

**LINCOLN PARK DISTRICT
BOARD MEETING MINUTES
JULY 12, 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, Gary Nodine, Dave Perring, and Bob Thomas. Laura Duffer 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 June 14, 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	-	\$	6,274.11
RECREATION	-	\$	21,062.64
CAPITAL IMP.	-	\$	1,181.26

Don questioned the different format, which Angie explained that the Auditors questioned why everything came out of the General Fund only to then be reimbursed later. Angie had explained that it was the system that she learned when she started the position. The Auditors recommended the AP checks be issued from the respective accounts to help transparency, which also results in fewer transactions to audit later. Gary Nodine questioned the invoice for Bodine, which Vern then explained that it was for a new motor for a pool pump. Bob Thomas made the motion to approve Accounts Payable as presented, which was seconded by Gary Nodine, and passed after a unanimous, roll-call vote.

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

GENERAL	-	\$	271,435.32
RECREATION	-	\$	147,279.96
CAPITAL IMPROVEMENT	-	\$	1,029,244.58
AUDIT	-	\$	9,643.75
LIABILITY	-	\$	120,948.53
2014 DEBT CERT.	-	\$	5,079.64
BOND FUND	-	\$	357,265.80

Angie stated that the year had been going well financially. Angie informed the Board that the first Real Estate Tax Payment has been received, as well as another PPR Tax payment. A summary report is included in the packet for the Board’s review.

**LINCOLN PARK DISTRICT
BOARD MEETING MINUTES
JULY 12, 2023**

EXECUTIVE DIRECTOR – BECKY STRAIT

- A slideshow presentation was displayed as she spoke on a few topics:
- City Parks:
 - The Intergovernmental Agreement is in the process of being revised by LPD's legal counsel.
- July 4th Celebrations:
 - The public loved the Firetruck being present.
 - The flag was raised and lit for the national anthem.
 - The Firefighters enjoyed themselves playing games with the public and showing them details about the truck itself.
 - The Children's Parade:
 - Both Fire Departments (City and Rural) participated this year.
 - Lincoln Daily News and The New Herald News have an excellent story on the event.
 - Attendance was the best it has been since before COVID-19.
 - American Patriot Pyro has stated that LPD's show will be prioritized, and Becky asked if the Board wished to keep the show on the 3rd or change to the 4th for 2024.
 - Becky stated that she likes the idea of scheduling the 2024 show for the 3rd and having the 4th as the rain date.
 - Dave stated that he heard a lot of positive feedback about having the event on the 3rd so that the public could enjoy the day of the 4th off.
 - Don and Angie stated that perhaps when the 4th falls on a Friday or Saturday, it would make more sense to schedule the show on those days.
 - Gary pointed out that there was rain on the 4th this year, so it was a good thing to have had the event scheduled for the 3rd.
 - Becky shared Laura's input on the subject, that she likes the 3rd for the same reasons already stated.
 - With the Board's decision to schedule the 2024 event for the 3rd, Becky will reach out to the vendors to notify them should they wish to return next year.
 - Jen suggested checking with some of the vendors attending the Balloons over 66 event in late August to invite them to the 2024 event and possibly add more options for the public to enjoy.
 - The LPD concession table made almost \$1,000 in sales that evening and the food trucks were kept busy all night.
 - Becky stated that she wanted to re-evaluate the location and logistics of food trucks next year to improve the service to the public.
 - Vern and Becky had discussed the possibility of arranging the food trucks along the lime pathway towards the Breezy concession stand.
 - Vern recommended installing an electrical box to service the trucks and Becky stated that she had to ask the vendors to temporarily turn off their generators during the national anthem due to the excessive noise they created.
 - Gary asked if the electrical would be run from the baseball shed, which Vern stated that yes, he believes that a line could be ran along the path towards the Shop, but the Board would need to decide if it would be prudent to install a permanent or temporary set up.
 - The Board asked Vern to speak to electricians and requested estimates for both options.
 - Angie stated that previous baseball tournaments, held by the travel teams, have arranged their food trucks in a similar location, and that the power station would benefit their events in the future.

LINCOLN PARK DISTRICT
BOARD MEETING MINUTES
JULY 12, 2023

- Allison stated that if the concession stand could be used next year, it would be easier for staff, but without a good way to direct the public to the stand, the public doesn't realize that it is open. Becky agreed that arranging the food trucks to lead the public that way opens the possibility of the public also going to the concession stand itself.
- Events:
 - Third Fridays: Final event is scheduled for July 21st.
 - Camps have been going very well with great attendance.
 - Nature Camp will be next week, and Becky was pleased to inform the Board that Dr. Dennis Campbell was able to coordinate the usage of Creekside for the camp.
 - Kickball is mid-season, and a new sport of Wiffle Ball is being offered.
 - Family Fun days have gone well at the pool.
 - The Balloons over 66 event-filled weekend is coming up at the end of August.
 - The end-of-season Ball League pool party had around 200 in attendance.
- Capital Improvements:
 - Lehn & Fink Project Bid(s).
 - Becky explained that the result was, again, 1 bid submitted by a different company.
 - Aupperle Construction, of Morton, IL, submitted a bid for \$95,085.
 - Becky stated that after discussing the result with Vern she was considering an alternative.
 - Becky spoke with the manufacturer representative of the playground equipment.
 - He is a landscape architect and offered to create a simple plan for the project.
 - Suggested a border alternative to concrete after reviewing Tod's design.
 - Adding the border allows for mulch to be added above ground and removes the need for draining and tiling on the site.
 - If the playground company is hired for the turnkey installation of the border, the cost is estimated to be around \$14,000.00.
 - Dave inquired about the cost of the playground equipment itself, which Becky quoted the price to be around \$60,000 and another \$40,000 for installation.
 - Gary questioned why the benches were quoted so high, which Vern and Becky stated that quality benches are not cheap, as they have done research on benches previously.
 - Don asked for a motion to reject the bid submitted by Aupperle Construction.
 - Gary Nodine moved to reject the bid for the Lehn & Fink Improvement Project's grading and pavement installation portion.
 - Bob Thomas moved to second the motion, which then passed after a unanimous, roll-call vote.
 - Don asked for a motion to approve adding the purchase and installation of the border to the contract with Burke's installation of the playground equipment.
 - Bob Thomas made the motion to add the border and its installation to the contract with Burke's installation of the Lehn & Fink Playground equipment for an estimated additional \$14,000.00.
 - Gary Nodine moved to second the motion, which then passed after a unanimous roll-call vote.
 - Exchange Club Park:
 - Becky informed the Board that the OSLAD grant application period has opened as of July 1st until August 31st.
 - Becky has been busy doing research for the project.
 - There is a discrepancy with the Assessor's records regarding ownership of the park.
 - The site shows ownership to be Jefferson Street Church, not just the portion exchanged.

LINCOLN PARK DISTRICT
BOARD MEETING MINUTES
JULY 12, 2023

- Dave inquired when the exchange took place, which Becky verified to have been in 1999.
- Dave stated that he remembered that the exchange required special approval from the Illinois Department of Natural Resources, since Park Districts are prohibited from selling land as easily as residential or commercial parcels.
- Becky is in the process of getting the records amended to show the true exchange of the parcels and their ownership respectively.
- Becky explained that she learned that a topographical survey is not required for grant approval, but would be required later, if awarded.
 - Dave questioned who said that it was required as part of the application process.
 - Becky explained that it was part of the previous application, but further research showed that it was not required at that point of the project/grant process.
- Becky informed the Board that the Multi-game Surface representative has sent information for the proposed installation at Club Exchange Park.
 - The Board will need to decide if it would be preferred to have an installation horizontal or parallel to 21st street.
 - Don stated his preference to save as much green space as possible.
 - Gary asked about the trees in the area, what types they were and if they would need to be moved/removed for the installation.
 - Vern stated that the trees were evergreens and crab apple trees and suggested that the Board walk around the park to decide which direction they wished to install the area.
 - Gary pondered the installation if it were rotated approximately 45° from either parallel or perpendicular to 21st Street.
 - Don and Gary agreed that a North-South or Northwest-Southeast installation would avoid the trees and still leave plenty of green space.
 - Vern recommended not to include mulch for the interior space and Gary stated that asphalt would be too hot, but Jen liked the idea of all asphalt, which Becky stated it could be painted or considered for a later application of rubber surfacing.
 - Vern pointed out that asphalt requires maintenance, including a coat of sealant every year to maintain its integrity and add to its longevity.
 - Angie stated that maintenance costs can be added to the annual budget.
- Becky reminded the Board that a Special Meeting needs to be held prior to the official OSLAD Grant application submission and the Board scheduled it for Wednesday, August 23rd at 5:00pm.
- Ballroom Project: Waiting to hear back from Farnsworth.
- Parking (North) Lot Improvement Project:
 - Farnsworth submitted an estimate on the Engineering Designs, topographic mapping, and site design, which was around \$31,000.00.
 - Vern stated that it was a big project.
 - Becky informed the Board that, as anticipated, the drainage is a big issue.
 - Becky then asked the Board if they wished to continue the parking lot project or rather focus on the Ballroom project first and come back to the parking lot.
 - Dave asked which was used more by the public.
 - Angie explained that the Ballroom is used quite a bit and would probably be used more if it didn't look so dated.
 - Becky and Allison agreed that the room rentals have increased this year over last year.
 - Bob asked if Becky could check with the High School, to which Gary agreed stating that they use that lot more regularly than LPD does.

LINCOLN PARK DISTRICT
BOARD MEETING MINUTES
JULY 12, 2023

- Dave and Gary agreed that LCHS staff and baseball programs use that lot more than LPD's own programs does and that LPD should find out if any assistance would be possible for the project.
- Bob Thomas made the motion to proceed with the Ballroom Remodel project and to table the Parking Lot Improvement project for now. Gary Nodine moved to second the motion, which then passed after a unanimous roll-call vote.
- Angie reminded the Board that the final 2014 Debt Certificate payment would be made January 1, 2024, which will result in all the 2024 Series Bond proceeds to be available for Capital Improvement Projects in 2025.
 - Gary asked for clarification that the Bond issuance does not end when the debt certificate is paid in full.
 - Becky stated that was a common misconception, and that the Board had chosen to use part of the Bond proceeds to pay for the debt certificate but can issue bonds annually for Capital Improvement projects within their limit.
- Foundation Fundraiser for July 4th Celebration:
 - The Foundation Board's scheduled dinner at Mama's Arcade is July 25th.
 - The tickets cost \$9.00 for a pork chop dinner, the proceeds will be split 60/40, and are due to be turned in the following Monday.
- The Next Gen program will try again in the fall due to low numbers.
- Solar Installation:
 - Still waiting to hear from the company on a date.
 - Ameren did reach out to offer an efficiency review, but Becky decided to wait and schedule that until after the solar project is complete.
- Social Media Archive:
 - Becky provided a quick recap from the discussion in June.
 - Since then, she has researched actions taken by other Park Districts.
 - Some decided to pay for the archiving services.
 - Springfield adopted a social media policy, which was vetted by their legal counsel.
 - No nonsense policy, stating the reliance on social media's internal servers where comments are allowed.
 - Includes some internal documentation of comments.
 - Gary asked about checking with IPARKS and IAPD.
 - Becky stated that she had attempted to obtain some guidance from those sources already.
 - She was provided with documentation from the Attorney General's FOIA recommendations on Social Media, stating it was advising not to use it or turning off comments altogether.
 - Gary Nodine made the motion to adopt an ordinance like the one provided by Springfield Park District. Dave Perring moved to second the motion, which then passed after a unanimous, roll-call vote.
- Internet Issues:
 - Service crashed on site two weeks ago, problems have been daily ever since.
 - Angie explained the conversation with Eric Notto, the IT specialist, about the need for better router and service.
 - Bob asked if WiFi was kept private or if LPD offered the service to the public.
 - Angie explained that LPD does offer free WiFi to the public.
 - Bob then asked what the cost was currently, to which Angie explained that the current bill was around \$150.00 for internet service from Comcast.
 - Angie would contact Comcast about the issue again and possibly seek alternative providers.

**LINCOLN PARK DISTRICT
BOARD MEETING MINUTES
JULY 12, 2023**

- Staff: Becky informed the Board that 2 positions would be opening at the end of July.

OPERATIONS REPORT – VERN HASELEY

- Vern informed the Board that the mower was fixed for about \$5-6,000 to replace the motor. Don asked what had happened to it, Vern explained that it was a rear-mount mower, and it is believed that a branch fell on it out in Memorial. The force drove the fan down into the motor causing it not to be able to turn off via the ignition key. Tony and Vern plan on crafting a way to add a roll bar over the engine during the winter months.
- Memorial Park received a lot of wind damage from the storms. Some trees were topped, and a lot of branches were knocked down. One tree was found lying on another, which also needs to come down. They were able to remove around 30 stumps in the 2 weeks that they rented the grinder, one of which took 4.5 hours alone. Vern informed the Board that one of the three trees you see upon entering the park is half dead. Becky explained that she was able to source a certified arborist to inquire about the tree, and if it needs to come down or can be left as is for a while. Vern reported that several oak trees are dying, and after a conversation with Dan Bree on the topic, it has been discussed that there may be evidence of the Emerald Ash Borer insect moving onto oaks now that the ash tree supply has been decimated in the area. Treatment is possible, but it was estimated to be \$3,000 per tree and would need to be applied annually.

PROGRAM REPORT – ALLISON BAKER

- Theater Camp had 28 participants, aged 6-14 years. That number of kids resulted in 3 plays this year, created, and acted by the children.
- Nature Camp has 15 participants and Dennis has been working hard to get Creekside ready for its use.
- Camp Innovation has 16 participants and 1 teacher. Supplies should be arriving soon.
- Adult Kickball had to have games postponed 2 weeks due to air quality one week and the torrential downpour the following week. There was a consensus from the participants to cancel the week of poor air quality, but the rain out will be rescheduled.
- Women's Softball has canceled games the past 2 weeks due to lack of team members. Don asked if the umpires were paid for nights where games were canceled for that reason, which Angie verified that they were only paid for games played.
- Baseball/Softball/Tee ball program is completed. The year-end pool party for the LPD teams was held on July 9th with around 200 attendees. Angie stated that the number hasn't been seen since pre-COVID. Gary asked if a meal was provided, which Allison verified that hotdogs were served. Next year, she hopes to have a better system in place to make it easier for staff to serve that number. Allison will be suggesting an end-of-year meeting for the Tremont League. Gary suggested considering creating our own league if there continues to be issues with the Tremont League. Becky stated that John has even provided suggestions and COVID's period of inactivity has been discussed as to how it has affected the youth and their participation in leagues.
- Concessions are now limited to the pool facility, as the limited diamond usage does not warrant opening those stands.
- July 4th Celebration included a concession stand, which made over \$1,000 in sales. Over 80 hot dogs were sold and 37 pulled pork sandwiches. Culligan donated bottles of water to distribute for free.
- Allison is working on getting camp and staff shirts printed this week.

**LINCOLN PARK DISTRICT
BOARD MEETING MINUTES
JULY 12, 2023**

FITNESS MANAGER'S REPORT – JENNIFER PRATHER

- Group Fitness class attendance in June was 1,128 participants, which almost equaled last year's number of 1,187, but noted that there were 2 less Water Aerobic classes offered per week this year. Water Aerobics is scheduled to end July 31st, as instructor availability is limited as is guard availability.
- August schedule is out and Jennifer would like to hire a few additional instructors.
- Jennifer has been tracking Water Aerobic attendance; June had 306, 64 of those used their seasonal pool pass, 99 used their Strength/Circuit memberships, 84 utilized their insurance program access, and 36 paid the daily fee.
- Health & Wellness had a game day on the 5th with a few participants.
- July had a free week of classes for the first week, with 2018 participants and the facility closed early for 2 days of holiday observation.
- WERQ is a dance class that Heather will be teaching, with 8 participants registered.
- The Step into 80's class had 9 participants.
- Zumba Kids was taught by Racheal and had 6 kids registered for the class.
- Chris Thomas will be teaching a new class called Circl, which is free for members or \$25 for non-members.
- Jennifer will be offering the Best Body 52-day course this fall for 8 weeks and starts after Labor Day.
- The annual 5K is off to a good start with 17 registrations so far. The medals have been ordered and other preparations are underway.
- Jennifer is currently working on her fall fitness program line-up.

POOL MANAGER'S REPORT – JENNIFER PRATHER

- Swim lessons' second session had 54 participants, with Session 3 starting this week for the 43 participants.
- The July 4th celebration included games on both the 3rd and the 4th this year and free popsicles were sponsored by donors. Jen stated that she had received some thank you messages from the patrons and detailed how attendance was down a little from last year.
- July 14th Family Fun day has a Halloween theme, with local vendors participating in a modified trick-or-treat event.
- Due to a social media complaint about closures due to weather/atmosphere, Becky and Jen decided to give an extra gift to those that came to the pool between July 3rd and 7th. Those that paid the daily fee received a coupon for a day pass to be used later in the season. If the patrons had a season pool pass, they received a coupon that could be used for concessions or 1 hour of pickleball. Day passes for the pool were also distributed to all participants of the Children's parade and they loved that surprise.
- Today's Lifeguard Inservice included the announcement of 3 guards starting their training to be headguards next year. This is likely the last year for both Elizabeth and Cody.
- 41 sets of private lessons have been sold compared to 29 last year.
- The Jr. Lifeguard class has 2 participants and started this week.
- We have booked 5 daily (Tuesday afternoon) pool parties, and only 2 or 3 last year.

CORRESPONDENCE:

- Becky shared some positive feedback that she received from a member who requested permission to sell freeze-dried food at the July 4th Celebration. Stephanie Brandt sent a thank you message to Becky, for the opportunity, and shared all the positive feedback that she heard about the event throughout the night.

**LINCOLN PARK DISTRICT
BOARD MEETING MINUTES
JULY 12, 2023**

UNFINISHED BUSINESS:

A. Capital Improvements:

1. Solar Project: See Executive Director's Report.
2. Lehn & Fink Improvement Project:
 - a. See Executive Director's Report.
 - b. Vern was asked about the dead tree on the property, which he stated was on the list to be removed.
3. Ballroom Remodel Project: See Executive Director's Report.

B. Aquatic Center:

1. Vern stated that a controller had to be rebuilt, sent back for repairs, but was now working properly.
2. Dave stated that he thought the water looked beautiful.
 - a. Vern explained how there was an issue where the chlorine had jumped overnight.
 - b. Staff took action to get it treated and return it to safe levels.
3. Unfortunately, a monitor went down, which resulted in a feature being down for 2 days during the July 4th Celebration, but it has been replaced.

C. City Parks:

1. See Executive Director's Report for main discussion.
2. Becky explained that she had received some comments via Facebook about some equipment at Ray White park being unsafe.
 - a. She immediately contacted the City about the matter.
 - b. Vern met with Walt on-site to review the situation and found some pieces not installed and others needed bolts tightened.
 - c. It was reported that the installers did a great job at Melrose park, but errors were found at Ray White, which will result in a more detailed final inspection of Mayfair and Postville upon completion.

NEW BUSINESS:

A. OSLAD Grant Application for Exchange Club Park Improvement Project: See Executive Director's report.

B. Vern asked the Board to consider a plan to rotate diamond improvement, 1 diamond per year, to upgrade the lighting to LEDs.

1. Dave asked if one field being LED would cause problems to the non-LED lit fields next to it, which was decided not to be an issue.
2. Gary inquired about the necessity of ballasts for LED fixtures, which Vern stated that they were not required for LED fixtures.
3. Vern will need to get quotes to proceed, but wanted to let the Board know that it is a matter that should be addressed.
4. Becky would like to include the diamond lighting in the Ameren Efficiency study when that gets scheduled.

C. Vern asked the Board to consider upgrading the showers in the locker rooms.

1. Becky stated that the current system allows units to be left on until someone finds them, which could be hours later.
2. Guards routinely check the locker rooms during the regular pool season, but the issue has occurred throughout the year when longer periods of time elapses before staff are notified or find the problem.

**LINCOLN PARK DISTRICT
BOARD MEETING MINUTES
JULY 12, 2023**

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: 7:45 P.M.

NEXT MEETING: The next meeting will be held on Wednesday, August 9, 2023.