

**LINCOLN PARK DISTRICT
BOARD MEETING MINUTES
OCTOBER 11, 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, Laura Duffer, and Bob Thomas. None were absent. Attending from the Park District were Becky Strait, Vern Haseley, Allison Baker, Jennifer Prather, and Angie Coombs. None were absent.

MINUTES OF MEETING – Minutes of the September 13, 2023, meeting were presented. Don asked if there were any questions, comments, or suggested amendments. Laura Duffer made the motion to approve the minutes as presented. Bob Thomas moved to second the motion, which then passed after a unanimous roll-call vote.

PUBLIC HEARING: At 6:00 PM Don Peasley opened the meeting for a public hearing to discuss the Board’s intent to sell \$800,000.00 General Obligation Bonds. Seeing as Commissioners had no questions regarding the issuance, and there were no visitors present, Don asked for a motion to close the hearing. Laura Duffer made a motion to close the hearing. Gary Nodine moved to second the motion, which then passed after a unanimous roll-call vote.

VISITORS – NONE

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

GENERAL	-	\$	5,865.88
RECREATION	-	\$	14,781.37
CAPITAL IMP.	-	\$	11,718.69

Don inquired about the fees charged by Biehl’s, which Angie verified was new tires for the trailers. Laura Duffer made the motion to approve Accounts Payable as presented, which was seconded by Bob Thomas, and passed after a unanimous, roll-call vote.

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

GENERAL	-	\$	262,204.00
RECREATION	-	\$	99,226.24
CAPITAL IMPROVEMENT	-	\$	885,226.24
AUDIT	-	\$	12,229.85
LIABILITY	-	\$	132,239.58
2014 DEBT CERT.	-	\$	5,085.67
BOND FUND	-	\$	645,565.38

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Angie reminded the Board that the most recent Real Estate Tax Distribution had been deposited the morning of the previous meeting. An updated spreadsheet was provided for both the Real Estate and Personal Property Tax Distributions for the Board's review. Angie pointed out the amount listed for "Revenue Recapture", which would be pertinent to the discussion to come under New Business.

EXECUTIVE DIRECTOR – BECKY STRAIT

- A Slideshow presentation was displayed:

- Becky stated that September had been a month full of research and planning.
- Events:
 - Staff participated in the Homecoming Parade and CIVC Golf Outing on September 15th.
- Intergovernmental Agreement (IGA) with the City of Lincoln:
 - A recent draft was included in the Board's packets for their review.
 - Becky gave a quick recap as to why the Board had decided that one was necessary.
 - A few amendments are needed:
 - The City will be responsible for maintaining the playground equipment now that the units LPD had installed have been replaced by the City, except for Mayfair/Allison Park, which LPD has donated that unit to the City.
 - IPARKS has recommended that LPD no longer inspect the City's playgrounds, but focus on those within LPD parks, which will be added to the IGA.
 - ◆ Don queried if the City had coverage for the parks/playgrounds.
 - ◆ Becky stated that she will check with their administration.
 - Becky asked if there were any questions or suggestions.
 - Gary questioned the responsibility of tree trimming, such as was LPD limited that could be done by a pole saw and more extensive work would be done by the City crew.
 - Don stated that he felt the City should be responsible for tree trimming in the City parks.
 - Dave asked if they could review the IGA and table the discussion until next month, because at first glance he was uncomfortable with equipment usage.
 - Gary pointed out that the equipment usage was not for day-to-day usage, but specifically for special projects, such as borrowing a bucket truck.
 - Upcoming Events:
 - Halloween Fun Fest is October 26th.
 - October has a Spin® Fundraiser for Breast Cancer Awareness.
 - The Foundation has a Swing Dance Fundraiser scheduled for November 4th.
 - Capital Improvements:
 - Lehn & Fink Project:
 - The playground looks good and there have been kids playing on it already.
 - We are waiting for the additional border pieces to be delivered and new swings seats.
 - There has been some positive feedback from the community.
 - Exchange Club Park:
 - OSLAD Grant application has been submitted.
 - A recent DNR announcement stated that awards should be announced in December.
 - Ballroom Remodel:
 - Consulting with Farnsworth to tweak the plan to include a few additional features.
 - Ceiling fans have been requested and along with a ceiling-mounted projector and screen.
 - The renderings have been updated to accommodate requests pertaining to the storage areas on either side of the existing stage.

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- The possibility of mirrors (shatter-proof) along one wall has been an inquiry, for the possibility of holding group fitness classes there, if necessary.
 - The feasibility of mirrors was questioned compared to cost and risk.
 - Angie explained that some spaces use mirrors to help facilitate the illusion of more space.
- Becky stated that she had estimated that the project cost would be around \$265,000, including the Cold Storage remodel (which is the guessing part as Farnsworth has yet to submit an estimate for that part of the project).
- Becky explained that if Farnsworth can finalize the plans soon, the bid process can begin, with the hope of construction starting in January. Becky asked the Board to approve an amount for the project's official design.
- Angie provided a quick recap of the Capital Improvement Funds for Fiscal Year 2024:
 - Approximately \$760,000 would be received from the sale of GO Bonds.
 - A little under \$370,000 would pay off the 2014 Debt Certificate.
 - The remaining balance of around \$360,000 would be available for this project.
- Laura stated that the remodel was long overdue, and pointed out that the room would likely be rented more after the update, to which Bob agreed.
- Dave asked what monies would then be available for other projects, which was estimated to be around \$100,000 from the 2023 Series of GO Bond proceeds.
- Dave then questioned how much room rental income was brought in annually.
 - Becky stated that she and Angie had just discussed this recently, and LPD was seeing an increase in room rentals over the past few years.
 - Angie estimated that the Ballroom brought in almost \$5,000 of the \$8,000 for 2023, which was more than pre-Covid rentals.
- Gary inquired as to how much adding the mirrors would increase the cost, which Becky estimated to be around \$5,000, and added that curtains can be installed to cover the curtains when not in use.
- Dave and Gary questioned updating the electrical and including receptacles in the ceiling, which Vern stated would be done as the lighting would be upgraded too.
- Bob and Don suggested leaving the mirrors out of the initial project, as they could be added later.
- Dave asked Becky how close the estimate would be to the actual number, which Becky explained that she had padded the original quote by \$25,000-30,000 to cover the cold storage update, for which she had yet to receive an estimate from Farnsworth.
- Gary stated that he understood Dave's concerns about the cost.
- Laura asked if the Board would be comfortable setting a capped limit for the project, which was a no.
- Laura Duffer made the motion to approve the estimate amount of \$265,000 for the Ballroom and Cold Storage remodel project, with the caveat to revisit the matter next month, if the quote came in over the estimate. Bob Thomas moved to second the motion, which then passed after a unanimous, roll-call vote.
- Becky informed the Board that she and Angie have been working on the Fiscal Year 2024 Tax levy by consulting with Sally Turner, Government Consultant, and Kevin Wills, of Bernardi Securities.
 - Kevin is helping to research options available under the taxable GO Bonds.
 - This may require a little restructuring of the Budget & Appreciation, which will all be presented to the Board and public for their review next month.
 - Sally has been conducting some research on the tax line items and offering her advice to make sure that we maximize available funds.

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- Solar Installation: Per the company, they are closer to scheduling an installation date.
- CPR/First Aid: Training for staff is scheduled for October 14th.
- Halloween Fun Fest:
 - Last year, everyone worked almost 16 hours on the day and took a half day the next day.
 - Becky would like to plan the same half day off the next day for this year.
 - Also, the Front Office would be closed to the public the following Monday so that staff can properly reorganize and store all the Halloween games and décor more effectively.
 - The Board approved the plan.
- Scully Park Ice Rink:
 - Becky met with the County about the Ice Rink.
 - The County was informed that the Board was not interested in staffing the rink without security present this year.
 - The County Board has decided to hire a manager that would also act as security.
 - Becky explained how much time the administrative side took, and the County agreed to have their staff assume some of those duties.
 - Becky detailed how she was researching a different software system that can be used in place of Sportsman, which would also offer the waiver options.
 - Both the public and last year's staff requested some concessions be sold at the shed and for the season to be extended for a few more weeks.
 - It was decided to staff the rink from the end of November until the end of February.
 - Some hot cocoa, popcorn and chips/cookies will be sold from the shed.
 - Dave questioned the financial burden put upon LPD under this arrangement.
 - Becky verified that the County will still pay LPD a stipend to cover the wages and any proceeds will be split 50/50 after all costs are covered.
 - The County will also be promoting options to book private parties or fundraising opportunities via the rink.
 - Angie explained that not assisting with the setup/teardown this year should offset the increase in wages, per the new minimum wage requirement.
- Boundary Issues:
 - Becky spoke with the Attorney on the matter regarding both property issues.
 - The legal advice was to offer a long-term lease, with a fee to be determined by the Board, instead of navigating the difficult process of exchanging land.
 - The lease can exchange hands if the property is sold or there is an option to add that the land be returned to LPD upon sale of the leasing property.
 - Another caveat that should be considered to add to the lease is that LPD can resume ownership and usage if the land is needed, such as an upgrade that might encompass the full acreage of said park property.
 - Laura Duffer made the motion to offer a long-term (i.e., 49 year) lease for \$1.00 per year for the neighboring property with their fences on LPD park property. Motion died, as further discussion ensued.
 - Bob stated that the caveat should be that upon the neighboring property being sold, the LPD land that the encroaching fences should be removed, and the property rightfully divided.
 - Laura opined that the structures existed when the current owners purchased their properties, therefore it was not their fault, but Don countered that a survey should have been conducted prior to the purchase of the properties.
 - Bob stated that mistakes, regardless of who made them, need to be corrected at some point in time.

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- Vern stated that the matter should be listed in the agreement when the properties are sold in the future, and Becky pointed out that it would affect the property next to Exchange Club Park more than the one next to Lehn & Fink Park, as it would cut the current fenced in backyard in half.
- Bob questioned if there was a feasible option for the land swap at Exchange Club Park, which Becky verified a strip on the east side of the residential property could be exchanged for the portion in the backyard.
 - Gary inquired about the measurements, which Becky verified to be 18'x100'.
 - Dave is in favor of the land swap option, but Becky pointed out that a swap is not a viable option for the situation at Lehn & Fink Park, just at Exchange Club Park.
- Dave inquired about the Lehn & Fink Park property line issue, which Vern explained to be that the residential property had installed a fence approximately 6 feet over the line, but the true boundary is inches away from the garage.
 - Bob stated that the issue needs to be addressed and Becky asked if simply requesting the removal of the fence would be sufficient.
 - Gary questioned if the fence was acting as a perimeter to the property or a simple divider, which was verified to be a simple divider.
 - Bob and Gary agreed that the owner be notified that the fence is on LPD property and will need to be removed before the residential property is sold again.
- Laura suggested offering long-term leases with both property owners, but Gary still had questions and concerns about liability issues.
- Becky will investigate the issue further.

OPERATIONS REPORT – VERN HASELEY

- Vern informed the Board that he has reached out for a few quotes to update the diamond lighting to LED and the first one came back at \$100,000, but he is waiting for the others.
- The source of the leak in the Aerobic Room ceiling has been found. The roofing crews found a stressed point in the flashing where the two structures met. Dave asked if the issue was repaired, which Vern verified that it was.
- The Andrews Field Triplex's water tank and pump system need to be replaced. To install the same system and features as was used for the Breezy Triplex, the estimate is around \$25,000. Gary inquired if it was well water and what size pump was used, which Vern verified the well system and that the tank is about 14 feet tall and 10 feet around. Dave asked how much the Breezy system cost, to which Vern replied that the tank alone was \$10,000 out of the \$15,000, but all the costs have risen with inflation. Bob inquired if there were sufficient funds in the Capital Improvement Fund to cover the project, which Angie verified that there are. Bob Thomas made the motion to replace the Andrews Triplex well water system with the same system installed for Breezy, including a new tank, shed and pump, for \$25,000.00. Dave Perring moved to second the motion, which then passed after a unanimous, roll-call vote.

PROGRAM REPORT – ALLISON BAKER

- Swing Dance lessons in October have 7 couples and 2 singles, so it is full, and going well.
- Tuesday evening's dance group is still going strong, and they love the Ballroom.
- Jr. Railer registration has opened until November 3rd, but there will be a late registration period with a fee this year. So far, there have been no comments or complaints about offering a separate group for the girls. Gary asked why the girls were being separated

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this year, which Allison stated that there were a few requests to do so. Also, as the kids get older, they don't like mingling, as the skill set and instructions can be different, and there are more girls that allow for a separate group. Dave asked about the age of the start of the split, which Allison verified to be first grade through 5th, and the youngest ages will still be coed. Allison will be asking the High School girls' team if they would like to ref like the boys do. Becky stated that the girls' team hosted a summer camp this year, so there is an interest within the community.

- Allison has asked the pickleball players to schedule a meeting with her to develop a league and gain their input, as previous leagues have used a few different methods of scheduling.
- Jody, of Joyful Painting, has scheduled a paint night in November and December.
- Camp Invention dates have been set for the summer of 2024 and the flyer is ready.
- Halloween Fun Fest has 7 local sponsors manning booths indoors. Lifeguards and NHS members have signed up to volunteer for the events. Troy will be helping with the trail portion and Brew 66 will be onsite selling hot cocoa and coffee. Sponsor donations and participation are both down a little from last year. We are not planning to do a bonfire this year but are thinking about selling some hotdog meals.
- This year's event with Santa requires finding a new Santa, but Mr. Bell has recommended someone. The Grinch will also be making an appearance.
- Allison took a flyer to all the local schools for both Halloween and Jr. Railers.
- Pat Hake's LCHS pickle ball league will start next week. He reports that there is a lot of interest in the league. Gary asked if the group would bring their own supplies, to which Allison stated that they will, but may need to use some LPD pickle balls.
- Allison reported that she had been contacted about the possibility of offering a 14U boys baseball team next summer. Parents of kids that did not make the Splitters came together and discussed the issue that their kids still want to play. The group is willing to help coach the team and possibly assist in finding teams for them to play. Gary pointed out that this age group was offered a few years ago, but it was later discovered that the coach only played games in town, which limited the competition. Laura stated that she didn't think that this group would do that since the parents are so involved. Gary asked if this group's coaches would still have to pass the standard background check like all the other LPD coaches and volunteers, which Becky verified that it would be a requirement. Allison stated that it would just be another LPD team in the league. Laura pointed out that the local Jr. High basically did the same thing to start and were willing to play any other team to gain experience. Gary stated his concern of adding another team to schedule games for and how it would impact the field usage. Allison stated that she would like to do this because this may be a pivotal summer for a few kids since this is their last summer before high school, and she would hate for them to quit. Gary asked about the field size, which was unknown, but Allison would research which field would be appropriate for them to utilize. Dave and Don liked the idea.

FITNESS MANAGER'S REPORT – JENNIFER PRATHER

- Group Fitness class attendance in September was 857, compared to 673 last year.
- The first week in October had 206 in attendance, which was the quarterly free week.
- The Best Body Challenge has 2 participants.
- Health & Wellness welcomed Jody, of Joyful Painting, to lead attendees in painting on a glass jar for a candle holder.

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- The first Saturday Breast Cancer Fundraiser Spin® class raised \$135.
- The November/December class schedule is done, and a few extra classes have been added to accommodate the Grid Iron Challenge in November.
- Jennifer and Allison attended the Senior Fair hosted by the Oasis, where they saw a lot of members and talked about what LPD has to offer the community.
- The Homecoming Parade went well and one of the “regular” Active Agers stated that she had never participated in a parade before and was invited to join the LPD gang. She rode in the golf cart and had fun tossing candy and waving to everyone. She happily talked about it for a week, and we hope to invite her for the next parade.
- The hospital is interested in sponsoring the weekly fitness classes for teachers again, despite the CATCH program ending. Jennifer has included a Wednesday class to accommodate the Logan County Teachers & Staff the LMF sponsored classes.
- Cindy Schemp was the guest speaker for the August Health & Wellness event. She spoke on organizing and decluttering. Next month will be Jody Phillips with a painting activity.
- The Active Agers have a potluck scheduled for September 15th.
- The registration for November’s Grid Iron challenge is open.
- Jennifer attended Chicago’s Mania and even took a pickle ball fitness class.

CORRESPONDENCE:

Becky told the Board that the Lincoln Women’s Club sent a thank you note for the use of the Ballroom for their annual blood drive.

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: Vern informed the Board that the lap pool has been sand blasted and repainted.
- C. City Parks: See Executive Director’s Report.

NEW BUSINESS:

- A. Annual Audit Report for Fiscal Year 2022:
 - 1. Angie reminded the Board that the Auditors did make a few recommendations, such as printing the Accounts Payable checks directly from the accounts instead of from the one and then reimbursing the appropriate funds from the individual accounts.
 - 2. Angie will be scheduling a meeting with the Auditor to discuss further adjustments to make the auditing process go more smoothly and clean up the recordkeeping as part of the transition to in-house.
- B. Resolution: Allocate Fiscal Year 2022 – Revenue Recapture funds received (\$5,792.48) to the Recreation Fund.
 - 1. Angie informed the Board that she was able to receive information from Sally Turner about any restrictions placed upon the Revenue Recaptured funds, of which there were none to report, and that the money can be used at the Board’s discretion.
 - 2. Angie noted that she would like to wait until the final real estate tax distribution to then ask the Board to allocate this year’s recapture funds for the Audit Fund.
- C. Resolution: Allocate Interest earned from FY 2018-2019 Certificates of Deposit (\$20,000) to Recreation Fund.

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1. Angie reminded the Board that although the Capital Improvement Funds are limited to Capital Improvement projects, interest from investments can be allocated as the Board deems necessary.
 2. A balance of \$20,000.00 remains from the earlier investments, which would help offset some of the inflation-effected overhead costs that fall to the Recreation Fund.
 3. Gary Nodine made the motion to order adopt both resolutions as stated.
 4. Dave Perring moved to second the motion, which then passed after a unanimous, roll-call vote.
- D.** Invest \$250,000.00 in a 9-month Certificate of Deposit at Heartland Bank & Trust (Currently with a 5.0% Interest Rate.)
1. Angie brought to the Board's attention a document included at the back of the packet, where she had included comparable rates from 3 banking institutions in Lincoln.
 2. Tremont Bank offered a higher interest rate for a 7-month term.
 3. Dave asked if Heartland could be questioned about matching terms, which Angie stated that she believes if it were still the local State Bank Board and not Heartland's Board, it would have been no problem, but now that Heartland bought the bank it is unlikely that they would be interested in such a small dollar amount.
 4. Gary Nodine made the motion to approve the \$250,000.00 Certificate of Deposit Investment at Tremont First National Bank.
 5. Laura Duffer moved to second the motion, which then passed after a unanimous, roll-call vote.

Executive Session:

At 7:18 PM, Don asked for a motion to enter Executive Session to discuss a legal matter. Laura Duffer made a motion to enter Executive Session on the grounds of discussing a legal matter. Dave Perring moved to second the motion, which then passed unanimously, after a roll-call vote. The Board exited Executive Session at 7:26PM with no matters requiring a vote.

ADJOURNMENT: Seeing no further business, Laura Duffer moved to adjourn the meeting, Gary Nodine moved to second the motion. Motion carried. Adjournment: 7:27 P.M.

NEXT MEETING: The next meeting will be held on Wednesday, November 8, 2023.