

**LINCOLN PARK DISTRICT  
BOARD MEETING MINUTES  
MARCH 13, 2024**

**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, Gary Nodine, and Laura Duffer. Bob Thomas was 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 February 14, 2024, 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. Gary Nodine moved to second the motion, which then passed after a unanimous roll-call vote.

**VISITORS –**

Kelly Haseley

At 6:01 PM, Don Peasley asked for a motion to enter Executive Session to discuss the employment related topic Ms. Haseley wished to discuss with the Board. Laura Duffer made the motion to enter Executive Session, which was seconded by Dave Perring. Executive Session ended at 6:22 PM with no matters requiring a vote.

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

<b>GENERAL</b>	-	\$	<b>6,372.66</b>
<b>RECREATION</b>	-	\$	<b>5,666.86</b>
<b>LIABILITY INS.</b>	-	\$	<b>10,929.00</b>
<b>CAPITAL IMP.</b>	-	\$	<b>30,815.30</b>

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

**CASH FLOW –**

Angie explained that she had included the previous month's report also, as she was unable to complete this report due to her emergent medical appointment. Also noted was the receipt of the second PPRT payment that day.

**EXECUTIVE DIRECTOR – BECKY STRAIT**

- A Slideshow presentation was displayed:
- City Parks / Intergovernmental Agreement (IGA) with the City of Lincoln:
  - Becky informed the Board she had not yet received any response from the City Council.
  - Becky and Vern had a further discussion about the matter of liability for borrowed equipment since the Board had several questions, expressed some concerns and opinions were mixed on the matter.
  - Vern called a few businesses that LPD occasionally rents equipment from to inquire further about how their entities handle the issue.

**LINCOLN PARK DISTRICT  
BOARD MEETING MINUTES  
MARCH 13, 2024**

- Their rental agreements include clauses pertaining to liability, especially to units of government, which have their own sub-clause.
- Gary and Dave both questioned if IPARKS includes rental equipment in their coverage.
- The consensus was that LPD does have coverage, but that will be verified.
- Becky stated that she is trying to move forward with agreement, as the City Council is in talks about their annual budget, and this topic may be affected by their discussions.
- Events:
  - Current and upcoming include: Coed Volleyball League completed, Baseball/Softball/Tee Ball Leagues registrations are open, Easter is coming up as is the Open House.
  - The “Members Only” lounge offered on Leap Day was a success.
    - Approximately 50 members stopped in to get a snack and visit during each of the 3 sessions offered that day.
    - Everyone was very appreciative and complimented the staff and facility.
- North Parking Lot Project: Becky reported the progress on the project, as she had seen Farnsworth staff on site conducting surveys of the area.
- Ballroom Remodel:
  - Becky reported meeting with representatives of Givisco to award the bid.
  - Farnsworth will prepare the contract required to allow the company to start ordering supplies.
    - For example, the exterior door frame has a lead time of around 8 weeks.
    - This is just one reason why the project timeline has been pushed back to June.
  - Becky stated that she had a good feeling after meeting with Givisco, and got many lingering questions answered.
  - The company estimates that the remodel project will take about 2 weeks to complete.
    - Becky learned that this company does a lot of work for schools in the summer.
    - Gary asked if that was considered when they submitted the bid and accepted the work, to which she replied that it was mentioned when they discussed the schedule and possibly why their bid was more reasonable; there was no need to “price gouge” since they have more than enough work scheduled.
  - Becky explained that the main concern now would be storage for the current items kept within the ballroom’s closet and behind the bi-fold partitions.
    - Dave inquired about renting a trailer container for the period.
    - Becky stated that she had looked at some rental prices, but also compared that cost to just purchasing a container outright, which might come in handy with future projects.
- Solar Installation:
  - Becky informed the Board that the installation is at the phase where all the panels are installed and the wiring is being connected currently, but not yet finished.
- Boundary Issues:
  - Becky informed the adjacent neighbor has decided that moving their fence would be their preferred option, as the cost was prohibitive.
    - Dave asked Becky to let the homeowners know that there is no rush to complete the project, as it will not affect any maintenance or improvements scheduled at that park.
    - However, Dave also asked if the surveyor might be able to verify for the homeowner where the property line is located so that they will not have to move the fence twice.
    - Becky stated that she had forwarded the contact information of the surveyor for their reference.
    - Both Don and Laura agreed that LPD can pay the surveyor fee for the fence movement.

**LINCOLN PARK DISTRICT  
BOARD MEETING MINUTES  
MARCH 13, 2024**

- Laura inquired as to why the swap was not an option for the homeowners.
  - Becky explained that the specific type of appraisals required cost around \$6,400 and even half that amount would be prohibitive to the family.
  - Laura questioned the high cost, which Becky explained that State statute has specific requirements for the land swap process mandated to follow the process legally.
  - Gary stated that the cost could be passed to the Realtor through legal proceedings.
- Gary queried if the fence would impede the proposed improvements to the park, which Becky verified that the plan would not be impacted by the fence project.
- Don suggested that the topic be tabled until next month.
- Landscaping the Fit Zone Entrance/Parking Lot Islands:
  - Becky informed the Board that she had sourced 2 quotes for their review.
    - By Design Landscaping bid: (provided video was played) \$10,500.
    - Bee's Floral & Design bid: \$6,264.
  - The islands were itemized as a separate bid price.
    - By Design Landscaping bid: \$7,900 (\$18,400 total for both).
    - Bee's Floral & Design bid: \$11,928 (\$18,192 total for both).
  - Dave questioned if the plants included were the same and Gary questioned whether annual or perennials were to be used, which Becky said they were not, and the list of suggested plants was available for review.
  - Vern mentioned the idea of just rocking the islands for easy weed spray, and they can be planted in the future, if desired, using the current rock to be removed for the project.
  - Laura suggested accepting one bid entirely, even though it would be more cost effective to accept only 1 part of the bid from each company.
  - Laura Duffer made the motion to have LPD rock the islands separately and award the landscaping job adjacent to the Fit Zone to By Design Landscaping. Gary Nodine moved to second the motion, which then passed after a unanimous, roll-call vote.
- Website:
  - The current format is at the point where there is difficulty in posting board minutes.
    - It was learned the current site is nearing the functional end of life date.
    - Kristy, our Web support provider, said she had patched it over the years, but there is no further patching that she can do.
  - Becky has been researching companies that provide this service and requesting quotes.
    - Kristi, of Vivid Studio Inc., submitted a quote of \$14,495 to rebuild the website (40 pgs).
    - Prynt Digital submitted a quote for \$10,587, which would include more pages (65-100 pgs).
    - Double Oak Branding estimated \$10,000 (~40 pgs), which is not their primary focus, but did also recommend Prynt Digital as another viable option.
    - Monthly maintenance was quoted at: VSI \$85, Prynt Digital \$99, DOB \$200.
    - Becky did also call Mr. Wilmert & Ms. Kuhlman, and both recommended Prynt Digital.
  - Laura Duffer made the motion to hire Prynt Digital to redesign the LPD website. Gary Nodine moved to second the motion, which then passed after a unanimous, roll-call vote.
- Park Improvements:
  - Becky provided a handout for the Board's review.
  - Lehn & Fink's plan included a 2024 Pavilion, Pathway, gravel parking area & 9-Square installation within the budget.
    - Vern informed the Board that he spoke with Walt, from the City, about the ditch along Pulaski street being converted into a gravel parking area.

**LINCOLN PARK DISTRICT  
BOARD MEETING MINUTES  
MARCH 13, 2024**

- Walt stated that the plan for gravel should not be an issue since the road is crowned enough and there is no storm sewer to be concerned about.
- Gary asked if the water would just seep into the ground without storm drainage and Vern verified that it would simply drain.
- Exchange Club Park project price breakdown is detailed in the packet.
  - The proposed work can be done under contract with NuToys, and since they are Sourcewell certified, there is no requirement to go through the bidding process.
  - Gary asked if Becky had contacted LCHS to inquire about the pavilion being a building trade project, which she received a quote for the necessary supplies to be \$24,180
  - Don asked if the estimate of \$375,000 budgeted for this fiscal year and the presented project came in under at \$320,000 was correct, which Becky verified.
  - Dave stated that he wanted more time to review the proposal before deciding to proceed.
    - Laura pointed out that the Board has already decided to make improvements to the park and money has been allocated within the budget to do so.
    - Don reminded Dave that the parameters of the Bond monies require that the bond proceeds be spent within a specified timeline.
  - Laura Duffer made the motion to contract NuToys for phase one of the Exchange Club Project estimate of \$174,954.00 listed in the proposal.
  - Gary inquired about why it would need to be pieced out, to which Becky explained that the budget has \$175,000 earmarked for the current fiscal year and another \$200,000 budgeted for other park & ground improvements.
  - Laura stated that she would like more time to review the other aspects of the proposed project descriptions.
  - Gary expressed some concerns about possible difficulties in scheduling leagues for the sand volleyball court if it is across town from the main facility.
    - Becky stated that bathrooms could be an issue, but there is the possibility of port-a-pots and she has already spoken to Angie about budgeting for them at all the parks moving forward.
    - Laura suggested the possibility of working out an agreement with the Church.
    - Gary stated that he is not in agreement with the sand volleyball portion of the plan, but the work needs to move forward.
  - Becky pointed out that the project is the same plan broken down in phases due to not receiving grant funds, but ultimately has the same goal to improve the park.
  - Gary shared his frustration at putting so much time and effort into applying for grant funding and continuously not receiving any fruit for that labor.
    - Becky said that she had spoken with Tod Stanton, who helped with the last 2 applications about those same concerns.
    - He shared that he believed that the initial LMH collaboration proposal might have had a better chance at being awarded the OSLAD Grant, as that is what they are looking for.
    - Dave pondered if the population might have any influence on which projects are awarded.
  - Don asked if there were any further questions about the proposal.
  - Gary Nodine moved to second the motion, which then passed after a 3-1 vote, with Dave Perring voting "NO".
- Memorial Park Road Project:
  - Vern stated that he wanted to let the Board know that he spoke with Tommy Cecil about the Memorial Park Road Project, and it was relayed that the cost would be less if the Board decides on the work and gets it scheduled now than if they wait to schedule the work.

**LINCOLN PARK DISTRICT  
BOARD MEETING MINUTES  
MARCH 13, 2024**

- Becky informed the Board that she was glad the Board decided to start the process now to get the work done in 2025.
- Dave asked if there was money set aside in the budget for plumbing repairs.
  - Becky explained that the annual budget always has a line item earmarked for contingencies, or expenses that were not listed in the budget, but require addressing.
  - For example, although extensive plumbing work is not in the current budget, getting the pipes scoped prior to scheduling work for the upcoming year could be paid for out of the contingency line item to prevent delays in the project.
- Back to the discussion on Park Improvement Projects / Lehn & Fink:
  - Dave questioned why the Board needed to vote on some matters now and not wait.
    - Laura reminded Dave that monies have already been earmarked for certain projects within the current budget.
    - Don pointed out that tabling a topic to vote on another month only delays a project further.
    - Laura pointed out that phase 2 of the Lehn & Fink project had already been planned last year and approved by the Board.
    - Gary stated that the Board was simply voting on a proposed project that had been on the table for discussion the past 6 months.
  - Gary Nodine made a motion to move forward with phase 2 of the Lehn & Fink Park Improvement Project. The motion was seconded by Laura Duffer and passed 3-1 after a roll-call vote, with Dave Perring voting "NO".
- Gary asked for clarification that money was budgeted for this fiscal year to improve the parks, which Angie verified that Becky referenced the amounts in the budget.
  - Dave pointed out that they had just received this set of plans that night.
  - Laura replied with the argument that the park improvement project had been the topic of discussion without any movement forward, partially due to the waiting for the grant recipients to be announced.
- LPD Parking Lot & Memorial Park Road Engineering:
  - Becky stated that the North Lot cost \$30,000 to have the engineering surveying and design completed by Farnsworth and the same for Memorial Park's road was estimated to cost around \$20,000.00.
  - Dave asked if the plan was for the road to completely loop through instead of having the dead end by the Rotary Pavilion.
    - Becky explained that the estimate is just for the design process, not the actual work.
    - Vern pointed out that people have been driving through the grass despite there not being an existing road there anymore.
  - Gary observed that the consensus seemed to be to get an estimate for a through option and replace-the-existing option to compare.
  - Becky stated that the previous consensus was to complete the loop through the park.
  - Gary Nodine made the motion to proceed with the Memorial Park Road Engineering, not to exceed \$20,000.00.
    - Dave questioned if the plans would be for replacement or add the through.
    - Don asked if the addition of the pavilion should be included in the motion, but the Board decided to research prices for concrete foundations before voting on that matter.
    - Becky asked the Board if they would prefer both design options to be quoted, which was decided that they would like to compare the design options with the relative cost.
  - Dave asked Vern if he had any concerns about closing the loop on the maintenance side, to which Vern replied that he had no concerns.

**LINCOLN PARK DISTRICT  
BOARD MEETING MINUTES  
MARCH 13, 2024**

- Laura Duffer moved to second the motion, which passed unanimously after a roll-call vote.

**OPERATIONS REPORT – VERN HASELEY**

- John Andrews is volunteering his time to help get the ball fields ready for the season.
- The Pony Field's backstop fence (20'x40') needs to be replaced.
- Both Field A & B's need a few poles fixed.
- Vern informed the Board that the plan is to begin to fill the pool between April 15<sup>th</sup> and May 1<sup>st</sup> to allow staff time to check the repair work done at the end of the previous season.
- There is a dead tree in Memorial Park that needs to be taken down, which is about 80 feet tall, and the canopy has a spread of around 80 feet as well. Don asked who would be able to do the work, Vern stated that Bree is able to drop the top & trunk, but he and Reggie can take care of the felled wood.

**PROGRAM REPORT – ALLISON BAKER**

- Dog Obedience started in March, is held every Sunday afternoon, and has 15 participants.
- Allison arranged for LCHS students to help fill eggs for the Flashlight Egg Hunt that will be held on March 16<sup>th</sup>. Reggie will help by roping off the areas for each age group.
- Baseball/Softball/TeeBall registration started at the end of February and will have a late fee added for those that register after the cut off date. We first tried the late fee during Jr. Railer registrations and had no complaints. Allison has received the league rules and the date of the scheduling meeting.
- Men's Basketball league was shared several times on Facebook, but no one registered.
- Registration for the Men's Basketball League is open and, so far, 2 teams have picked up their packets. The program has been shared on social media at least 40 times.
- Interviews for those that applied during the Summer Job Fair have been scheduled for next week. The goal is to hire 5-6 to work with the 6 returning staff and some will help Val with events scheduled during the summer. Bella Prather is helping as the Concessions Assistant.
- The Summer Programs planned so far include Putting on a Play, Nature Camp, Camp Invention, Cheer Camp, and Allison is currently looking for another Art Teacher as Jody informed her that she will be unavailable this summer.

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

- Group Fitness class attendance in February was 976, which was less than last year, but there were also 3 more classes offered per week the previous year.
- The Health & Wellness event was Forest Therapy, with 4 in attendance, and LDN came to write a feature for the online paper.
- The T-shirt Fundraiser, sold via an online store, raised \$53 for the Foundation, and Jennifer is planning to offer another for the July 4<sup>th</sup> Celebration.
- Mark's Beginning Yoga class has now been added to the April/May schedule.
- The membership drive in February went well, Ed won the staff competition.
- Allison and Jennifer met with 7 people at the most recent Meet and Mingle.
- 15 Patrons participated in both the Wellness Walk and Spin® Challenge, with the winner traveling 240.3 miles.

**LINCOLN PARK DISTRICT  
BOARD MEETING MINUTES  
MARCH 13, 2024**

- LPD's Leap Day Members-only lounge was open 3 different times and stocked with beverages, snacks, and 20 members completed the survey for a chance to win a prize.
- Jennifer is planning to host a Cinco Day Mayo 2-hour special class.
- Spring into Action started in March with Amanda and Jennifer as the instructors.
- 25 Active Agers attended the quarterly potluck luncheon.
- LPD is currently offering a personal training package special where patrons can get a free session with every package purchased.
- Jennifer was able to hire 2 new instructors for this summer's water aerobics classes.
- The Balloons over 66 Committee had a meeting that Jennifer attended for the 5K.
- April will have free classes for the first week.
- The Job Fair was a success.
- Jennifer was able to contact Molly about the Community Health Fair, who reported that she is in the process of conducting a public survey to guide their next steps. Allison and Jennifer are beginning to plan a health fair to be held at LPD next year. Gary asked when they might schedule the event, which was estimated to be in February for Heart month.
- Steve Stover will be certifying Lifeguards for LPD this year, 10 guards are scheduled to participate in the March training. A few others will complete the training in May.
- Thanks to a generous donation, all 2<sup>nd</sup> graders in Lincoln will get a free day pass to the pool this summer.
- The Pool chairs/loungers have been out for refurbishment, and the business owner required 50% down to pick them up and originally the balance was to be paid upon delivery. However, due to unforeseen medical expenses, he inquired about the possibility of receiving the balance prior to delivery, and he would then remove the delivery fee. Jennifer did request a list of references before contracting this company and she then called for their feedback. One nearby Park District reportedly worked with this company/owner for years and spoke highly of both. Becky and Jen discussed the matter and decided to ask the Board about possibly approving only paying 50% of the balance, with that final 25% of the total paid upon delivery. Don and Dave both expressed their concerns on the matter. Dave and Gary stated that they both leaned away from paying outside of the original agreed upon terms. Becky did report that the original quote included a \$250 delivery fee, which would be waived. Don stated that he felt it was not good business practice to pay before delivery, per the terms of the contract. Becky expressed her concern that the owner's verbiage made it seem like delivery might be delayed if the payment was not received early. Jen read the emailed letter/offer from the company owner. Gary opined that he did not think paying early would speed up the process. Don suggested calling Champaign, which was to receive a delivery via the same shipment/travel plan, to inquire if they received the same letter/request.
- Don inquired as to the progress of the new Youth High Functional Fitness class. Becky explained that the class is scheduled for the month of April and already has 4 kids registered. Don asked about equipment purchased for the class and if any would be available for other uses. Becky listed a few pieces but stated that the sled is the piece that would most likely be what other patrons would request to use outside of the class. Becky explained that a method for check-out of the sled was trying to be worked out, but the location of use is the difficult aspect. As for other equipment, this is available to be used in fitness classes. Laura questioned who the instructor would be, and Becky explained that she and her husband, Kyle, had completed certification to teach. Laura then inquired about youth-based programs may need special certification, which Becky replied that she would verify that.

**LINCOLN PARK DISTRICT  
BOARD MEETING MINUTES  
MARCH 13, 2024**

**CORRESPONDENCE:**

- Becky notified the Board of an email complaint, which she forwarded to the City, regarding public urination at Ray White Park. This is another reason why Becky had asked Angie about seeing if the budget would allow port-a-pots at the other parks or working it into next year's.

**UNFINISHED BUSINESS:**

A. Capital Improvements:

1. Club Exchange Park Improvement Project / OSLAD Grant: See Executive Director's Report.
2. Ballroom Remodel/Cold Storage Project: See Executive Director's Report.
3. Solar Project: See Executive Director's Report.

B. Aquatic Center: See Operation Supervisor's Report.

C. City Parks: See Executive Director's Report.

D. Boundary Issues: See Executive Director's Report.

E. Authorization of sale/conveyance of Park District Property:

- a. Becky and Vern brainstormed a list of potential property that could be sold.
- b. The list included old tables, chairs, and the stand up piano in the Ballroom, which cannot be tuned.
- c. Gary Nodine made the motion to approve the sale of the listed items.
- d. Dave Perring moved to second the motion, which then passed after a unanimous, roll-call vote.

F. Fit Zone Landscaping: See Executive Director's Report.

**NEW BUSINESS:**

A. Pool Deck Chairs: See Fitness Manager's Report.

B. Website Upgrade: See Executive Director's Report.

**Continued Executive Session: NONE**

**ADJOURNMENT:** Seeing no further business, Gary Nodine moved to adjourn the meeting. Laura Duffer moved to second the motion. Motion carried. Adjournment: 7:56 P.M.

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