making more plans for April such as a Nerf event and possibly a cupcake decorating class.

FITNESS MANAGER'S REPORT – JENNIFER PRATHER

- Group Fitness class attendance in January 1,494, beating numbers from pre-Covid, except for 2020, which had 1,800 that year.
- The promotional punch cards had 20 participants and prizes were products and samples that had been donated.
- Online class registration is going well.
- Lincoln Memorial Hospital's CATCH class is going well. Last week had 12 participants and there were 9 this week, but only 2 are currently members and one new membership was purchased by a program participant.
- Health & Wellness had 12 participants in February's session and next month will be a social event where they will gather to enjoy some coffee and games.
- The Instructor BINGO game went well, and Jen was able to hand out 4 prizes.
- Catey Davis will be offering a Core Class geared towards women's health.
- Spring into Action, a wellness challenge, has 14 participants registered.
- Heather Ramey will be teaching a Pound Class, using drumsticks and rhythm in class.
- Jody Harris will be teaching a Spin® Class for beginners in April.
- Jacki Pavlik will be offering a Women on Weights class in April.
- There are 8 mini classes to be offered the morning of the Open House.
- Jennifer has begun to prepare for this season's pool operation and swim lessons, including the background work of the online registration portion.
- All local schools have been contacted about advertising the job fair to the students.
- Gary inquired further about the LMH CATCH program, which Jen summarized to be a LMH funded class for Logan County School Faculty only. Each week is a different class, taught by a different instructor. Becky explained further that LMH receives a grant to facilitate a program in the schools to teach the kids about exercise and nutrition. This is the first year that the program has been extended to teachers like this. Angie Stoltzenburg, of LMH, had reached out asking for assistance in streamlining the teacher side of the program. Jen explained that Angie had taught classes herself, but the location rotated weekly between schools, and it was the same basic class. This option offers one location, a variety of classes, and was an affordable alternative that seems to work for all parties involved.

CORRESPONDENCE: NONE

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UNFINISHED BUSINESS:

- A. Capital Improvements:
 - 1. Solar Project: No word yet; pending weather.
 - 2. Gym Floor Project: See Executive Director's Report.
- B. Aquatic Center: Vern stated that parts are still to be shipped.
- C. Annexation of LPD property into City Limits:
 - 1. Becky has contacted Legal Counsel.
 - 2. No reply has been received to date.
- D. Intergovernmental Agreement with Springfield Park District to levy a Special Recreation Tax in the future: See Executive Director's Report.

NEW BUSINESS:

- A. Don asked the Board their thoughts on what to do with the Driving Range:
 - 1. Gary asked if it should be closed until the Board decides.
 - 2. Becky stated that the Board might be interested in news that the local Junior Football League may not be able to continue their program next to EATON.
 - a. Laura stated that an area for possible JFL would not be a bad idea to consider.
 - b. Gary and Don both stated that they would like to see more than another field.
 - 3. The issue of stolen balls and money spent on wages to mow/pick balls needs to be discussed at more length.
 - 4. Don inquired if a walking path would be something to consider.
 - 5. Gary suggested a stage or a gathering place, which Laura agreed to.
 - 6. It was agreed upon to table the discussion until the next meeting.

Executive Session: NONE

ADJOURNMENT: Seeing no further business, Gary Nodine moved to adjourn the meeting. Laura Duffer moved to second the motion. The motion carried. Adjournment: 7:28 P.M.

NEXT MEETING: The next meeting will be held on Wednesday, March 08, 2023, at 6:00 P.M.