

**LINCOLN PARK DISTRICT
BOARD MEETING MINUTES
JUNE 14, 2023**

CALL TO ORDER – At 6:06 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, and Angie Coombs. Jennifer Prather was absent.

VISITORS – NONE

MINUTES OF MEETING – Minutes of the May 10, 2023, meeting were presented. Don asked if there were any questions, comments, or suggested amendments. Dave Perring 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	-	\$	10,242.86
RECREATION	-	\$	21,785.37
LIABILITY	-	\$	4,718.00
2014 DEBT CERT	-	\$	7,650.00
CAPITAL IMP.	-	\$	2,723.20

Don questioned the payments listed for Applegate, which Vern stated was for pumping the pool pits. Design Perspectives was also questioned, which Angie verified that the invoice was for fees related to the Lehn & Fink Park Project. The fees and services in relation to the (quarterly) invoice listed for George Alarm were also discussed.

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

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

GENERAL	-	\$	98,759.49
RECREATION	-	\$	105,713.62
CAPITAL IMPROVEMENT	-	\$	1,031,228.11
AUDIT	-	\$	6,395.12
LIABILITY	-	\$	120,498.53
2014 DEBT CERT.	-	\$	5,225.54
BOND FUND	-	\$	5,000.00

Angie stated that the year had been going well financially. Don stated that the first installment of the local real estate payments was due June 1st so the distributions would following soon thereafter. Angie informed the Board that this is the first year there has been no need to request an inter-fund loan before the disbursements were received.

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EXECUTIVE DIRECTOR – BECKY STRAIT

- A slideshow presentation was displayed as she spoke on a few topics:
 - The City's 3rd Friday event had a farm theme and went well.
 - The next event has the theme of "Nashville Nights" on June 16th.
 - Summer leagues and camps are in full swing.
 - The pool has a Disney themed family fun day scheduled in June with the special guest of a mermaid.
 - City Parks:
 - Regarding the possibility of using volunteers for landscaping assistance, U of I cautioned LPD to take care in crafting a thorough, legally-vetted contract.
 - There were many ideas and factors to take into consideration before beginning any work.
 - However, the large pots on LPD grounds have been planted.
 - It has been decided to hold off on planting the islands for now, and rock may be installed until a plan is developed.
 - Mayfair is near completion of the new addition's installation, along with the new fencing.
 - A photo was displayed of the park.
 - Dave inquired about the mulch installation, and Vern stated that the City took care of it.
 - Becky asked if the City added a gate as he had suggested, but Vern was not sure.
 - Ray White Park's scheduled to be finished in June.
 - Postville Park is scheduled for September.
 - Legal counsel is to revise the IGA regarding the City Parks.
 - Capital Improvement:
 - Lehn & Fink's new equipment is scheduled for delivery in August.
 - Becky included a handout detailing the bid information; Tod' estimates in black.
 - Several companies requested information, but only Otto Baum submitted a bid.
 - Becky pointed out that the bid's prices were quoted higher than was anticipated.
 - It was decided that the fees for removal of the old equipment could be removed.
 - Dave asked what was included in the "mobilization", which was over the estimate and Becky stated that it is for staking and bond purchase.
 - Grading costs were listed near the estimated cost, which was also questioned.
 - Storm drainage was quoted at nearly twice the price as estimated.
 - Concrete/paving fees were less than estimated, but the curb cost was very high in comparison, which could be a typo that Becky planned to ask about.
 - Dave inquired about the curb's location, which Becky pointed out on the map.
 - Becky explained that in theory, the slight grade could potentially make the curb non-essential, and stated some locations have received complaints that similar curbs are more of a trip hazard than a benefit.
 - Don opined that it seems like the bid was submitted to avoid being awarded the project.
 - Becky spoke with Tod regarding the bid, and it was surmised that there was possibly a typo or some of the requirements were misunderstood, leading to variances in the bid amounts.
 - Laura asked why only 1 (one) bid was returned, and Becky replied that several companies had contacted her for the project/bid information prior to the deadline, but it was unknown why only one had followed through with a bid.
 - Tod recommended rejecting the submitted bid, revising the bid statement, and re-advertising the bid for the project.

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- Becky explained that Tod had suggested sending an invite to bid to local contractors that may have missed the notice in the paper(s).
- Don, Laura, and Dave all agreed that having more than one company to choose from would be ideal, which would require putting the project out for bid again.
- Becky also suggested removing the landscaping part of the project plan, which can be done later.
- Excluding the removal of the existing equipment and curbing from the plan to lower the cost of the project to be bid out.
- Laura Duffer made a motion to reject the submitted bid, revise the proposed plan and place the updated plan out for bid. Dave Perring moved to second the motion, which then passed after a unanimous, roll-call vote.
- Exchange Club Park:
 - Becky informed the Board that she had an on-site visit with a Representative from the Multi-use Surface Gaming Company.
 - Becky provided a quick history of discussion for Laura, stating that LPD would be applying for an OSLAD grant to improve this park by installing a Multi-use Surface area.
 - LPD's portion could be paid from the unused FY2023 funds allotted for the Lehn & Fink improvement project by reallocating those funds in the next fiscal year's budget.
 - The caveat is that the larger improvement project will only move forward if the grant is awarded, and a new plan will be drafted if the grant is not awarded.
 - The proposed installation offers multiple options and can be customized for the space and wants/needs of the community.
 - The options that Becky would like to include would be a walking track around a space to be used for basketball, hockey, soccer, and tennis.
 - The representative took photos and measurements, which led her to suggest the installation be parallel to 21st Street to maintain more green space.
 - Dave expressed his concerns about usage since the housing complex has a playground next door.
 - Becky explained that the complex's playground is smaller and designed for younger children and this installation would be more versatile for all age groups.
 - Laura stated that she liked the fact that this would be a new, different, installation, not only for the neighborhood, but for the community.
 - Becky reiterated that OSLAD grants look for new ideas for multi-generational recreational areas to be installed in communities.
 - Gary asked if the installation would accommodate a full-size basketball court, which was verified by Becky that it was big enough for that space.
- Farnsworth's proposal:
 - This company is willing to complete the first ADA compliance review for LPD and help put in place a plan for LPD to independently continue the process annually.
 - The cost of the first year was quoted at \$4,200.00.
 - Dave asked how involved it would be and Becky explained that the entire facility would be reviewed and then compared to what meets current compliance standards and document what needs to be improved, along with the importance of the upgrades.
 - Don recommended moving forward with the project.
- Foundation Fundraiser for July 4th Celebration:
 - The Foundation Board has scheduled a dinner at Mama's Arcade in July.
 - The tickets cost \$9.00 for a pork chop dinner and the proceeds will be split 60/40.

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- Becky asked the Board to please take a packet of 10 tickets to sell for the event.
- The Next Gen program start date has been pushed back due to low registration.
- Staff Training:
 - Both the Police and National Weather Service participated in the training.
 - The officers and NWS staff both provided guidance and clarification in their fields.
 - Some situations have required the police to be called already this pool season.
 - Police guidance, especially regarding minors, was very helpful for staff.
 - Laura stated that repeated police presence would be a deterrent.
 - Gary asked if there were any situations that got out of hand.
 - Becky explained that there was a physical altercation.
 - Other instances have been dealt with internally by redirection.
 - Gary then asked if anyone had been banned yet, which Becky verified that a few had.
 - Dave supported that individuals be banned after 1 serious infraction.
 - Angie informed the Board that the police recommended that they be called for issues, as they are all equipped with body cameras that record their interactions, which then removes the “he said – she said” problem.
 - Becky explained that the guards/staff treat each issue on a case-by-case basis and that the police are not called every time there is an issue.
 - Staff/guards attempt to redirect the public’s behavior, sometimes a time-out is given to children.
 - With the Board’s permission, a zero-tolerance policy was put in place regarding physical violence, where police would be called, and patrons involved in physical violence would be automatically banned for the season.
- Solar project:
 - Becky did inquire about the Olympia incident, per the Board’s request.
 - The company that we have signed a contract with did not do the installation at that site.
 - The installer is known to have had some previous issues.
 - Dave asked if Becky could request references from the company contracted to do the installation at LPD, which she said she would submit the request before installation.
 - Gary asked if the Olympia problem was caused by the installation or maintenance, which Becky verified that she was told it was caused by the installation of the product.
- IPARKS:
 - Becky did verify, per the Board’s request, that the policy does have a deductible for each claim, which does cover lost property.
 - Monies received from the claim can be used to cover any related expenses, including loss of income, up to \$250,000.00.
 - Salary loss can be reimbursed from the claim filed due to property loss within up to 6 months of the claim.
- Parking Lot Project:
 - Farnsworth created a draft proposal of the parking lot, which was included in the Board’s packet.
 - Vern spoke with Tom Cecil about the area in question.
 - He recommended an upgrade that would remove the center grassy areas.
 - This proposal would add a third row of possible parking.
 - Farnsworth’s engineers are more concerned about the drainage issue, which is the reason why brick/pavers were installed in the front parking area.

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- There are no easy options to deal with the storm drainage from the front and north parking lots, which makes it a challenging project to engineer/design.
- Vern explained that the best option is to route the water to the driving range, around the southeast corner of the property.
- Becky questioned how LCHS planned their new fields to accommodate the water runoff.
 - Vern stated that he thought the LCHS field design used LPD's current set up.
 - Dave stated that he believed that to be an issue to consider.
 - Gary reminded the Board that LCHS uses that parking more than LPD does.
 - Staff parks in the lot daily throughout the school year.
 - The new baseball field does not have its own parking lot on LCHS ground, everyone uses the LPD lot right next door.
 - Angie pointed out that LCHS used the LPD gravel path along the property fence during the construction of both the football field and the baseball diamond for equipment and supplies.
 - Gary asked if it would be possible to run the drainage between the Bronco field and the Sports Complex, running it out behind the parking lot.
 - Vern stated that the engineers would need to review the property and plot options.
 - Don and Dave stated that there will be a lot of trenching involved to get water from one side of the property to the other, which will not be cheap.
 - Vern said that it all depends on the size of tiles and the amount of water needing to be moved, which is what the engineers will take into consideration.
- Becky informed the Board that another idea to consider would be finding a way to add parking closer to Pony field, which is back by Tulip Drive, since she has received complaints from those with mobility issues about missing games or having great difficulty to traverse the grounds to watch them that far back.
 - Tulip Drive does have a "dead end road" that opens into the neighboring field, but LPD would need to inquire about purchasing the land.
 - There was a short discussion about how far the planned solar installation would go around the area in question, which was believed to stop a few acres before the area in question along Tulip Drive.
 - Angie informed the Board that John (the previous Executive Director) had previously spoken to the farmer that owned the land about a possible exchange for this purpose.
 - The idea was to exchange a few acres along the back or side of the driving range for a few along Sycamore Lane, which would allow for access at Tulip Drive.
 - One of the stopping points was complaints from a few residents, mainly one, about the traffic a new parking lot would bring to the neighborhood.
 - Becky stated that the City would be fine with the possibility of traffic using Tulip Drive for access to a lot created in that location.
 - Don looked up the owners via his cell phone and quoted the listed price per acre, which was determined to be a prohibitive cost.
- Intergovernmental Agreement with Springfield Park District to levy a Special Recreation Tax:
 - Becky informed the Board that Springfield's Park District Board approved the agreement unanimously at their last meeting.
 - Dave stated that he was concerned about the public complaining about an additional tax.
 - Don reminded Dave that LPD needs to do some ADA updates and this new tax would specifically cover those costs.

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- Gary asked if the tax money could be used to move on discrepancies discovered as part of the audit to be performed by Farnsworth, which Becky verified that it can be.
- Gary Nodine made the motion to approve the Intergovernmental Agreement to create a Special Recreation Association with Springfield Park District. Dave Perring moved to second the motion, which then passed after a unanimous, roll-call vote.
- Social Media Archiving:
 - Becky notified the Board that a company representative had reached out to her trying to sell their services to archive LPD's social media posts.
 - The company cited FOIA-related laws and warned of non-compliance opens entities up to possible future litigation.
 - Dave asked what content that was online posing the problem, and Angie explained that any conversations with the public and posts that are not initially created in-house fall under this risk.
 - Becky explained that the situation is created because LPD has no way of controlling the content retention on third party sites, which can delete posts randomly, and users can delete their comments as well.
 - Laura asked if it could be as simple as just turning off allowing the public to comment on LPD posts on social media.
 - Becky stated that is one option, but then it removes the public being able to tag family and friends, which is a big part of events getting advertised.
 - Becky explained that another option would be to have staff document thoroughly, dates, times for each post, and screenshots are not considered "documentation" as they can be edited easily.
 - Dave inquired about the cost of this company that reached out, which Becky quoted to be around \$8,000 per year, but stated that after some research she found other companies as low as \$700 per year.
 - Becky informed the Board that she verified with IAPD the validity of the company's claim, which they also recommended not using social media as a Park District and referred her to information distributed by the IL Records Management agency, which has recommendations and best practices for record compliance when using social media.
 - Laura agrees that turning off the public's ability to post comments was not ideal, to which Gary agreed as it is a great method of communication, but neither want to take a chance, and it was determined that further research on the matter is needed.
- Efficiency Committee Webinar scheduled for June 27th by IAPD, Becky and Angie will be participating in the event.
- Outside Instructors:
 - Darrin Watkins, Tae Kwan Do, had previously applied to teach classes, but is ineligible for hire per state statute for Park Districts.
 - He had inquired about other options and was informed that he can rent space to teach.
 - It has come to Becky's attention that he has recently been paying the daily fee, and then instructing others in the facility, all of whom have also simply paid the daily fee.
 - There are reports of another individual teaching yoga in LPD parks, without contacting LPD about usage.
 - A report has been given that an individual is teaching basketball skills at LPD occasionally, and some students are traveling from nearby cities, which leads to the fact that if they are willing to travel for lessons, they are likely paying for that instruction.
 - The main concern is liability, and the lack of proper documentation, which was previously discussed in relation to independent tennis instructors using LPD's facility.

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- Becky is not opposed to yoga in the parks but would like to have the instructor request approval prior to sessions being taught, and a signed contract/waiver on file.
- It was proposed to require prior approval for organized activities to be held on LPD property, including a signed contract, background check, Certificate of Liability provided, and participants' signatures on waivers.
- The Board agreed to put that policy in place as requested, even for free events.

OPERATIONS REPORT – VERN HASELEY

- Vern informed the Board that Dan Bree helped to fix a light out on Pony field.
- The stump grinder was scheduled to be delivered at the end of the month.
- Don asked when the downed trees were scheduled to be removed from Memorial Park, which Vern verified that it would be next week.

FITNESS MANAGER'S REPORT – JENNIFER PRATHER (presented by Becky)

- Group Fitness class attendance in May was 762 participants, with the last week off for instructors to regroup and prepare for the summer schedule.
- Lincoln Memorial Hospital's CATCH classes ended May 24th.
- Health & Wellness had 10 in attendance for Lincoln Memorial Health's Physical Therapist who discussed footwear. Next month is a social hour planned with games.
- May's Fitness Bingo concluded with 9 cards turned in, and 1 was a blackout. The single blackout received an extra 2 weeks added to their membership term and the others won some promotional items as their prize.
- Stroller Fitness just ended.
- Carol Chapman won a class for a group of 10 of her friends, which they had last weekend.
- July will offer a free week of classes for the first week, which we do quarterly.
- The Step into 80's class has started with 9 participants.
- Zumba Kids will be taught by Racheal again and starts this month. So far, she has 6 kids registered for the class.
- Last week, we held our quarterly potluck for the Active Agers group. The theme was "Remember When", and they either brought in photos or dressed for a job that they retired from. They had a lot of fun.
- WERQ is a 4-week program that Heather will teach each Saturday morning in July. Currently, she has 4 participants registered, but we hope for 2 more.
- We have received some sponsorship donations from local vendors to help with the annual 5K, but donations are low. The registration fee was raised a little for the first time in years to offset the inflation in the price of shirts and the timing system. We currently have 3 registrations.

POOL MANAGER'S REPORT – JENNIFER PRATHER (by Becky)

- The first week of the pool being open has been a busy one, and the weather helped get people to come and cool off in the pool. The second week has had some cooler weather, which has slowed down the numbers a little bit.
- Swim lessons started this week, and we currently have 42 kids registered for the first session, with 3 more sessions to go.
- Family Fun day was last week, with a Disney theme. Chauntea offered a photo op as she came dressed as a mermaid and the kids loved it. July's theme is Halloween, where we have planned a trunk or treat event with local businesses passing out treats to the kids. The head guards are working to organize this event.

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- Family Fun Nights are picking up in attendance; the first week had 24 and then 67 on the second night. This week, the 3rd, was cooler so only 5 people came out for the event.
- We have received 3 scholarship applications for swim lessons.
- Events for the July 4th celebration will include games on both the 3rd and the 4th this year.
- Registration for private swim lessons closes on July 7th, but there have already been 23 sessions sold this season.
- The Jr. Lifeguard class will be held again this July, for which 2 have already registered.
- Lap swim hours have been added to the schedule, for all ages, one in the morning and one in the evening. (replacing water aerobics classes) If attendance doesn't pick up I will take them off the schedule.
- Pool parties have been going well, and now that the weekend/evening parties are completely booked, we have booked a few Tuesday/afternoon parties.
- At the end of the season, the pool deck furniture will need to be examined and decided if it can be refurbished or needs to be replaced. Also, it would be nice to have more seating as there have been several complaints about the need for more seating. Dave stated that it may be cheaper to buy new than to refurbish. It was mentioned that inventory may be discounted at the end of the season in comparison to at the beginning.

PROGRAM REPORT – ALLISON BAKER

- Art Camp was the first camp of the summer from May 30th to June 2nd, with 2 age groups that had 16 & 17 kids.
- Magic Camp had 9 registered, and 1 parent reported that his child was more involved in this camp than she has been in others that they have had her attend.
- Putting on a Play has 21 registrations, which led us to increase the limit to 30 from 20.
- Nature Camp will be held in July.
- Camp Innovation has 13 participants so far.
- Cheer camp will be offered later this summer.
- Adult Kickball has 4 teams, and a few of them are new this season.
- Women's Softball has 3 teams playing a 7-week season. They like the competition aspect instead of just playing games like they did last year. Laura suggested contacting surrounding cities that may have women's teams willing to travel to play. Gary asked how the schedule works with only 3 teams. Allison explained that they rotate a by week.
- Baseball/Softball/Tee ball program will be done by the end of the month as tournaments start the next week. Laura asked why the concession stand was not open on Monday. Allison explained that there was only 1 game scheduled, and 4 staff were off, but she made sure that the bathrooms were open. There haven't been any big complaints this year. The year-end pool party for the LPD teams is scheduled for July 9th.
- The Splitters and Riot would also be finishing their season by the end of June.
- There have been a few new travel teams renting fields for practice and games because of the central location.
- Concessions has a good crew this year, they ask a lot of questions if they are unsure about something.
- Allison is working to plan an activity for the summer staff.

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CORRESPONDENCE:

- Becky stated that she had received a phone call from a parent reporting that, while his 13-year-old son was rinsing off in the shower, a nude man “ripped open the curtain and told him to stop singing; that it was a public place”. Becky will investigate the matter to see if she can identify the man and speak to him about the matter. Thankfully, the child was clothed in his swimsuit.

UNFINISHED BUSINESS:

A. Capital Improvements:

1. Solar Project: See Executive Director’s Report.
2. Lehn & Fink Improvement Project: See Executive Director’s Report.
3. Ballroom Remodel Project: See Executive Director’s Report.

B. Aquatic Center:

1. Vern stated that the new water meter has shown that the pool has used 60,000 gallons of water so far this year.
2. There are no signs of a leak.
 - a. Dave asked if the water loss was due to evaporation.
 - b. Vern was unsure, but explained that the backwash process uses around 1,300 gallons and is done daily.
 - c. Becky stated that she and Vern had also discussed that the leak could have been a valve that was not closed 100%, but open enough to leak water to be detected and cause concern.
4. City Parks: See Executive Director’s Report.
5. Intergovernmental Agreement with Springfield Park District to levy a Special Recreation Tax in the future: See Executive Director’s Report.

NEW BUSINESS:

A. Parking Lot Improvements: See Executive Director’s report.

B. Social Media & Retention Requirements, FOIA Requests: See Executive Director’s report.

C. ADA Audit Proposal from Farnsworth Group: See Executive Director’s report.

D. A discussion regarding the previously held tour of parks:

1. Laura asked if it would be possible to get a copy of the agenda and minutes earlier than the minimum requirement of 48 hours before the meeting, citing missing the park tour.
2. Angie explained that due to legal deadlines, she must set aside work to focus on Board tasks, and then needs time to get caught up. By the time she gets caught up, it is time to prepare for the next meeting. Payroll is bi-weekly and has tight deadlines.

E. Ordinance #352: Prevailing Wage for Fiscal Year 2023:

1. Angie reminded the Board that this is an annual requirement, per state statute.
2. Laura Duffer made a motion to adopt the prevailing wage ordinance #352. Gary Nodine moved to second the motion, which then passed after a unanimous roll-call vote.

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: 8:05 P.M.

NEXT MEETING: The next meeting will be held on Wednesday, July 12, 2023.