

**LINCOLN PARK DISTRICT  
BOARD MEETING MINUTES  
JANUARY 11, 2023**

**CALL TO ORDER** – At 6:05 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 then Bob Thomas arrived at 6:13pm. Gary Nodine was 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 December 14, 2022, meeting were presented. Don asked if there were any questions, comments, or suggested amendments. Angie informed the Board that a spelling error was found, and the minutes had been amended and included in the packet. 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.

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

<b>GENERAL</b>	-	\$	<b>3,467.80</b>
<b>RECREATION</b>	-	\$	<b>8,810.91</b>
<b>CAPITAL IMP.</b>	-	\$	<b>384.26</b>

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, 2022.

<b>GENERAL</b>	-	\$	<b>169,041.37</b>
<b>RECREATION</b>	-	\$	<b>119,617.12</b>
<b>CAPITAL IMPROVEMENT</b>	-	\$	<b>1,104,497.54</b>
<b>AUDIT</b>	-	\$	<b>6,386.54</b>
<b>LIABILITY</b>	-	\$	<b>132,797.43</b>
<b>2014 DEBT CERT.</b>	-	\$	<b>12,708.46</b>
<b>BOND FUND</b>	-	\$	<b>5,000.00</b>

Angie stated that she had reviewed December’s Budget & Appropriation for the Fiscal Year with Becky and they hope that the upcoming solar project will help offset the inflation in the monthly energy costs.

**EXECUTIVE DIRECTOR – BECKY STRAIT**

- A slideshow presentation was displayed as she spoke on a few topics:
  - Becky stated that the office has been busy registering new patrons and helping existing members register their new insurance plans.
  - A few pictures from the December Christmas parties were displayed as she spoke about the employee appreciation and enjoyment of the events.

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- The number of room rentals for various functions has picked up, including the amount of birthday parties has increased, for which a court is reserved to use the bounce house.
- Melrose Park had new playground equipment installed (pic).
- County Ice Rink:
  - Open skating hours / skate rental is scheduled to end January 15th.
  - Currently trying to schedule/coordinate when the County will remove the ice panels.
  - Becky informed the board that an estimated 613 skate rentals, 288 adult admissions, and 325 child's admissions had been purchased so far.
  - Lincoln Memorial Hospital sponsored a free skate event on New Year's Eve, which had 128 participants.
- Lincoln Memorial Hospital's Trailblazer walking program began January 4<sup>th</sup>.
  - LMH sponsors the walkers and LPD tracks the weekly attendance. (44 first 2 weeks)
  - Allison verified that there may be a few more the first week, as there were a few kinks worked out the first day.
  - Jennifer stated that existing members just use their memberships to participate.
- The Logan County Parks Coalition had a recent meeting.
  - Committee is discussing a possible Earth Day collaboration.
  - Looking for an effective method to improve the collaboration and programming to include all county parks and promote visiting various parks within the county.
- 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 updated the Board about the possibility of entering into a Special Recreation Intergovernmental Agreement with the Springfield Park District.
  - Derek Harms, Springfield Park District's Executive Director, offered to research sample IGAs and would be working on a draft for LPD's Board to review.
  - Jennifer is discussing with Springfield Park District about an option to use their indoor pool for staff training, which could save ~\$500.00 per day.
  - Becky estimated the possible maximum tax levy to be around \$65,000 annually.
    - The tax rate is based off the Equalized Assessed Value, which is also part of the annual Bond Issuance process.
    - The tax can be used to finance updates to the facility, parks, and programming to make them all more inclusive and accessible.
- LPD is being considered for more possible future grants:
  - Elks Charitable Trust is considering providing a grant towards Aquatic Safety.
  - News coverage of the grant provided by Lincoln Women's Club piqued their interest.
- LPD Address & Annexation:
  - Becky spoke with Wes Woodhall, City Inspector, about the address issue.
    - Initially, he thought the LPD address was never changed by the City.
    - Further research verified that the City did advertise the change, but it was never officially changed legally.
    - Suggested keeping the Primm Road address, which he verified was the actual address on record with both USPS and the 911 Emergency Services.

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- Bob asked that Becky verify the address is correct with both entities, which she had already done.
- Regarding the annexation, Wes recommended that LPD reach out to their legal counsel to request the proper paperwork be prepared and filed.
- An appearance before the City Council may be required to complete the process, but will be verified when the legal counsel prepares the documents.
- Bob questioned if there were any advantages to having the property annexed into the City, which Becky verified that it simplifies emergency responses only.
- Bob inquired if any other issues might arise after annexation, such as any septic tanks that may need to be converted to City water.
  - Don requested if the existing septic tanks can be grandfathered in.
  - Bob did express his concern of future work creating a sewer issue with the City.
  - The Board reached a consensus to ask about a possible sewer variance before proceeding with the City.
- Membership prices were presented in an included spreadsheet.
  - Angie had prepared a small portion of the spreadsheet which compared income for the past 4 years, and 2022 was close to being even to the 2019/pre-Covid numbers.
  - Becky pointed out that expenses have increased over those 4 years, so even though the income is close, inflation negatively affects the increase.
  - Angie also mentioned that the daily fees have equaled the 2019 amounts, but there is a visible increase in pickleball and tennis income.
  - Angie then pointed out another line detailing the amount of credit card fees that have been accrued as customers have switched payment methods over the years.
    - 2019 credit card transactions totaled \$2,300 and there was \$6,450 in 2022.
    - 100% of all credit card transaction fees have been paid by LPD to date.
    - It was proposed to pass on the estimated 3% fee to patrons paying via cards, which is less than sales tax. (LPD does not charge sales tax)
    - Dave asked if Debit cards were free, which Angie verified that those also accrue a fee.
    - Jen stated that she did not think that daily fees should have a credit card fee applied, which Laura agreed to with the small amounts of \$2.50-6.00.
  - Bob Thomas made the motion to include a small credit card transaction fee to memberships purchased with a credit/debit card. Laura Duffer moved to second the motion, which then passed after a unanimous, roll-call vote.
    - Bob did suggest revisiting the credit card fee at a later date, after reports show how much is recaptured via a credit card processing fee for memberships.
    - Jennifer stated that she already has 1 patron choosing to pay cash at the Front Desk to have a credit applied to her account to avoid using her credit/debit card to register for classes at LPD.
  - Becky stated that she is recommending a slight increase in price for memberships, only \$5-15 to help offset the inflation in overhead.
    - Becky expressed her concern that she does not want to make a membership unaffordable for patrons, but needs to acknowledge that minimum wage has increased \$1 per year for the past 3 years.
    - Regular inflation has exceeded the small increase that is proposed.
    - Laura inquired about the variance between in-district and out-of-district.
      - Becky stated that there is no set percentage between those amounts and they vary, which makes it difficult to adjust fairly across the board and has to be done individually.

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- Dave asked why the prices needed to be increased.
  - Becky cited the increase in inflation, which increases more annually, than the proposed amounts listed.
  - Bob asked if the Special Recreation Tax could be used to offset the overhead inflation.
  - Becky verified that the Special Recreation Tax is restricted to certain expenses.
- Becky stated that she had reached out to inquire about how LPD can use the extra PPRT monies received and if there are any restrictions on those funds.
- IAPD recommended adjusting the Budget & Appropriation to reallocate some overhead expenses to come from General Fund instead of Recreation Fund, when possible.
- Angie verified that the Auditors made the same recommendations, which had been applied to the FY2023 Budget & Appropriation as mentioned in December 2022.
- Dave stated that he did not like raising prices, which Laura agreed to.
  - Angie informed the Board that the public dislikes when the Board raises the price \$50 at a time, but are more comfortable with a \$5-15 increase.
  - Becky pointed out a few prices to compare on the sample brochure.
- Angie stated that LPD may not need to consider raising prices for FY 2024 if the Solar project is completed in 2023 and if the PPRT monies received continue to be more than budgeted for.
- Jen informed the Board that the public usually has no issue with the membership prices when staff breaks down the annual price in comparison to the daily fee. (i.e. \$270 = 45 daily fees, which is less than 1 time a week)
- Laura asked if the daily fees would be increased, which Becky stated that they would not.
- Dave Perring made the motion to approve the membership prices as presented. Bob Thomas moved to second the motion, which then passed after a unanimous, roll-call vote.
- Becky did point out that she had added a one-hour pickleball punch card to the brochure.
  - The pickleball players have been complaining about court prices.
  - Becky researched other facilities and their rates, LPD falls below the average.
  - There are also upgrades planned for the courts, which they may not be aware of.
  - Dave asked how many will leave to play outside when the weather turns.
  - Becky stated that the feedback is that the regular players do not like the surface.
  - LCHS is still planning on adding outdoor pickleball courts, but there is no date yet.
  - Becky did state that the daily income for pickleball has increased from \$6,000 to \$11,000 the past two years.

**OPERATIONS REPORT – VERN HASELEY**

- The new mower is in and under a 5-year lease.
- The southeast exterior lights have been replaced.
- The weight room is a concern, as equipment is getting older and it is getting difficult to find parts. Some have had to be fabricated, a lot needs to be repainted. Don asked when the last time new equipment was purchased, which Becky verified to be an elliptical last month. However, 3 pieces were replaced for like or new during Covid-19. Becky did inform the Board that the Capital Budget was amended for FY 2024 to accommodate a few updates to equipment in the Fit Zone.
- Staff have been busy repairing and maintaining equipment.

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**PROGRAM REPORT – ALLISON BAKER**

- Jr. Railers is going well. We began to move the bleachers to the court sides with the curtains, and the public seems to enjoy this more than the short ends.
- Co-Ed Volleyball league has 8 teams, and the first game was Sunday.
- Pickleball League was canceled due to participants being out of state for the winter. We may try a two-person team league for something different when the snowbirds return.
- Allison has been researching different ideas for monthly themes for programs, for example, February will have a book theme and little libraries being considered.
- A Babysitting class is to be scheduled.
- A program to provide Valentine's Day card to nursing home residents is being planned.
- Allison is meeting with a potential new art instructor, as there have been requests for alternative instructions on new methods.
- Allison has reached out to Dennis Campbell to coordinate Earth Day events and summer's Nature Camp.
- Atlanta has contacted LPD about their desire to create a 6U baseball team, which will focus more on development; practice based with a few games. They have inquired about playing against LPD teams. Both Laura and Dave expressed their thoughts on the 6U level being too young for the usual travel involved with the older leagues. Becky did state that local parents created 1 independent team for that age group involving travel. Dave stated that he would agree if the Atlanta team would agree to come to LPD then asked how many 6U teams in 2022. Allison verified that LPD had 5 6U teams and that she would discuss the requests from Atlanta & their intentions for the collaboration.
- Allison has been working on switching the court reservation system from Skedda to Sportsman. She created handouts for the public to take home, which details the steps to reserve a court on the new software. The process is not as easy for first time users, but it is more comprehensive, and the back desk can more easily access the information.

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

- Group Fitness class attendance in December was 644; higher than the same month last year and both years there were no classes between Christmas & New Year's. In 2022, 9 out of the 12 months had higher attendance than 2021. Becky added that 2022 even had class limits in place and still exceeded the previous year's numbers. January has already had 545 attendees, with the first week being a free week. The 2022 total was 750 for the month and it looks as though 2023 may beat that number.
- The Active Agers group had a potluck lunch with a Christmas gift exchange, which had 16 participants.
- Beginning of January brought the transition from scheduling class times via Sportsman, which was a change from Calendly. Most patrons found it to be easier overall, but there were a few struggles.
- The first week of January was a free week of classes and we have seen a few familiar and a few new faces.
- A referral program is being offered for members to get a free month when they refer a friend to get a membership.
- Health & Wellness had 4 participants in January's session.
- The Wellness Walk has started, and the Trailblazer participants are welcome to join.
- January Group Fitness Class participants can choose to track attendance via a punch card to win some free items that have been donated to LPD.
- Jen is playing Fitness Class Bingo with the Instructors.

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- An Active Ager Meet & Greet was held to help us check patrons' eligibility for the various insurance programs. We had 15 new attendees and 1 new membership purchased. Dave asked how the new members heard about the group, which Jennifer stated that she had created a flier that has all of the upcoming important dates. Patrons also invite friends to the group.
- Angie Stoltzenberg, of LMH, contacted Jen about developing a program for the local teacher via the CATCH program. Current program rotates locations each week at a different school. Angie asked if it would be possible to use LPD as a singular location, limited to the teachers in the community. Becky agreed to work out an agreement with LMH's CATCH program to use LPD once a week for teachers. Jen stated that the instructors will rotate each week, which will not only add a variety to the classes, but avoid adding too much to 1 or 2 instructors.

**CORRESPONDENCE:**

Becky informed the Board that she had received some feedback from the new required pre-registration for Aerobic Classes. Laura asked if it was necessary to pre-register, which Becky stated that it is the only way to verify that waivers are signed and non-members are paying for each class. Patrons are adjusting to the new system, but there was a slight issue with duplicate accounts being created by patrons, which is being resolved.

**UNFINISHED BUSINESS:**

- A. Capital Improvements:
  - 1. Roof Project: Otto Baum is waiting on the weather before scheduling the work.
  - 2. Gym Floor Project:
    - a. Work was scheduled for the day of predicted extreme cold, but the company canceled the service due to the weather.
    - b. Trying to get back on their schedule, but the gym usage has been very busy lately.
- B. Aquatic Center:
  - 1. Vern stated that some replacement parts had been ordered for the filters, but the wrong piece was sent.
  - 2. Tony called the vendor to notify them of the part mix-up and a replacement is being sent.
  - 3. The filters have had the sand replaced already.
- C. Annexation of LPD property into City Limits: See the Executive Director's Report.

**NEW BUSINESS:**

- A. Shop Security:
  - 1. Vern stated that someone had cut the padlock off the gated cage surrounding the fuel pumps at the shop, not once, but twice.
  - 2. One of those times, the pumps did not get shut off and some gas was stolen, but the amount is unknown.
  - 3. The area is well lit, but they still have cut the lock twice, so George Alarm was called and a quote for cameras was requested.
    - a. The recommended security cameras/program includes the capability of remote viewing with alerts and the ability to retain footage for 2 weeks.
    - b. Dave asked if the interior of the Shop was wired for security, which Vern verified.
    - c. Becky stated that previous thefts added the steps to cutting power to the pumps at night, but she had authorized the order of a lock for even the trailers to prevent theft.

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- B.** Vern requested the Boards approval to purchase a TIG welder, as more products are being made of aluminum:
1. Vern has researched various units and prices can run between \$1,500 and \$25,000, but the one he would like to buy is \$2,400 with a \$600 rebate.
  2. Don and Dave both stated that it would be a good purchase, with Dave explaining that it costs a lot of money to hire out for welding.

**Executive Session:** Laura Duffer moved to enter a Closed Executive Session to discuss a legal issue and wages. Dave Perring moved to second the motion, which then passed after a unanimous, roll-call vote. The Board entered Executive Session at 7:30 pm and exited at 7:44pm.

Dave Perring made the motion to approve the wages as presented. Bob Thomas moved to second the motion, which then passed after a unanimous, roll-call vote.

**ADJOURNMENT:** Seeing no further business, Dave Perring moved to adjourn the meeting, Bob Thomas moved to second the motion. The motion carried. Adjournment: 7:46 P.M.

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