**CALL TO ORDER –** At 6:00 PM, Don Peasley called to order the Lincoln Park District Board of Commissioners’ monthly business meeting.

**ROLL CALL –** Commissioners attending were Don Peasley, Gary Nodine, Dave Perring, and Bob Thomas. Laura Duffer 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 April 12, 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.

Angie asked that the Board change the order of events so that the existing Board would still be in place to possibly approve Accounts Payable, with signature permissions, before dissolving the Board and re-electing the seats. Don Peasley agreed to do so.

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

|  |  |  |  |
| --- | --- | --- | --- |
| **GENERAL** | **-** | **$** | **6,809.27** |
| **RECREATION** | **-** | **$** | **11,871.73** |
| **CAPITAL IMP.** | **-** | **$** | **9,338.21** |

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

**OATH OF OFFICE -** Don Peasley and Bob Thomas both signed the oath and submitted the document to the Secretary.

**DISSOLUTION OF BOARD/ELECTION OF NEW BOARD –** Don Peasley, requested a motion. Bob Thomas made a motion to keep the Board officials as appointed. Dave Perring moved to second that motion. (Don Peasley stated that he had spoken to Laura Duffer about the matter when she called to notify him of her absence at the meeting. According to Don, Laura would be fine if the Board chose to keep the same appointments.) Don then requested a roll-call vote on the motion, which passed unanimously.

**CASH FLOW REPORT –** The following balances were reported as of April 30, 2023.

**GENERAL - $ 113,526.62**

**RECREATION - $ 102,419.16**

**CAPITAL IMPROVEMENT - $ 1,038,576.64**

**AUDIT - $ 6,392.41**

**LIABILITY - $ 125,613.19**

**2014 DEBT CERT. - $ 12,720.14**

**BOND FUND - $ 5,000.00**

Angie stated that a PPRT payment had been received, and a summary had been included in the Board Packet. Also, Angie mentioned that a letter had been received from the Illinois Department of Revenue regarding Fiscal Year 2024 PPRT disbursements, which she had included on the reverse side of the payment summary. The letter serves as a notification that a redistribution of PPRT funds will alter future disbursements more than usual, causing a reduction in the PPRT funds to be allocated.

As requested by the Board during the April meeting, Angie verified that the Heartland Bank & Trust interest rates were as low as 0.05% at the start of the year but had increased to 0.5%.

**EXECUTIVE DIRECTOR – BECKY STRAIT**

* A slideshow presentation was displayed as she spoke on a few topics:
* LPD property was the site of LCHS’ mock DUI on April 26th, which went over very well.
  + Dave stated that he had attended and gave high praise.
  + Don explained that a guest speaker gave the students and attending public a very moving testimony of their crash experience.
  + Becky stated that LCHS sent LPD a thank you letter.
* LPD hosted a zero-waste workshop in April in the spirit of Earth Day, which had a few attendees that participated in the event.
* Sally Aukamp, LCHS teacher/Leaf Club Adviser, contacted LPD to inquire about possibly collaborating to have the 4th grade students paint some 55-gallon trash drums.
  + The project has been successful in previous years, but the last one was pre-COVID.
  + LPD purchased 8 drums to be painted and then placed around the grounds and parks.
* LPD’s Foundation held a Royal Ball Fundraiser.
  + Jon Young, one of the regular dance class instructors, organized the event for LPD.
  + There was good attendance, and they hope to hold another in the fall.
* The City’s first 3rd Friday event of the season is scheduled for next Friday, May 19th.
  + The first event has a farm theme, to be followed by “Nashville Nights” in June.
  + There are still a few volunteer opportunities available for the events, mainly to supervise the bounce house usage.
* Staff have been busy preparing the pool for the upcoming season.
* Becky met with both Jason Mauhar, of By Design Landscaping, and members of the local Master Gardeners to discuss possibilities for the rear parking island landscaping.
  + Removing the islands would cost around $40,000.00.
  + Jason recommended that LPD have a comprehensive plan to help maintain the plots if the volunteer groups fall apart or disband in the future.
  + The Master Gardener representative stated that they would gladly provide suggestions of low maintenance plants for the islands.
  + Bob stated that the local Master Gardeners were having a plant sale at the fair grounds soon, and that he believed they had officially disbanded previously, but had recently re-banded. Bob suggested checking with the U of I extension office next to the fairgrounds.
* Becky informed the Board that the Mayfair installation was in progress and Ray White park was next on the agenda, with Postville scheduled for the fall.
  + Ray White Park’s old equipment was donated to His Hands Outreach.
    - The church has a building near the park.
    - They had previously inquired about the equipment from Club Exchange Park’s upgrade.
    - Vern helped their volunteers remove the old equipment, and even used the backhoe to remove the posts.
  + LPD has received requests for the playground equipment to be removed from other parks.
    - Open Arms has queried about Postville’s equipment.
    - Little Galilee has inquired about Lehn & Fink’s equipment.
      * Dave questioned if the equipment at Lehn & Fink was still viable since LPD is planning to replace it, and liability of donating it.
      * Vern stated that the group is willing to either eliminate or repair/replace the broken pieces, which will be much cheaper than buying a new unit.
      * Becky stated that she had obtained from IPARKS a waiver of liability for the recipients of the donations.
    - Bob questioned if LPD still planned on keeping the swing sets for reuse or repurposing.
      * Vern stated that LPD has a set in good condition that will be refurbished.
      * The current swing set can go with the rest of the equipment.
    - Becky asked the Board if they would be interested in a tour of the parks at the start of the June meeting.
      * It was suggested that the newly appointed Efficiency Committee members join the Board on the tour so that they know which parks LPD owns.
      * The Board agreed to meet at 5:00 PM to tour the parks, then the group will return to the LPD Administrative building around 5:30 PM to have a quick meeting of the Efficiency Committee prior to the regular meeting at 6:00 PM.
* The Foundation has already begun fundraising for the July 4th Celebration.
  + The Foundation Board is considering a date to hold a Mama’s Arcade meal fundraiser.
  + Becky asked if the Board would help sell some tickets once the date was scheduled.
  + Gary stated that a few volunteers would be needed to help collect tickets and dispense the meals on the day of the fundraiser.
  + Don inquired as to who currently sat on the Foundation’s Board; to which Becky listed: Clarence Barney, John Andrews, Jayne Weaver, Curtis Fox, Gary Nodine, Jennifer Prather, and herself.
  + Becky asked Gary how long of a period would the tickets be available for sale; to which he replied that they are presold for two weeks.
* The Youth Summer Program is underway.
  + - Sam White has helped the community for several years as part of Jr. Railers and the Youth Football organization.
    - Sam is excited to be part of the group offering activities for the Jr. High-High School age kids in the community.
* It has been questioned if LPD would extend the 15% discount offered to Veterans for an annual membership to include the purchase of a season pool pass.
  + The Veteran that asked about the possibility cited how LPD allows affordable access for rehabilitation with the current discount.
  + The Board unanimously approved the discount to also be applied to a season pool pass for Veterans and their families.
* The local Boy Scout troop has inquired about using Memorial Park for their Klondike Camp out event in January 2024.
  + The group has contacted the fire department about coordinating preventative measures on their end, as well as organizing a heated camper to be on site.
  + Becky stated that it was explained to be an every-other-year event, that offers participants different stations to earn badges.
  + Memorial Park is large enough to accommodate the near 100 participants, including those from surrounding troops without any crowding concerns.
* Staff will be participating in a training event on May 11th and the 26th with the local police.
  + The agenda is to discuss how to handle a variety of security related situations.
  + The Fit Zone Desk Attendants, Pool & Concessions staff will all attend.
  + Dave stated that he thought the training was a good idea.
* Capital Improvements:
  + Solar Project:
    - The 3rd Party Purchaser issue has been resolved.
      * LPD can continue with the existing contract as the 3rd Party has rejoined the conversation with the Energy Group.
        + Concerns about the recent fire at Olympia were addressed with a printout provided in the Board’s packet.
        + The fire was likely the product of poor installation.
        + The proposed system has daily monitoring put into place to oversee such risks.
      * Dave inquired if this company was the same as the one that installed Olympia’s, but Becky did not have that information at hand.
      * Dave asked if Becky could research if there was insurance coverage for business interruption/loss of business income.
        + Gary inquired if IPARKS included coverage under the current policy, to which Becky would need to verify.
        + It was also asked if employees’ loss of wages would be covered by the current policy, if such an event disrupted regular operations.
      * Dave asked if the proposed solar installation could be moved back to the driving range exterior, but Angie reminded the Board that the distance was just past the limits allowed, which is why the location was changed to the Complex roof top.
      * Dave requested that Becky verify if the same company installed Olympia’s unit.
      * Gary questioned if adding a solar field would increase or significantly change the insurance coverage with IPARKS, to which Becky explained that LPD is evaluated annually for any changes that may alter the policy and coverage needed; therefore, the solar addition would be factored in at that time.
    - Becky reminded the Board that the solar contract includes daily remote monitoring and regularly scheduled inspections.
    - Gary asked if LPD could inquire about adding coverage for loss of income, not just replacement value, and Becky asked if he was requesting an extra rider.
    - The company had provided information from their Insurance provider, Travelers, which detailed mitigation information.
    - Bob questioned LPD’s insurance provider, which Becky explained that IPARKS provides insurance for most park districts in Illinois.
    - Becky was unsure if Olympia shut down for an extended period or how the school handled the end of the year after the incident.
      * Don stated that the school transitioned to remote learning for the last 3 weeks.
      * The school needed extensive cleaning to remove the smoke and water damage.
* Legal Counsel:
  + Rob Cross, of Brown, Hay & Stephens, has agreed to serve as legal counsel.
  + Mr. Cross works with Springfield Park District and other schools in Sangamon County.
  + As he has experience with park districts, he has already begun working with Becky on a few items.
* SRA Agreement with Springfield Park District:
  + Draft agreement was included in the Board Packet, which includes autonomy for each entity as a top priority of the agreement.
  + Many existing SRAs are rigid upon their development.
    - Once the agreement is approved, the tax can be added to the levy.
    - Dave inquired about including a termination clause within the agreement, which Becky verified that there is a 90-day termination clause.
  + The dates in the bylaws will need to be amended before approval.
  + The Board decided to table the discussion until the agreement could be reviewed and discussed at the next meeting.
* Annual ADA Audit Requirement:
  + Becky notified the Board of the requirement, and that she has scheduled a meeting with Farnsworth for May 11th to discuss the matter of the Ballroom remodel project.
  + A proposal is in the works for the Ballroom, but Farnsworth also does ADA compliance plans and will be creating a proposal for that as well.
  + It was discussed that the first year may need to be contracted out, but if a valid plan is put into place, the annual audit could then be conducted internally.
* Capital Improvement:
  + Lehn & Fink’s new equipment is scheduled for delivery in August.
    - Don asked Becky if the discount was received for the order, which she verified yes.
    - Becky pointed out the updated plan included in the Board packet.
      * Vern stated that he checked with the City, and it was agreed that the ditch will be reviewed by their staff.
      * Removing the zip line helped rearrange the proposed installation to fit the space better.
      * The paving and concrete work will be completed at a later date.
      * The second page had an updated cost projection detailed.
        + The concrete cost was double what was originally estimated.
        + Angie reminded the Board that the estimates tend to be on the high end of the scale.
      * Becky explained that the concrete work would need to go out for bid.
      * Gary inquired if the concrete work included the foundation for the pavilion and/or the piece extending to the road from the playground, which Becky explained that it excluded the pavilion, but included the connection to the road.
* Open Space Land Acquisition and Development (OSLAD) Grant:
  + Becky explained to the Board that even with the concrete estimate coming in high, the budgeted amount for the Lehn & Fink park improvement project will have a remaining unused balance of approximately $125,000.00.
  + To use taxpayer’s funds efficiently, Becky proposes applying for an OSLAD grant to add to Club Exchange Park in 2024.
    - The Master Plan recommended revamping the existing basketball court and the public have been requesting more pickleball courts outside.
    - Club Exchange has sufficient area to consider installing a pump track or a multi-game surface, which would be a unique feature to distinguish the project from other applications.
    - Becky displayed a possible installation that included a walking track (1/5 mile) around the perimeter of the fenced-in courts, with fitness options at the end of the court just outside the fence perimeter.
    - The courts could be used for basketball, hockey, volleyball, pickleball, soccer, and tennis, depending on what the Board chose to install.
    - Very few schools in the community have existing paved tracks.
    - Don asked who would be completing the grant application, which Becky stated that she would be able to do most of it, but LPD may have to pay for a topographical survey.
    - Don stated that he thought Becky should then go ahead and apply for the grant.
    - Gary asked about the goals in the fencing shown, and Angie reminded the Board that Becky’s proposition only showed one option and that the benefit of the company’s design is that it can be customized easily.
    - Becky informed the Board that other communities that have proposed such an installation have been awarded grants, as the uniqueness earns more points than a duplicate.
    - Gary inquired about the surface being ADA compatible, and Becky stated that the SRA tax can be specifically used to install ADA compliant surfaces on public play areas.
    - Gary shared his reservations, citing that such an installation might be better used upon LPD grounds on Primm Road.
      * Becky reminded the Board that the Community response for the Master Plan survey stated that they wanted more free play areas other than on Primm Road.
      * Jen has even discussed the possibility of holding a boot camp class at the park if this unit was installed at Club Exchange.
      * Dave expressed his concerns that this park is right next to a housing development, which has its own small play area.
      * Dave continued to state his issues with installing the new play equipment within Lehn & Fink park, explaining that he felt it would not be worth the money to apply for another OSLAD grant.
      * Becky expressed her concern that the Capital Improvement Fund balance is too high, and that levying taxes for improvements that are not completed would cause backlash from the public.
      * Dave stated that he would like to plan these improvement projects via a slower timeline to consider more options, such as applying for a grant from Cresco, for which he has contact information.
  + Becky suggested that another project to consider would be adding a walking path around the perimeter of the Primm Road property.
    - Dave asked if people walk/run on the grass currently.
    - Gary stated that if a paved path would likely get used, as the path around the hospital and Kickapoo Park get used quite a bit, and this would add another option.
    - Bob asked for a cost estimate for a path to be installed, which Becky quoted the Master Plan’s estimate for $150,000.00.
    - Dave and Becky both agreed that the north parking lot still needed to be upgraded.
  + Bob asked if Club Exchange park was still being considered for an upgrade, and if so, what would be considered if not simply expanding/improving the basketball court?
    - Becky tossed out the ideas for sand volleyball, which has been discussed as a possibility for multiple locations, and a gaga ball pit and proceeded to explain the game.
    - Bob inquired about the size of area needed for gaga ball, which Becky explained that it can vary depending on the space available and number of players.
    - Becky used the computer to pull up some photo examples of the game and surfaces.
  + Becky explained to the Board that the Elks and High School are planning on adding pickle ball courts to their amenities, which is why she has not suggested adding more courts here, although it would be an option.
    - Gary asked if it was feasible to apply for the grant without paying someone to complete the application on LPD’s behalf, which Becky stated that she would be willing to do the work.
    - She then explained that the company that sells the multi-game surface/kits does a lot of the detailed/schematics work that would be needed as part of the application.
    - Becky continued to explain that the company would even be willing to scale down the project to meet the Board’s expectations for the design.
  + Bob stated that he would be comfortable applying for the grant if there was no set expectation to complete the project without the additional funding, citing his belief that Club Exchange Park needs improvement.
  + Dave stated that he would like to visit the park in person before discussing the matter further.
  + Gary expressed his concerns about getting stuck with a plan for improvement if the grant is not awarded to help cover the costs and then asked about adding a caveat for an alternative plan without grant funds.
    - Becky asked the Board what improvements they might like to see besides just increasing the basketball court’s size and surface quality.
    - Bob suggested removing volleyball from the table but liked the idea of applying for the OSLAD and having an alternative plan to move forward without the additional funds.
    - Gary asked if staff could plan programs and activities for the park if it was improved.
      * Becky informed the Board that Jennifer would like the proposed addition better than the fitness court installed for the public on 8th Street.
      * Allison would like to research options available depending on what improvements were made to Club Exchange Park and what size and type of surface was selected.
  + Bob asked when the OSALD Grant application deadline was, which Becky stated was July.
  + Bob Thomas made the motion to apply for the OSLAD grant to install a multi-game surface at Club Exchange Park if awarded but retain the option to consider alternative improvement plans if the grant is not awarded. Gary Nodine moved to second the motion, which then passed after a unanimous, roll-call vote.

**OPERATIONS REPORT – VERN HASELEY**

* Vern thanked Dave for his recent help mowing.
* A leak in the weight room warranted a phone call to Garland Roofing Company. It was decided that the main roof gutter’s down spout needs to be moved.
* Panhandle Eastern will be testing the gas line, which requires the driving range and playground to be off limits for the 8-hour period. Tests are required every 8 years.
* Bob asked Vern if the pool’s impellers were found to be holding up so far. Vern explained that the newly installed variable speed motors seem to be helping the situation.

**PROGRAM REPORT – ALLISON BAKER**

* Art 101 was rescheduled for 1 week later, May 18th.
* The Royal Ball raised approximately $225 for the Foundation, with 10 couples and 13 singles attending the event.
* There is a painting class scheduled for June and another will be scheduled for July.
* Room reservations have been popular, and the rooms are busy.
* Scotty Battin started on Monday. He mows and helps with the diamonds and umpire scheduling for the baseball and softball leagues.
* Art Camp is the first camp of the summer from May 30th to June 2nd, with 20 kids.
* Allison was contacted by a Mt. Pulaski music teacher offering to teach a music camp and possibly even do some private lessons, which will be a little different from what was offered previously by Lincoln College.
* Registration is open for all summer camps and is going well.
* Social media training is scheduled for June 22nd.
* Registration for Adult Kickball is open.
* Women’s Softball has 3 teams wanting to play a 7-week season.
* Baseball/Softball/Tee ball program has 179 participants. Between our leagues and the Splitters’ (a travel team) 64 games, the fields will be very busy this summer. Allison has been working with Rob Sherren to get all the travel teams scheduled for field time, and there are a couple of new ones outside of those managed by Rob. The 12U Girls’ softball team had to be scheduled outside of the Tremont League since we had the only team for that age group. Rob helped contact other 12U teams, explaining that this was Rec League level, and there were several teams happy to play our team for extra practice. To save time, we contracted out the team shirts with Primo Designs, a Springfield company, for approximately the same cost as doing it ourselves last year. Don asked how many teams there were this year, which Allison confirmed to be 17 teams, and they are not small teams either. Gary inquired about teams managing field time and any problems finding coaches. Allison stated that only 2 teams needed convincing to get coaches on board and all teams are getting practice time in. Vern pointed out that there is no local Legion team this year, which opens that field for practice. Next week, in fact, 5 out of the 7 fields are booked on Thursday alone, for a total of 15 games scheduled for the week. Allison told the Board that she has even been contacted by out-of-town coaches looking for places available to rent for game play and practice. Becky stated that LCHS plans on renting out their new field due to the central location, but their field is not lit for night games.
* Allison and Brody had sessions last week to train the concession stand staff. Stands will open Monday for the season, and Brody has been working to get them stocked and ready.
* A Riot tournament is scheduled for the first weekend in June.
* Allison has been working on doing some teambuilding with the concession staff and lifeguards.

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

* Group Fitness class attendance in April was 955 participants.
* Lincoln Memorial Hospital’s CATCH classes end May 24th. Jennifer has sent reminders to the participants about the discount offered to teaching staff when they purchase a 1-year membership.
* Health & Wellness had 6 participants for May’s session, Dr. Frank Adubato, a local Chiropractor, spoke about back and posture issues. Next month Lincoln Memorial Health will send a Physical Therapist to discuss footwear.
* The special Spin and Women on Weights classes ended, and we had 1 participant purchase a membership as a result.
* The Personal Training promotion sold 8 packages, and Jennifer currently has 5 clients.
* May’s promotion was a Fitness Bingo, to promote trying new classes. Participants competed for prizes and the chance to win a group fitness class for the winner and friends. Jennifer used some donated promotional products from vendors as some of the giveaways. The participants loved the promotion.
* Stroller Fitness will be offered as a free class to promote healthy families.
* May 22nd – May 26th there will be no regular group fitness classes to provide instructors with a week to prepare for the summer season and the opportunity to work on new routines and/or music.
* June will have a promotion to win a class for you and your friends.
* Kelsey will be moving out of town at the end of the school year.
* The June/July schedule is out and includes water aerobics, for which instructors are limited this year.

**POOL MANAGER’S REPORT – JENNIFER PRATHER**

* Jennifer has been utilizing the Niche Academy site to have the Guards and Desk attendants train online by watching videos created by staff.
* Cody has been busy helping get the guard room organized and the deck equipment clean and prepared for opening.
* Currently, we have 22 pool parties booked for the season. Almost all slots have been booked, but we still have day-time options available.
* Swim lessons are almost full, registration opened at the Open House on April 1st. There have been 3 scholarship applications submitted.
* Pool staff will have training on May 26th with the local police and representatives from the NOAA weather station.
* Guards have their schedules through July.
* Jennifer is working on planning events for the July 4th celebration.

**CORRESPONDENCE:**

* Becky stated that she had received one email pertaining to the Babysitting class held at the beginning of the year. The participants were to all receive their CPR/AED certificate after completing the course. One participant notified Becky that she had not yet received the documentation. Don asked if Becky had spoken to the instructor about the issue directly, which Becky verified that she had. Reportedly, the instructor replied that she relies on staff to send the certificates out and would look into the matter.

**UNFINISHED BUSINESS:**

A**.** Capital Improvements:

1. Solar Project: See Executive Director’s Report.
2. Ballroom Remodel Project: See Executive Director’s Report.
3. Lehn & Fink Improvement Project: See Executive Director’s Report.
4. Aquatic Center: Pool is being filled currently.
5. City Parks:
   1. Becky informed the Board that the Intergovernmental Agreement has been forwarded to the new legal counsel.
   2. She had not heard anything back on the matter, but it was not the only document sent for his review.
   3. The City’s draft left quite a bit out of what had been discussed, so she had copious notes for the new Attorney to review.
6. Intergovernmental Agreement with Springfield Park District to levy a Special Recreation Tax in the future: Board is to review the document draft for June’s meeting.
7. Annexation of LPD property into City Limits: New counsel is reviewing the situation.
8. Resolution 351: Forming a committee on Local Government Efficiency to perform its duties in accordance with 50 ILCS70/1 *et seq.,* including current Board Commissioners and 2 members of the community; providing a written report to the Logan County Board no later than eighteen months from this date.
   1. Bob Thomas made the motion to form a committee on Local Government Efficiency in accordance with 50 ILCS70/1 *et seq.,* appointing Sam White and Aimee Galvin as the members of the community.
   2. Gary Nodine moved to second the motion, which then passed after a unanimous, roll-call vote.
   3. Don Peasley, President of the Board, appointed Gary Nodine as the Chairman of the Committee.
   4. Becky asked if the Board would approve of inviting the 2 community members to next month’s tour of the parks, and possibly having the first meeting of the committee prior to the regular meeting, Board approved of the plan.

**NEW BUSINESS:**

1. Freedom of Information Act – Officer to be appointed: Laura Duffer, Officer.
2. Fiscal Year 2022 – Annual Audit by Estes, Bridgewater & Ogden:
   1. Angie informed the Board that the audit was scheduled for the following week.
   2. 2022 was the first full year where the accounting was done in-house.
3. OSLAD Grant Application for Fiscal Year 2024: See Executive Director’s Report.

**Executive Session: NONE**

**ADJOURNMENT:** Seeing no further business, Gary Nodine moved to adjourn the meeting,

Bob Thomas moved to second the motion. The motion carried. Adjournment: 8:30 P.M.

**NEXT MEETING:** The next meeting will be held on Wednesday, June 14, 2023, with a park tour starting at the Park District at 5:00PM, immediately followed by a meeting of the Efficiency Committee at 5:30 PM and the regular meeting starting at 6:00 P.M. as usual.