

**LINCOLN PARK DISTRICT
BOARD MEETING MINUTES
NOVEMBER 8, 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.

VISITORS – Kevin Wills, of Bernardi Securities.

Kevin greeted the Board and thanked them for their business before explaining what had taken place after the Board contracted the firm to handle the annual sale of General Obligation Bonds not to exceed \$775,000.00. All the required paperwork has been completed, and during the current meeting, the Board would adopt the ordinance to approve the sale of bonds to cover the debt certificate payment and capital projects. After adopting the Ordinance, Bernardi Securities will compile a term sheet, which details the bonds to be sold, and a circular will be provided to those interested in bidding for the bonds. Bids will be due the last week of November, typically all are reviewed and awarded to the lowest bidder, and the closing date is scheduled for the week of December 11th. Funds should be released no later than the 15th, in time for the Debt Certificate payment, which is due on January 1st. Kevin explained that Morton recently sold a bond for \$570,000 at a rate between 4.4 and 4.8%, so the rates have dropped a little since he started speaking with the Board. Kevin also explained that the amount of bonds issued falls under the PTEL Capacity, and that it was decided to issue a smaller amount (\$150,000) as taxable, but the majority (\$619,000) will be tax-exempt. Kevin asked the Board if there were any questions. Seeing as there were none, Don asked for a motion to adopt Ordinance#353 to sell Series 2023 General Obligation Bonds. Laura Duffer made the motion to approve the adoption of Ordinance# 353 to sell no more than \$775,000.00 in General Obligation Bonds. Dave Perring moved to second the motion, which then passed after a unanimous, roll-call vote. Kevin then offered to leave the documentation for signature after the meeting and thanked the Board for their business and time before leaving the meeting.

MINUTES OF MEETING – Minutes of the November 8, 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.

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

GENERAL	-	\$	5,724.53
RECREATION	-	\$	8,751.19
CAPITAL IMP.	-	\$	16,939.25

Laura inquired about Picture This, and recommended holding payment until any errors are fixed. Becky did suggest checking the products before leaving the business, citing a spelling error on the sign for the wheelchair swing. Laura Duffer made the motion to approve

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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 October 31, 2023.

GENERAL	-	\$	216,060.21
RECREATION	-	\$	103,383.87
CAPITAL IMPROVEMENT	-	\$	823,328.12
AUDIT	-	\$	12,234.87
LIABILITY	-	\$	132,293.75
2014 DEBT CERT.	-	\$	5,087.76
BOND FUND	-	\$	645,565.38

Angie notified the Board that the most recent Real Estate Tax Distribution had been deposited that morning, but the letter with the breakdown of how much is allocated for each line item had not yet been received.

EXECUTIVE DIRECTOR – BECKY STRAIT

- A Slideshow presentation was displayed:

- Becky estimated that around 800 people attended the Halloween Fun Fest.
 - Dave asked if the event was different this year compared to previous years.
 - Laura suggested the lack of competing events on that night helped numbers.
 - Becky stated that there were a few new games and participating vendors this year.
- Events:
 - Spin® Fundraiser was held in October.
 - The Foundation Swing Dance Fundraiser had around 200 in attendance.
 - Paint nights will resume in November.
 - The Staff Christmas Party is scheduled for December 15th at Flossie & Delzena's from 7-9pm.
- Intergovernmental Agreement (IGA) with the City of Lincoln:
 - A recent draft was included in the Board's packets for review and discussion.
 - Laura asked what the main change was from the previous draft.
 - Becky listed the recent amendments:
 - Tree trimming will be the responsibility of the City.
 - Vern stated that LPD staff will still have loppers on hand to cut low hanging branches, only to avoid potential injury from getting hit in the face while mowing.
 - Requesting the City to trim minimal hangers might take more than a week, therefore, only what is necessary to mow safely will be trimmed by LPD.
 - The city's responsibility to maintain properties within fencing as space for LPD equipment was not accounted for after the accommodation was requested prior to the installation.
 - Protocol to borrow equipment between the two entities, including a scheduled inspection by mutual parties.
 - City responsibility for annual inspections of playgrounds in City Parks, as was recommended by IPARKS.
 - Dave inquired about stump removal, citing the cost to rent the machinery this year.
 - Becky stated that this responsibility would also fall under the City's responsibility.
 - Becky requested any further changes to the IGA.

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- Bob acknowledged that he liked the verbiage of the current draft.
- Dave stated that he wanted to play “Devil’s Advocate” and proceeded to ask about protocol for when LPD staff found large limbs fell within a City Park.
 - Becky suggested that LPD staff would report the felled limbs to the City and use equipment to drag them to the curb, out of the way.
 - Vern verified the protocol would be followed.
- **Ballroom Remodel:**
 - Farnsworth submitted an estimate for the additional cold storage remodel portion.
 - Becky reported that half the quoted estimate was design fees.
 - Design Fess came in around \$21,000 and Construction Fees around \$20-25,000.
 - Becky recommended cutting that portion out of the Farnsworth plan and seeking alternative options.
 - The Ballroom quote came in at \$230,000.00.
 - Dave queried if that price excluded the mirrors but included everything else.
 - Becky verified that everything on the “wish list” had been included, except for the mirrors, which the Board had decided to opt out of at the last meeting.
 - Laura asked what the original cost was estimated to be.
 - Becky stated that she had estimated that the project cost would be around \$265,000, including the Cold Storage remodel.
 - Laura Duffer made the motion to approve the \$230,000 estimate provided by Farnsworth for the Ballroom Remodel project. Bob Thomas moved to second the motion, which then passed after a unanimous, roll-call vote.
 - Becky explained that she now needs to sign an updated contract with Farnsworth so they can start the bid process.
 - Dave then questioned if a more accurate number would be provided once a contract was signed for a design plan.
 - Becky stated that those numbers would come in as part of the bid process.
 - Vern inquired about the project timeline, which Becky stated the bid process will start ASAP and the rest is determined while reviewing which company to be awarded the job.
- **Solar Installation:**
 - Becky informed the Board that a representative had been on site the week before for an inspection to prepare for installation.
 - The company provided their deadline to have the installation completed by December 20th.
 - Becky reported that she had received a notice from Ameren that the incentive credits were due to expire at the end of the year.
 - Dave questioned if the project was delayed due to something that LPD had not done, which Becky verified that was not the case.
 - The company was simply behind in their schedule of projects.
 - Dave and Gary both stated their concern about the company doing a “rush job” due to the time constraints.
 - Gary asked for clarification if a project had to be completed or merely started.
 - Becky verified that it must be completed to qualify.
- **Halloween Fun Fest:**
 - Taking a half day the next day was very appreciated by all staff that participated.
 - Also, closing the Front Office to the public the following Monday so that staff can properly reorganize and store all the Halloween games was very effective.
 - Becky stated that it is nice to have the time set aside at least once a year for cleaning and organization.

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➤ Scully Park Ice Rink:

- The County was informed that the Board was not interested in staffing the rink without security present this year.
 - The County Board hired a manager that would also act as security.
 - Becky explained that an LPD employee had expressed interest in being the manager but recently withdrew his offer.
- Becky explained that the County stated that the manager would be sufficient and did not feel the need for added security.
- Last year, the County needed LPD's software to operate the skate rentals, but Becky has researched and provided alternative options such as Square's POS system.
- Becky stated that she proposed to the County that they hire recommended LPD staff and add them to the County's payroll since they have decided to add their manager.
- Gary questioned why an agreement was needed.
 - Becky and Laura both stated that there really is no further need for an IGA between the entities if they utilize the suggestions made by Becky.
 - Becky also suggested that LPD have more of a supporting role in the operation of the Scully Park Ice rink.
- Gary asked for clarification of what the County is wanting from LPD in this IGA for the Ice Rink to operate this season.
 - Becky verified that signing the IGA would agree to hire and pay staff, as well as provide other administrative tasks needed.
 - Becky reminded the Board that they have the option to not renew the IGA for another season, as the original agreement was for the term of the first year.
- Laura stated that she felt that LPD staff spent too much time on something that was not owned by LPD, nor on LPD property, and that LPD had only requested that the County provide LPD staff security while working in their park at their Ice Rink.
- Dave Perring made the motion to not renew the Intergovernmental Agreement with Logan County Board pertaining to the operation of the Scully Park Ice Rink. Laura Duffer moved to second the motion, which then passed after a unanimous, roll-call vote.
 - Both Bob and Dave agreed that the burden should not fall on LPD if the Logan County Board was unsure of how to operate their own Ice Rink.
 - Laura reiterated that the rink was not on LPD property.
- Becky stated that they had mentioned asking LCHS groups to help with the rink installation if LPD would not assist, and she had warned them of how difficult and precise the assembly is but was not sure who would be doing the installation.

➤ Boundary Issues:

- Becky spoke with the Attorney on the matter regarding both property issues again.
 - Counsel stated that LPD may exchange land with a non-legal entity within parameters.
 - The land must be the same or greater without cost, after 2 surveys/appraisals have been completed for the land(s) in question.
 - The Park District must advertise and hold three (3) public meetings before exchange can be made official.
 - Gary asked which party was responsible for all costs associated with the process, which Bob opined that it sounded as though there should be no cost for LPD.
 - Becky stated that she could ask the owners to pay for the appraisals.
 - Bob stated that the responsibility should fall on the homeowner, and Dave stated that the process was very convoluted and difficult.
 - Bob said that the problem needs to be solved.

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- Dave pointed out that the property on Pekin Street has no available property to exchange.
 - Becky stated that the City will not penalize the property owner for his garage being on the property line, and that the fence can be moved to the line without penalty as well.
 - Bob agreed that he can remove the fence as it is his to do so with.
 - Laura stated that she did not care if he left some property stored on the side of the garage, which is technically LPD property, because LPD is not using it nor has any plans to develop that park to the property line any time soon.
- Becky informed the Board that she had asked about similar situations when she attended the most recent Director's meeting for Illinois Park Districts.
 - Many park districts opt to go with the long-term lease option.
 - Decatur's Director reported that they received around \$13,000 annually just from encroachment land leases, but they have more property than LPD.
 - Leases would include liability indemnification clauses to protect LPD.
 - Bob suggested a lease for \$10 per year.
 - Dave stated that it may create a future nightmare if the situation is not resolved now.
 - Laura pointed out that the lease would exist as a record, and that LPD is not using the land currently being used by the neighbors.
 - Vern stated that both neighbors need to be legally notified of the issue.
 - Dave questioned what would happen if the neighbors sold their property.
 - Becky explained that the buyers would need to be told about the long-term lease that would include a clause about transferring upon such a sale.
 - Vern stated that the lease would need to be on record with the Assessor for each property.
- Laura Duffer made the motion to offer a long-term (i.e., 49 year) lease for \$10.00 per year for the neighboring property with their fences on LPD park property. Motion died, as further discussion ensued.
- Gary expressed concern that the lease option would open the opportunity for other individuals or entities to try and lease other LPD property.
- Becky stated that the Board can choose to only offer this option a single time, for these two unique situations.
- Bob questioned the benefits of exchanging land versus the lease option, and cited the fact that Exchange Club Park's neighbor has the option to swap property, but the Lehn & Fink neighbor does not have that option.
 - Gary opined that Exchange Club Park should be exchanged.
 - Laura stated that the structures existed when the current owners purchased their properties, therefore it was not their fault.
 - Gary questioned the accuracy of the property taxes being paid for the encroaching residences, and how it will affect their taxes.
- Gary stated that LPD should have ownership of the land that is due to them, and not lose square footage due to encroachment.
- Don Peasley made the motion to offer the owner of the property that shares the east property line with Lehn & Fink Park a 49-year lease at the rate of \$100 per year, with the condition of transferring the lease upon said property's future sale.
 - Laura expressed her dislike of the rate.
 - Bob Thomas moved to second the motion, which then passed with a 4-1 roll-call vote, with Laura Duffer voting against the motion.
- Don Peasley made the motion to contact Exchange Club Park's neighboring property owner to offer a land exchange, with shared legal/surveying/filing expenses by both parties.

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- Dave asked if there needed to be a time limit imposed, but Angie reminded the Board that there are various filing requirements as part of the process, such as advertising for and holding three (3) public hearings prior to the exchange, which would make it difficult to set an effective time frame.
- Laura opined that it would be easier to offer a lease.
 - Gary stated that this method would not only resolve the issue, but he thinks that the homeowner would prefer to own their own property free and clear without having to deal with an annual lease, especially since the properties allow for an equal exchange.
- Dave asked that the Board rediscuss the matter if the exchange/terms are refused by the property owner.
- Bob Thomas moved to second the motion, which then passed after a 4-1 roll-call vote, with Laura Duffer voting against the motion.
- North Parking Lot (along the LCHS property):
 - Becky explained that she had given a student verbal permission to park in the lot due to mitigating circumstances, but the student was called into LCHS Admin office and informed that they required written permission from LPD for the school to allow them to use the lot.
 - Becky opened a dialog with LCHS about their usage and traffic within that lot, which is on LPD property.
 - Both Gary and Dave pointed out that there are designated lots for teachers to park on LCHS grounds and questioned why the LPD lot was used.
 - Becky requested that a couple of Board members attend a meeting to discuss the issue with LCHS Administration, pointing out that the engineering and design process would soon need to begin to even consider updating the lot within the next few years.
 - Don asked how much was charged previously to issue parking permits to students, but Angie did not have that information available.
 - Becky questioned the Board about what they felt the discussion should include, i.e. charge for parking permits or possibly sharing the upgrade cost.
 - Dave stated that LPD should upgrade the lot independently, to avoid losing any control over the property and that fees should be charged for parking permits.
 - Laura asked if LCHS has current LPD permission to use the lot, which Becky stated that she had no record of permission being granted.
 - Angie added that teachers have parked there since she attended in the late 90's, and she knew that LPD had started charging students for parking permits after she graduated, but the duty to catch offenders fell on LPD. She was under the assumption that the new lot in front of LCHS would be for visitors, but most spaces are used by teachers and the lots previously designated as "teacher parking only" now sit empty because they park up front and in LPD's lot. She also pointed out that the current situation creates daily congestion on LPD property as many parents park to pick up their children in the LPD lot.
 - Becky asked the Board how they wish to handle the situation.
 - Bob suggested notifying LCHS Admin about the upcoming lot improvement project.
 - Laura asked why the teachers are not required to get LPD permission to park.
 - Bob proposed that it may have been overlooked by both parties during their recent changes in administration.
 - The consensus was to charge for all parking permits.
- Print Digital / Website upgrade:
 - Becky explained that she has begun to research options available to update LPD's website, which also includes contracting with a different company.

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- Staff have received multiple complaints from the public about the accessibility of information within the current website and conversations with the current provider have not resolved the issues at hand.
 - During her research and conversations with the current provider, the platform is slowing becoming more difficult to utilize without costly upgrades and the purchase of extras.
 - The current provider and costs were questioned, Angie explained that the current contract is with VSI and includes an \$85 monthly fee, and another annual fee around \$100.
- Aquatic Center: Chairs and loungers have been picked up to be re-strapped, photo included.
- Fit Zone:
 - Circuit area Equipment Upgrade:
 - Becky reported that upon recent inspection; many have belts and switches breaking, along with areas of rust and wear. (it is around 20 years old, some older)
 - She would like to implement a plan to start replacing the equipment, systematically, this year and next.
 - Laura inquired if it would be replaced like for like, but Becky explained that there are several new multi-functional designs that offer 1 unit to replace at least 2 of the current ones.
 - Dave asked about the choice of companies to purchase from, but Becky explained that she had just begun the research process to see what is available. Then he asked if she had checked with current patrons for their input, which she replied that she had done so.
 - Becky stated that if the Board is considering even a slight increase in membership and/or daily fees, that upgrading equipment would be a visible use of those funds and appreciated.
 - Gary inquired about the possibility of trade in for credit, but Becky explained that many pieces are so old that there is not much value in trading, however LPD can consider selling some of the better pieces independently.

OPERATIONS REPORT – VERN HASELEY

- Vern stated that the maintenance crew has been focusing on mowing and leaves.
- Aerating the fields is complete, as is adding fertilizer.
- Vern informed the Board that he is still trying to obtain quotes for the planned lighting upgrades to the diamonds. Bob asked if there are incentives offered from Ameren for the LED upgrade? Vern will check into that option.

PROGRAM REPORT – ALLISON BAKER

- Halloween Fun Fest had about 807 attendees, around 400 were children. This year there were 20 NHS volunteers, 11 vendor booths/games, and Gary even participated by running the Foundation's game. Allison reported that she has already mailed thank you cards to all sponsors and vendors. There was a lot of positive feedback from the community.
- Letters to Santa has opened registration, and there have been 112 submissions in the first 12 hours. Last year had a total of 405 letters. Heartland Bank & Trust dropped off 200 stamps to help sponsor the program.
- Saturday with Santa is scheduled for December 8th, with H&R Block sponsoring the event this year. Unfortunately, our usual Santa is unavailable, and it will cost to hire a replacement.
- Jennifer provided a new contact for alternative craft programs, and she is willing to schedule a few events/parties to decorate a variety of items. The price structure will be

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the same as contracted with Jody, and we have dates scheduled already for December and January.

- Jr. Railers has 130 children registered this year. There are enough of each so that there are no coed teams. There are 14 1st grade, 37 2nd grade, 28 3rd-5th grade boys and for the girls, 19 1st grade, 10 2nd grade, and 22 3rd-5th grade. WLB has their own ball league again this year, which may account for not as many kids. A meeting with the coaches is scheduled where they will draft their teams. There were no complaints about the late fee charged this year, and around 10 children registered with that requirement. Laura asked if LCHS' Girls team would be asked to ref as well as the boys this year, and Allison stated that Sam, the Supervisor, was looking into that option. LPD also had the first program scholarship application in several years, and it was for a girl to play basketball.
- Volleyball will be offered this winter, and registration opens on Monday. The Ref will be the same as last year. Sunday games ended up working well last year, so she will keep the same practice/game schedule this year. Becky added that it tends to be easier to find childcare on Sunday than weeknights, however, guys dislike Sundays because it interferes with some Football games.
- The Swing Dance Fundraiser brought in around \$1,200, as there were more attendees than at last year's event. Next year's date is already scheduled.

FITNESS MANAGER'S REPORT – JENNIFER PRATHER

- Group Fitness class attendance in October was 957, compared to 815 last year.
- Health & Wellness welcomed Eric Ulvstead, to elaborate on the benefits of earthing.
- The Spin® class Fundraiser will be donated to a local individual undergoing treatment.
- Classes for local teachers have restarted, one day a week, and attendance is starting out slow, but that may be due to it being the beginning of the school year.
- The Grid Iron challenge has 5 teams compared to last year's 6 and this year, participants can earn points by bringing donations for the local food pantry.
- The Active Agers have a potluck scheduled for December 15th.
- Jennifer has been working on scheduling next year's presenters for the Health & Wellness program.
- Currently, Jennifer is looking to hire at least 2 more instructors.
- Jennifer spoke with Springfield Park District's Pool Manager/Supervisor. They have new staff and wanted to discuss LPD's method of staff training and organization. Jennifer likes to keep that partnership open, as they did allow LPD to use their pool last year for training.
- Jennifer reported that Elizabeth may not renew her Lifeguard Certification to certify others, but Jen has already opened discussions with Steve Stover about his interest in getting that certification. Becky stated that getting registered for those classes is very difficult, as they fill up almost immediately, and Elizabeth had to travel to Chicago for hers.
- Jennifer was working on finding a sponsor to offer a free day pass to the pool for all 1st graders in Lincoln schools. Peasley Funeral Homes has offered to be that sponsor.
- December will offer a new program focusing on the importance of hydration. A few patrons have reported having difficulty keeping themselves properly hydrated.
- Personal Training has been very busy in 2023, which has resulted in 32 packages having been sold thus far. Don asked how many have been sold since other facilities have raised their prices. Jennifer reported that membership numbers are up, but none have yet purchased a training package.

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CORRESPONDENCE:

Becky informed the Board that there was a comment on LPD's post displaying photos of the new equipment in Lehn & Fink park. The commentor was not happy with the fact that wood chips were used instead of installing a rubber floor.

UNFINISHED BUSINESS:

- A. Capital Improvements:
 - 1. Club Exchange Park Improvement Project / OSLAD Grant:
 - a. Becky reported that IDNR has released an email stating that the grant awards will be announced on December 15th.
 - 2. Ballroom Remodel Project: See Executive Director's Report.
 - 3. Lehn & Fink Park Improvement Project: None.
 - 4. Solar Project: See Executive Director's Report.
- B. Aquatic Center: See Executive Director's Report.
- C. City Parks: See Executive Director's Report.
- D. County Ice Rink: See Executive Director's Report.

NEW BUSINESS:

- A. Ordinance#353, Series 2023 General Obligation Bonds:
 - 1. Angie pointed out that the Board already voted on this matter, but asked that the Board approve Accounts Payable, which was missed earlier in the meeting.
 - 2. Laura Duffer made the motion to approve accounts payable as presented, with the caveat to withhold payment to Picture This until the error is corrected.
 - 3. Gary Nodine moved to second the motion, which then passed unanimously after a roll-call vote.
- B. Signature Page & Documentation for previously approved CD investment.
 - 1. Angie informed the Board that Don and Becky would be listed on the CD.
 - 2. Don provided the required documentation to complete the paperwork and would schedule a time to sign at the bank.
- C. Payment of \$764,615.00 for Series 2022 G. O. Bonds due December 1, 2023; \$726,000.00 Principal, \$38,155.00 Interest & \$500.00 Paying Agent Fee.
 - 1. Laura Duffer made the motion to approve the Bond Payment as stated above.
 - 2. Gary Nodine moved to second the motion, which then passed after a unanimous, roll-call vote.
- D. North Parking Lot: See Executive Director's Report.
- E. Purchase of new Fitness Equipment: See Executive Director's Report.

Executive Session:

At 7:48 PM, Don asked for a motion to enter Executive Session to discuss a legal matter. Dave Perring made a motion to enter Executive Session on the grounds of discussing staff salaries/wages & bonuses. Bob Thomas moved to second the motion, which then passed unanimously, after a roll-call vote. The Board exited Executive Session at 8:17PM. Laura Duffer made the motion to approve salaries, wages & bonuses with 1 amendment. Gary Nodine moved to second the motion, which then passed after a unanimous, roll-call vote.

ADJOURNMENT: Seeing no further business, Gary Nodine moved to adjourn the meeting, Bob Thomas moved to second the motion. Motion carried. Adjournment: 8:20 P.M.

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