

**LINCOLN PARK DISTRICT  
BOARD MEETING MINUTES  
DECEMBER 13, 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, Dave Perring, and Laura Duffer. Gary Nodine and Bob Thomas were 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 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. Dave Perring moved to second the motion, which then passed after a unanimous roll-call vote.

**PUBLIC HEARING – Ordinance#356: Truth in Taxation:**

At 6:01 P.M., Don Peasley opened the floor for the public hearing to discuss Ordinance#356, which consisted of the 2024 Tax Levy’s Truth in Taxation Hearing. Since there were no guests present, Don then asked the Board if there were any questions or comments. Seeing none, he then asked for a motion to close the hearing. Laura Duffer made the motion to close the hearing at 6:03 PM, which was seconded by Dave Perring, and passed unanimously, after a roll-call vote.

**PUBLIC HEARING – Ordinance#357: Fiscal Year 2024 Budget & Appropriation:**

At 6:03 P.M., Don Peasley opened the floor for the public hearing to discuss Ordinance#357, which consisted of the 2024 Fiscal Year Budget & Appropriation. As there were no guests, Don then asked the Board if there were any comments or questions. Don followed with the inquiry if anyone had seen the local commentary on Chester East School District’s significant increase in their levy. Laura stated that she had seen some commentary on Facebook about the upcoming Truth in Taxation hearing. Seeing no further discussion, Don asked for a motion to close the hearing. Laura Duffer made a motion to close the hearing at 6:04 P.M. Dave Perring moved to second the motion, which then passed unanimously, after a roll-call vote.

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

<b>GENERAL</b>	-	<b>\$</b>	<b>9,359.67</b>
<b>RECREATION</b>	-	<b>\$</b>	<b>2,772.23</b>
<b>LIABILITY</b>	-	<b>\$</b>	<b>5,865.00</b>
<b>CAPITAL IMP.</b>	-	<b>\$</b>	<b>11,509.00</b>

Don asked if there were any questions. Laura Duffer made the motion to approve Accounts Payable as presented, which was seconded by Dave Perring, and passed after a unanimous, roll-call vote.

**LINCOLN PARK DISTRICT  
BOARD MEETING MINUTES  
DECEMBER 13, 2023**

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

<b>GENERAL</b>	-	\$	<b>181,870.92</b>
<b>RECREATION</b>	-	\$	<b>164,839.19</b>
<b>CAPITAL IMPROVEMENT</b>	-	\$	<b>557,356.01</b>
<b>AUDIT</b>	-	\$	<b>13,388.07</b>
<b>LIABILITY</b>	-	\$	<b>141,793.19</b>
<b>2014 DEBT CERT.</b>	-	\$	<b>5,089.85</b>
<b>BOND FUND</b>	-	\$	<b>7,893.89</b>
<b>CERTIFICATE OF DEPOSIT</b>	-	\$	<b>250,000.00</b>

Angie notified the Board that the final Real Estate Tax Distribution had been deposited, and a report was included with 2 versions for review. One version was broken down by payment, and the other was by fund. Angie pointed out the final page had the overall totals, which included \$10,366.46 in Revenue Recapture and the year-to-date total of PPRT monies received.

**EXECUTIVE DIRECTOR – BECKY STRAIT**

- A Slideshow presentation was displayed:

➤ Events:

➤ Becky estimated 200 people attended the Saturday with Santa event, which included a visit from the Grinch.

- The slideshow included photos of the Gridiron Challenge winners.
- Rotary invited LPD to join them in the Christmas Parade.
  - The golf cart battery was nearly dead just from driving to the space in line.
  - Vern came in and followed in the Gator in case the cart needed a tow.
  - Don asked the cost for a new battery, which Vern quoted at \$1,200.00.

➤ Intergovernmental Agreement (IGA) with the City of Lincoln:

- Becky asked if there were any amendments requested from the draft previously provided.
  - Dave asked Vern about his stance on the drafted agreement.
  - Vern stated that he was fine with the terms of the agreement as listed.
- Becky reminded the Board that the purpose was to clarify the “gray areas”, and that the intent was to have documented what has previously been considered a “handshake” agreement between the two entities.
  - Dave asked if there was an exit clause included, which Becky verified that either party can terminate with a 90-day written notice.
- Becky stated that the IGA is important since the City wishes to maintain control of their parks and has upgraded the playground equipment within them.
- Becky then asked if the Board felt that the current draft was ready to be presented to the City Council, for which there was a positive consensus.

➤ Ballroom Remodel:

- Farnsworth is scheduled to meet with Becky on Thursday to discuss the finalization of the bid documents.

➤ Solar Installation:

- Becky informed the Board that the racks and panels have been delivered to LPD.
- Crews are to begin the installation this week, weather permitting, and should take 4-6 weeks for complete installation.

**LINCOLN PARK DISTRICT  
BOARD MEETING MINUTES  
DECEMBER 13, 2023**

- Becky reported that the Ameren credits affect the investor, not LPD, but Ameren has asked for updates on the project's status.
- Becky stated that the final connection point will need to be scheduled with Ameren and include a planned outage for the entire facility.
  - LPD does have a say in the day/time of the outage.
  - Don asked if it would be possible to schedule it during regular down time for LPD, such as at night, but Becky stated that that would likely not be an option.
  - Becky stated that she was told the process normally takes 2-6 hours, but that LPD's connection may be on the shorter end since it is not a very large installation.
- Boundary Issues:
  - Becky has been researching property assessors that can perform the required surveys.
    - She was told by one Assessor that he lacked the license to survey this type of property.
    - There may be one or two that can "work in" the property in their schedule, but it may take a while to get the appraisals/assessments completed, and they likely will not be cheap.
  - Becky asked the Board if they would consider offering a short-term lease in the interim.
    - Don asked if the neighbor of Lehn & Fink park has been contacted yet.
    - Becky informed the Board that she had been waiting for more information before doing so.
    - Dave stated that the lease should at least be annual.
    - There was a consensus to offer an annual lease in the interim of obtaining all the required documentation to proceed with the land swap.
- Print Digital / Website upgrade:
  - Becky stated that the estimate came back at \$10,587.00 to contract this company to update the current website and a monthly fee of \$99.00 to maintain it.
  - The current site cost around \$5,000 – 7,500.00 to design almost 10 years ago.
    - Becky recommends waiting to upgrade, which will allow staff to fine tune their "wants and needs" for the new site.
    - Dave inquired about the possibility of working with a college to be the class project for a student, which was deemed a possibility to research.
    - Don suggested connecting with Dave Wilmert, who does web design, to see if he might have any insight on options available, including student projects.
- Aquatic Center: Chairs and loungers have been picked up to be re-strapped, photo included.
- Fit Zone Equipment Upgrade:
  - Becky met with Troy, of Fitness for All, to discuss the plan of rotating the replacement of pieces and their locations.
  - Included in the slideshow were pictures of the new equipment.
    - A Jacob's Ladder & Cascade Climber are two of the three to arrive shortly.
    - A few pictures were of equipment that has a 17-19 week lead time.
  - Several of the pieces to be replaced have reportedly had issues to be fixed recently.

**OPERATIONS REPORT – VERN HASELEY**

- Vern stated that the maintenance crew has been focusing on cleaning up the shop, shed and general maintenance for equipment.

**PROGRAM REPORT – ALLISON BAKER**

- Letters to Santa have been mailed. This year, we had 343 requests. Don asked about the number for last year, which Allison verified was 405.

**LINCOLN PARK DISTRICT  
BOARD MEETING MINUTES  
DECEMBER 13, 2023**

- Saturday with Santa was December 8<sup>th</sup>, and staff had planned for around 100 attendees. There were an estimated 200 people in attendance, so we had to make some adjustments for snacks and crafts, but everyone seemed to have a good time. The new Santa was great, and Allison sent H&R Block a thank you for their donation to cover that cost. In fact, next year's event has already been scheduled with Santa.
- Jr. Railers is in its second week of games. Picture day was last weekend, which caused more than the usual chaos in the parking lot. Laura and Jen both agreed that Saturdays with Jr. Railers tends to be a bit chaotic but was even more so with the added picture schedule that day.
- Volleyball registration is open and may be extended a bit, as Allison was hoping for at least 4 teams, and only 2 have fully submitted their packets with another 2 possibilities.
- The new art teacher had her first class, and it went very well. Only 4 people attended the class last Saturday, but she has already scheduled a date for January and February.
- Allison has been collaborating with Jennifer to compose a monthly email newsletter.
- There will be a morning Pickle Ball League offered after the New Year.
- January will have a new program offered, a Puzzle Challenge, which will have teams race to complete a puzzle against groups putting together the same puzzle.
- LCHS's Monday afternoon group has done a pickle ball session, and just finished a volleyball session. Per Coach Hake, the next session will be basketball after Winter Break. Coach Hake also hopes to have more kids attend next year.
- Allison has begun planning events for February and March, which will include a game night, Valentine's Day event(s), and something for Leap Year.

**FITNESS MANAGER'S REPORT – JENNIFER PRATHER**

- Group Fitness class attendance in November was 1,034, compared to 967 last year.
- Health & Wellness November event was a game day, with 4 in attendance.
- The Gridiron challenge has ended, and the winning team loved their prize.
- December offers a new challenge; Hydration for Holidays, to help participants stay hydrated during the drier winter months. The challenge is text-based and has 25 participants.
- The Spin® Fundraiser in October, allowed LPD to include a check for \$219 with a bunch of goodies in a basket to Sarah Farris, who was very appreciative of the gifts.
- Jennifer has been working on a new theme for next year's aerobic programs, which will be FRIENDS, to create a "friendly" atmosphere. Dave cited how "word of mouth" advertising is a great tool. Jennifer explained that each episode was titled "The one where..." so she is finding ways to incorporate that into the year's activities. Also, she just found out that 2024 is the 30<sup>th</sup> anniversary of the show.
- Active Agers has a scheduled meet and greet in January.
- Steve Stover has officially completed his ARC certification to be able to certify others as lifeguards, and will be doing so for LPD this spring.
- Jennifer spoke with Springfield Park District's Pool Manager/Supervisor about allowing LPD to use their pool for training. The quoted fee was deemed a little high, so Jennifer spoke with Clinton's YMCA, and they are willing to work with LPD for a smaller fee.
- Jennifer has been working with Allison to develop a newsletter sent via email to the 84 patrons that have signed up for it. Becky stated that most have visited the website and signed up. Laura suggested posting on social media about the newsletter. Becky stated that over 300 glowsticks were handed out during the parade with a giveaway offer and website information, but only 12 people completed the form for a chance to win a free

**LINCOLN PARK DISTRICT  
BOARD MEETING MINUTES  
DECEMBER 13, 2023**

membership. Dave stated that it is sometimes good to give away free access to get more interest from the public, and Angie reminded the Board that the first week of every quarter is free to the public. Allison added that she sees new patrons after each free week is offered.

**CORRESPONDENCE:**

Becky informed the Board that Pat Hake had sent a Thank You note to Allison for her help getting the after school program on Mondays up and running.

**UNFINISHED BUSINESS:**

A. Capital Improvements:

1. Club Exchange Park Improvement Project / OSLAD Grant: Waiting for December 15<sup>th</sup>.
2. Ballroom Remodel/Cold Storage Project:
  - a. Becky explained how Vern had walked Ottobaum's representative around to discuss the project and other things that needed to be done regarding the cold storage area and projects in the vicinity.
  - b. Vern stated that there is an issue with how low the concrete pad that the Cold Storage sits on.
    - 1) Recommended removing 2 exterior walls and installing new footing.
    - 2) Will keep water out but creates an issue connecting to existing interior flooring.
    - 3) The quote includes the installation of a 6-foot roll-up garage door.
  - c. High end estimate came in around \$60,000.00.
    - 1) Prevailing wage affects the estimate.
    - 2) Plan includes replacing driveway up to Ballroom doors.
      - a) One of the oldest pieces of cement on the property.
      - b) Heavy traffic from garbage trucks has deteriorated the concrete.
    - 3) Plan calls for thicker pads reinforced with cattle panels.
  - d. While Ottobaum was here, Vern asked him to check out the concrete on the pool next, next to the concession stand.
    - 1) Discovered that there was no rat wall installed initially, which has allowed moisture to permeate the wall behind the siding.
    - 2) Water is getting in when coming from the East and causing black mold.
    - 3) Vern proposed adding flashing at the bottom, with caulk, along the concrete striker outside the concession stand.
    - 4) The inside of the concession stand also needs to be checked for water damage and treated to repair and/or prevent further damage.
  - e. Also, while here, Vern asked him to check out the Guard office.
    - 1) Office has 2 steps up/down in the hallway and just outside the door onto the deck.
    - 2) Eventually, it will need to be ADA compliant, and a ramp is not cohesive to the space.
    - 3) Proposed tearing out the raised part (office) and dropping the floor, including the door, but drilling will need to be done beforehand to determine if it is solid or filled with sand.
  - f. Becky stated that the budget only allows for the waterproofing of the concession stand especially as black mold is a serious issue.
    - 1) Becky suggested waiting to see if the parking lot improvement would help with some of the water issues on the property.
    - 2) Don asked if the pool concession repair was under the bid threshold, which Becky verified that it is, but all other projects are over and would need to be planned later.

**LINCOLN PARK DISTRICT  
BOARD MEETING MINUTES  
DECEMBER 13, 2023**

- 3) Vern recommended focusing on the pool area, but also pointed out that the bricks in the cold storage are deteriorating and will need to be dealt with sooner rather than later.
  - 4) Dave agreed that the Board will need to prioritize projects.
  - 5) Becky stated that the age of the building(s) needs to be considered as we prioritize projects and that upgrades are needed.
3. Solar Project: See Executive Director's Report.
- B. Aquatic Center: See Executive Director's Report.
- C. City Parks: See Executive Director's Report.

**NEW BUSINESS:**

- A. Ordinance#356, Fiscal Year 2024 Tax Levy:
1. Laura Duffer made the motion to approve adopting the Tax Levy ordinance #356, as presented.
  2. Dave Perring moved to second the motion, which then passed unanimously after a roll-call vote.
- B. Ordinance#357: Fiscal Year 2024 Budget & Appropriation:
1. Angie informed the Board that there was one small change from the document presented in the November meeting.
    - a) The Capital Improvement budget line item "Diamond Lighting" was changed to "Lighting Improvements".
    - b) Becky and Vern had agreed to this as the Complex lights came up in discussion in November, and changing the name would be more inclusive to lights on the property.
  2. Laura Duffer made the motion to adopt the Budget & Appropriation ordinance #357, as presented.
  3. Dave Perring moved to second the motion, which then passed unanimously after a roll-call vote.
  4. Vern proceeds to explain that he had been looking further into upgrading the Complex lighting system from the current one that previously had retrofitted LEDs into fluorescent ballasts.
    - a) The estimate to replace the current lights to a fully LED system, including renting a lift, came in around \$15,000.00, and will take around a week to complete.
    - b) Raab Lighting is working on an estimate for fixing Breezy Field's lights.
- C. Final payment of \$368,150.00 for the Series 2014 Debt Certificate due January 1, 2024; \$360,000.00 Principal, \$7,650.00 Interest & \$500.00 Paying Agent Fee.
1. Laura Duffer made the motion to approve the Debt Certificate Payment as stated above.
  2. Dave Perring moved to second the motion, which then passed after a unanimous, roll-call vote.
- D. Price list for memberships and daily fees - tabled.
- E. Full-time Employee Health Insurance Plan Renewal:
1. Angie informed the Board that the same plan cost increased by 13.8% but was still cheaper than other plans' equivalent options.
- F. Purchase of new fitness equipment: See Executive Director's report.
- G. Ordinance/Resolution to establish protocol for the sale of capital (i.e. equipment and/or inventory) above a set dollar amount:
1. Becky informed the Board that it came to light when discussing the sale of the Top Dresser, and her search for a sample bill of sale to use to record the sale.
  2. From her research, Becky learned that Park Districts are restricted to sell via ordinance but have no strict guidelines on how to create said ordinance.
  3. Becky asked the Board to consider establishing protocol for future sales.

**LINCOLN PARK DISTRICT  
BOARD MEETING MINUTES  
DECEMBER 13, 2023**

- a) Dave stated that previous admin had never mentioned the requirement of an ordinance to sell items.
- b) Becky explained that, per her research, it was put into place in the 1990's.
- c) The law gives no specifications and offers a broad definition of the ordinance, which allows the Board room to designate their own preferences.
- d) Becky asks the Board to consider what they would like to be put into the ordinance.
4. Dave asked Vern for his input, which it was suggested that anything valued over \$1,000 needed Board approval prior to sale.
5. Angie stated that LPD simply needs to comply and put into place a protocol for future sales, to which Dave agreed.

**Executive Session: NONE**

**ADJOURNMENT:** Seeing no further business, Dave Perring moved to adjourn the meeting, Laura Duffer moved to second the motion. Motion carried. Adjournment: 7:18 P.M.

**NEXT MEETING:** The next meeting will be held on Wednesday, January 10, 2024.