

**LINCOLN PARK DISTRICT
BOARD MEETING MINUTES
JUNE 12, 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, Bob Thomas, and Laura Duffer. None were absent. Attending from the Park District were Becky Strait, Vern Haseley, Allison Baker, and Angie Coombs. Jennifer Prather was absent.

MINUTES OF MEETING – Minutes of the May 8, 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. Dave Perring 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	-	\$	4,140.52
RECREATION	-	\$	10,242.95
LIABILITY	-	\$	6,811.00
CAPITAL IMP.	-	\$	141,540.18

Don asked if there were any questions about expenses listed in the report. Gary inquired about the payment to MJ Kellner, which Angie explained that they provide the nacho cheese. John had signed an agreement with the company where they provide the machines if LPD orders cheese from them. Gary Nodine made the motion to approve Accounts Payable as presented, which was seconded by Bob Thomas, and passed after a unanimous, roll-call vote.

On a tangent, Dave asked about who oversees stocking the supplies and inventory for the concession stands. He continued to explain that over the weekend, while attending the tournament, people approached him about the stands running out of ketchup and issues with the nacho cheese dispenser. Becky explained that Allison and Bella are the managers for this summer. Unfortunately, this was never brought to the managers’ attention. It seems the concession staff does a good job otherwise but may be lacking on the side of communication when there is an issue.

VISITORS –

Alyssa Company, Lifeguard/Headguard. Alyssa addressed the Board stating that she wished to speak to them about a matter regarding her employment. Don asked for a vote to go into Executive Session for the discussion and the Board entered the session at 6:06 P.M. The Board exited Executive Session at 6:19 P.M. with no matters requiring a vote.

CASH FLOW –

Don stated that real estate taxes were due that week. Angie reported no issues at this point.

LINCOLN PARK DISTRICT
BOARD MEETING MINUTES
JUNE 12, 2024

EXECUTIVE DIRECTOR – BECKY STRAIT

- A Slideshow presentation was displayed:
- Becky informed the Board that the previous month had been busy as the season is now in full swing. The Fit Zone landscaping was done, and Vern would be rocking the islands. The Swing Dance Fundraiser was the last event in the Ballroom before the remodeling began. Baseball and Softball are in progress with Adult Kickball about to begin. LPD participated in the first 3rd Friday event downtown, the pool will soon have the first family fun day of the season, and the July 4th Celebration is the next big event.
- Park Improvement Projects:
 - Lehn & Fink (photo included)
 - The park is busy as kids are enjoying the playground and teams are practicing on the field.
 - Parking has been added by rocking the ditch, as planned, with the sidewalk to be installed later this summer.
 - Vern and Becky have discussed adding a barrier or fence along the parking area.
 - Bob asked if the work would be done in-house or contracted out.
 - Gary inquired on regulations for the height of any barrier, or if a regular fence would suffice.
 - Becky explained that they had looked at reinforced options, but wanted to keep the nautical theme look, if possible.
 - The other photo included was of the fence and a tree within the park, which is part of the boundary issue.
 - The neighbor requested that the tree be cut down before he signed the lease.
 - Becky and Vern went to view the tree and decided that there was nothing wrong with the tree requiring its removal and queried if it was a matter of liability.
 - Becky explained that IAPD had been contacted about the matter and the response was that there really was no liability unless LPD was found to be negligent, which then caused an issue resulting in a claim, but suggested contacting LPD's legal counsel.
 - Becky suggested the option of adding a caveat to the lease regarding liability.
 - Don questioned the cost of removing the tree, which Vern estimated to be \$1,000-1,500.00.
 - Laura stated that the neighbor cannot dictate if LPD keeps or removes the tree.
 - Bob asked if the neighbor would need to move his personal items off LPD property if there is no signed lease agreement, and stated that LPD is trying to be nice, to which Dave agreed with his statements.
 - Exchange Club Park-
 - Three trees have been removed in preparation for the upcoming court improvement.
 - Memorial Park-
 - A very large tree fell during a bad storm a few weeks ago.
 - Vern provided photos of the tree at the entrance of the park.
 - He pointed out that the roots were badly disintegrated and stated that they are still working on its removal as they have time.
 - The large tree immediately behind the felled tree is also needing some branches taken down for safety reasons, which Bree will be doing soon.
 - Becky spoke with an engineer to request an estimate on work required to create a plan to replace the existing road, and to include a separate quote for one including the old loop to be reinstated as part of the plans.
 - The professional services estimate came in around \$34,000.00 and Becky learned that the State requirement to go out to bid for professional services is set at \$40,000.00.

**LINCOLN PARK DISTRICT
BOARD MEETING MINUTES
JUNE 12, 2024**

- Gary asked for clarification that there is a requirement to bid for engineering if it exceeds the \$40,000 fee, which Becky verified and then explained that she is trying to get proposals for the project.
 - Dave asked if the \$34,000 fee included adding the loop or just replacing the existing road.
 - Becky stated that replacing the existing road estimate came in at \$30,000, so she provided the higher number and explained the new information about the bid requirements.
 - Angie & Becky explained to the Board that before LPD can put the project out for bid, engineers are needed to create the project design, list parameters, and materials for the potential companies to review as part of the bid process.
 - Becky detailed that she is currently trying to get estimates on the design process, but it is the wrong time of the year, which Don agreed that it would be best to wait until the fall.
 - Dave and Gary questioned the necessity of engineering, which was explained that they needed the plans to know what the project entailed to prepare their bid.
 - Don contributed that the plans most likely also include state mandates and guidelines and is also part of the same.
 - Becky drew the Board's attention to the last page in their packet, which was a document detailing the current Park Improvement Projects and their respective budgets.
 - Lehn & Fink Park's breakdown showed that there is approximately \$8,400.00 left for the fencing/barrier to be installed as previously discussed, under that budget line item.
 - Exchange Club Park's breakdown estimates a surplus of approximately \$25,000.00.
 - The overall total of the budgeted amount of \$375,000 is estimated to have approximately \$137,998.000 left after the scheduled improvements are installed.
 - Becky and Angie provided suggestions for the projects that could be done with the remainder of the budget:
 - Memorial Park: Large Pavilion (high estimate) \$75,000
 - Memorial Park: Road Improvement Plans \$35,000
 - Lehn & Fink Park: approximate total balance remaining for fencing \$27,998.
 - Becky explained that she is still in contact with LCHS about providing labor to build a pavilion in Memorial Park, which Dave thought would be a great fall project.
 - The estimate for the Memorial Park Engineering could be covered by this year's funds allocated for park improvement projects.
- Solar Project: Ameren outage and connection occurred on June 4th.
- North Parking Lot Project:
- Becky and Vern met with Farnsworth staff to review the plans.
 - Farnsworth acknowledged that the preliminary plans were designed to maximize the parking area available and to utilize the space to the limit.
 - A plan/estimate was requested to simply update the existing parking area.
 - Lighting was also discussed, which may result in scaling it back in the current project and later contracting out to add lighting as needed.
 - The Board discussed the current lighting and number of events that LPD hosted which utilized that lot, which was only 2-3 each year.
 - The consensus was to add more lighting later, as deemed necessary.
 - Dave inquired about any further discussions with LCHS regarding their usage of LPD's parking lot for their events and daily staff parking.
 - Becky explained that the Board had previously decided that it did not want LCHS to contribute funds to the project to retain ownership of the area.

**LINCOLN PARK DISTRICT
BOARD MEETING MINUTES
JUNE 12, 2024**

- Becky has reached out to Mr. Strickland about the matter, but she needs to reconnect with him to discuss the issue as it was only briefly mentioned as something she wished to speak with him about (charging for parking passes, either the school or individual would pay).
- Becky suggested signage stating that unauthorized parking would be towed at the owner's expense, as an addition to the lot improvements.
- Laura questioned the number of spaces to be made available for sale and suggested a numbering system could be put in place.
- Dave questioned the school's usage of the lot for their baseball games.
- Vern explained that LPD had tried to manage permits for parking in previous years.
- Gary questioned if LCHS and LPD have ball games that coincide, which Laura answered that they do each year.
- Becky explained there were core samples taken of the ground to be analyzed prior to the designs being prepared, but there will also be a follow up meeting to discuss the results.
- Ballroom Remodel:
 - Started June 3rd and has been extended one week due to the flooring having been delayed.
 - Stage Cost was not originally included in the design, as it was in the plans to have LPD purchase a movable stage. (estimate \$8,000)
 - The space is unique enough that the standard size options are not available, but a customized design is required. (estimate \$18,000)
 - Dave asked how often the stage is used, which was explained that it is used pretty frequently during reservations.
 - Becky had spoken with John Andrews about a \$10,000 Foundation Donation, which he verified that it was slated to be used for the Ballroom Renovation.
 - Bob stated that the Fairgrounds has a similar stage, but even though it is movable, it takes the crew a few days to disassemble and reassemble.
 - Laura asked about the original design option included in the plan, which Vern explained was on castors for movement, but there is no current option on castors.
 - Dave shared his concern on the time required for tear down and set up between events and Bob shared his on the safety side, both preferred a permanent stage instead of one that would deteriorate over time.
 - Gary asked if it would be cheaper to install a permanent stage, which was verified, and the consensus was to install the permanent stage.
- Lighting Upgrades:
 - Need electrical hookups along Breezy Triplex for extra lighting, which could also be used for food truck connections.
 - Quote for 2 pedestal hookups came in around \$13,000.00.
 - Don and Dave both expressed their opinion that there is no need to install the pedestal at that price, the food trucks can use generators, especially since the spot is free for them and LPD is not asking for a percentage of their profits in lieu of a spot fee.
- Staff:
 - Blake Dutz is currently being trained to work at the Fit Zone Desk.
 - We recently lost a staff member due to a work conflict.
 - The Back Desk staff has training scheduled for this Saturday.
- Aquatic Center:
 - Becky explained that the pump house had been struck by lightning during a Memorial Day weekend storm. (photos were displayed of some damage)
 - Tony has been manually monitoring the pool chemicals since the controls were damaged.

**LINCOLN PARK DISTRICT
BOARD MEETING MINUTES
JUNE 12, 2024**

- Staff are currently troubleshooting equipment and finding various damages from the surge.
- Gary inquired about a possible insurance claim, and Becky assured the Board that IPARKS had already been contacted about the event.
- Otherwise, there have already been a few behavioral issues at the pool so far.
- July 4th Celebration:
 - Becky explained to the Board that staff would be working a long day on July 3rd to prepare for the event, and even some hours would be worked on the 4th for the Children's Parade.
 - She requested the Board's permission to close the Front Desk on Friday, July 5th to truly give staff time off to recoup from the long hours in the heat.
 - The Board was in consensus to approve the Front Desk closure on July 5th.
- Photos of the Ballroom progress and damage to the pump house concluded her report.

OPERATIONS REPORT – VERN HASELEY

- Vern reported that staff are working to improve the Lehn & Fink diamond since there has been more practices scheduled there this summer. Laura inquired about doing more than just spraying weeds, which Vern stated was planned.

PROGRAM REPORT – ALLISON BAKER

- Art Camp has 23 registered for 1st-3rd grades and 13 for 4th 5th grades.
- Theater camp registrations have maxed out at 30.
- Music camp has 6 kids, Nature Camp has 14.
- This year, Camp Invention offered scholarships for up to 10 girls, so Allison contacted families that have participated in many programs to notify them of the opportunity, and 6 girls applied. So far, 14 total have registered, which is just 1 below the minimum.
- July will offer Thursday Dance Lessons.
- Baseball, Softball, and Tee ball have around 2 weeks left of playing, and there have not been any big issues this year. July 7th will be their end-of-season pool party for the players and their families.
- Last weekend's Riot tournament brought 8 teams to LPD, which is not quite as many as previous years. Gary stated that there was an 11 U tournament at LJHS over the weekend as well.
- The Concession staff are a good group, and Bella is doing a good job of managing them. As mentioned before, their weak point is communication, but we are working on that.

FITNESS MANAGER'S REPORT – JENNIFER PRATHER (read by Becky)

- Group Fitness class attendance in May was 739, which includes the last week off.
- The Health & Wellness event had 5 in attendance and the topic was posture alignment.
- Allison and Jennifer met with 5 people at the most recent Meet and Mingle, and the ballfields and parks were the main topic of discussion.
- Fitness Bingo had 3 cards turned in for prizes that were donated as promotional products.
- Water Aerobic Instructors came in for a night of training since we have 3 new instructors.
- Solid Strength has 7 participants, 1 of which is a non-member.
- Zumba® Kids had 3 participants.
- Jody will offer a beginning Spin® Class.
- Water fitness classes began in June.

**LINCOLN PARK DISTRICT
BOARD MEETING MINUTES
JUNE 12, 2024**

- The annual Balloons Over 66 5K has 14 early bird registrations, and the price increases in June. Donations have been received from a few donors.
- Jennifer will be offering a self-care/foot massage class, which will be free for members or \$10 for non-members.
- Jennifer will need to redo the July schedule to accommodate changes requested by the instructors.

CORRESPONDENCE:

- Becky notified the Board of a complaint received from a parent regarding swim lessons. The parent spoke to Jennifer late in the 2023 season about her unhappiness with the lessons, and due to the lateness, Jennifer offered her some day passes to allow the parent to attend with her family. The mother began this season with the mindset that her son didn't advance like he should have, and, per her request, started off in level 3, only to require a save from the guard. Gary asked about the risk of putting a child in a level that they are not capable of, per the parent's request. Becky explained that the guards are good at evaluating the kids and moving them up/down as needed. While discussing the issue with the mother, Becky asked what she felt would improve the program. The mother suggested increasing the lessons to a full hour. Also, the mother seemed to want a full refund for the 2023 season as well as 2024's lessons. Dave asked if the child would be better suited to do private lessons. Becky stated that she was offered that option, but the mother prefers to get a refund for the lessons, and cited Mt. Pulaski's recent advertisement for lessons. The mother also threatened possible legal action and potential negative social media posts, as she was that unhappy with LPD's swim lesson program. Mt. Pulaski's advertisement offered 2-hour swim lessons, 5 days a week for 2 weeks, all for \$45. Angie stated that she did the math and that is not a feasible rate. Becky explained that she had spoken to an LPD guard that also works at Mt. Pulaski and he stated that he wouldn't know how to keep kids engaged for that long of a period. The suggestion of longer lessons is not an option with the pool schedule, as it is fully booked from opening until closing already. We have also not had other complaints of a similar nature regarding swim lessons.

UNFINISHED BUSINESS:

A. Capital Improvements:

1. Park Improvement Projects: See Executive Director's Report.
2. Ballroom Remodel/Cold Storage Project: See Executive Director's Report.
3. Solar Project:
 - a. Laura asked if there was a lag in the electric billing.
 - b. Angie verified that there is approximately a month lag but is anticipating the next few invoices to see the change from the solar implementation.

B. Aquatic Center:

1. Vern stated that the check valve in the pit went bad and had to be replaced.
2. The event resulted in all 3 pumps being shut down last night.
3. It took a little longer to get the lap pool open, as a valve was stuck in the open position, but they were able to close it and ordered a replacement.

AQUATIC CENTER REPORT: JENNIFER PRATHER (read by Becky)

- Swim lessons for session #1 has 51 participants; June's Parent/Child has 24, and so far, 27 sets of private sessions have been sold.

**LINCOLN PARK DISTRICT
BOARD MEETING MINUTES
JUNE 12, 2024**

- Lifeguards went through on site training the week before the pool opened.
- The deck chairs were returned and there have been a lot of compliments on them.
- The first family fun day has a Candy Land theme.
- Mark Graue will be doing a trivia night each Thursday evening.
- There have been a few issues with the youth, and Don asked if the police were called, which Becky explained that there was an altercation in a locker room where the police were called. One patron was banned, as there was video of the incident, so the aggressor was able to be identified and contacted about the ban.
- July will host swim races, as part of the Olympics theme.
- Training with Amy has gone well.
- Don Peasley/ Peasley Funeral Home, sponsored 178 2nd graders to receive a day pass to the LPD pool, and some have already been using them this summer.

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: NONE

NEW BUSINESS:

A. Fiscal Year 2023 Audit Report:

1. Angie informed the Board that the Auditors conducted the on-site portion of the audit the week after May's meeting.
2. The audit is progressing, but there were no immediate suggestions provided at the end of their on-site process.

B. Tremont Bank CD Investment:

1. Becky explained that the \$250,000.00 CD is about to mature and earned \$7,500.00 in interest.
2. Becky and Angie recommended rolling the entire amount over into another 7-month CD, as those rates are still the best offered.
3. Laura Duffer moved to approve the reinvestment of \$257,508.54 into another 7-month CD with Tremont Bank.
4. Dave Perring moved to second the motion, which then passed after a unanimous, roll-call vote.

Continued Executive Session: At 7:32 P.M., Laura Duffer made the motion to enter Executive Session to discuss an employee matter, which was seconded by Dave Perring. Executive Session ended at 7:50 PM with no vote required.

ADJOURNMENT: Seeing no further business, Dave Perring moved to adjourn the meeting, Laura Duffer moved to second the motion. Motion carried. Adjournment: 7:51 P.M.

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