

**LINCOLN PARK DISTRICT
BOARD MEETING MINUTES
JULY 10, 2024**

CALL TO ORDER – At 6:00 PM, Laura Duffer called to order the Lincoln Park District Board of Commissioners’ monthly business meeting.

ROLL CALL – Commissioners attending were Laura Duffer, Dave Perring and Bob Thomas. Don Peasley and Gary Nodine were absent. Attending from the Park District were Becky Strait, Allison Baker, Jennifer Prather, and Angie Coombs. Vern Haseley was absent.

MINUTES OF MEETING – Minutes of the June 12, 2024, meeting were presented. Laura asked if there were any questions, comments, or suggested amendments. Dave Perring 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	-	\$	1,610.59
RECREATION	-	\$	12,568.56
CAPITAL IMP.	-	\$	41,759.03

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

VISITORS – NONE

CASH FLOW –

Angie reported the first installment of real estate tax distributions had been received, and a breakdown was listed on the reverse of the cash flow report, which included a summary of the PPRT monies, too.

EXECUTIVE DIRECTOR – BECKY STRAIT

- A Slideshow presentation was displayed:
- Becky informed the Board that the July 4th celebration (held on the 3rd) had excellent weather, except for the Children’s Parade on the 4th. There appeared to be a slightly smaller crowd when compared to the previous year, but everything was a little more spread out this year to alleviate the crowding issue from last year. Dave stated that he heard a lot of positive feedback on the great show this year. Angie stated that she saw a lot of new faces this year. Jennifer asked if any of the vendors reported selling out this year, but Becky had not heard of any, which is not to say for certain that none had. Also noteworthy is the fact that LPD is busy with camps and kickball this month. With the Ballroom being renovated, scheduling has required a little juggling, but staff have made everything work.
- Park Improvement Projects:
 - Becky informed the Board that she is waiting to schedule the installation with the contractors.
 - To date, the equipment is still in the manufacturing process, as of the last update.

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➤ City Parks:

- Becky shared with the Board a few complaints that were sent to her by Ashley, the City's Administrative Assistant, complaining that the parks were "not kept".
- The two parks in question are Ray White and Melrose.
 - Becky spoke with Scotty and Alex, who mowed those parks that same day, and they reported only seeing a few tall weeds which might have been the cause of the complaint.
 - Becky also reported that she drove out to inspect herself and did see a few tall weeds in the streets, which is not part of LPD's responsibility.
- Bob asked if the City's Street Department had been contacted, to which Becky replied that Vern was out of the office and unable to verify with him.
- Dave stated that he thought LPD's crew does a good job with the parks.
- Becky informed the Board that she had requested to see the pictures taken to document the complaint with the City, but she had not yet received them.
- Becky did verify that Vern relayed when Walt called him to inform LPD of a City event scheduled to take place in one of their parks to coordinate with the mowing schedule.

➤ Solar Project:

- Becky stated that she had recently learned the Ameren connection was done earlier than usual, but that the project is still delayed due to supply limitations.
- There was a new roof leak, from the section with the panels, and Vern has already called to speak with the installers, who promise to fix the issue.

➤ North Parking Lot Project:

- Becky received the revised plan from Farnsworth. (handout/slide with graphics)
 - Farnsworth broke the plan down into 2 phases with graphics and estimates provided for both.
 - Phase 1 is depicted in green, which includes the main entrances back to the Complex.
 - Phase 2 is depicted in purple, and runs parallel to the Complex.
 - The plans improve the existing parking areas, whereas the previous plan maximized spaces and reduced the grassy areas around the current lot.
 - The estimates are higher than anticipated, mainly due to the results of the core samples.
 - Engineers recommend removing 4 inches to create a sturdy base for the lot.
 - The existing components are not compatible with installing a "lay over" type of surface.
 - Estimates provided:
 - Phase 1 (green / larger square footage replaced) \$683,906.00.
 - Phase 2 (purple) \$568,875.00.
 - Total estimated cost, with a 25% contingency included, is \$1,252,781.00.
- Angie reminded the Board that 2025 is the first year without the required payment to the 2014 Debt Certificate, which opens the bond amount 100% to Capital Improvement projects.
 - Also, Angie restated that the Bond does have a requirement to spend a certain percentage within the first 6 months of receiving the funds, which was not a worry when the Debt Certificate met that requirement for the previous 10 years.
 - Angie did assure the Board that she would verify the amount and time frame with the Bond issuing agency, Bernardi Securities.
- Dave requested time to review the proposal so that the matter could be discussed at the next meeting.
- Dave inquired about any new conversation with LCHS regarding the upcoming plans to improve the parking lot.
 - Bob asked what LCHS has done for LPD in reciprocation of their lot usage.

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- Dave stated that LPD and LCHS used to borrow equipment from each other previously, but not as much lately.
- Becky and Allison both stated that LCHS has donated excess field marking paint to LPD and listened when LPD inquired about adding pickleball to their plans to upgrade the tennis courts.
- Becky stated that tabling the parking lot project would delay progress including plans for Memorial Park Improvement projects.
- Becky informed the Board that the Ballroom contractor was generous to provide a few names for road engineers that LPD can request bids from.
- Becky is still in discussions with LCHS about the possibility of their trades working on pavilions.
- Becky stated that she has begun to investigate the possibility of selling signage for business, not charity, such as on the diamond outfields.
 - Becky explained that it could be a revenue source for the Foundation.
 - Dave inquired about size and colors, which he thought could be tacky.
 - Angie explained that, as the vendor, the Foundation can pick size(s) and color(s) to offer for a set price and have the ability to keep things uniform if desired.
 - Becky stated that the initial thought was simply to offer 1 year at a price and a discounted multi-year price for a set number of years. (e.g. 1 year \$500 and \$300 each subsequent year)
 - Dave did state that uniformity may appear less tacky than a wide variety of sizes and colors.
 - Bob questioned if businesses would consider it a good option when leagues typically last around 2 months.
 - Angie suggested finding a method to utilize the space between the score board posts, where most people look throughout the games.
- Becky provided an update on the Lehn & Fink Lease Agreement.
 - The homeowner countered by agreeing to sign the lease if LPD removes a tree near the fence along his property.
 - Becky conferred with legal counsel, and he agreed to speak with the homeowner on the matter.
 - Legal counsel does not understand why the homeowner wants the tree down as it is still on LPD property despite being near the property line.
 - There is a possibility that LPD can add verbiage *“The parties acknowledge that there is a healthy tree on this parcel. If the tree becomes unhealthy or a hazard based on natural occurrences, the parties will confer and the District will pay to have the tree removed.”*
 - After some discussion, Laura suggested submitting the amended lease to see if the added line appeases the homeowner.
 - The consensus of the Board is that attempts at being civil are nearing an end if the homeowner wishes to nit-pick details, and the Board may then choose to exercise legal rights by rescinding the lease offer and reclaiming the property in question.
- Ballroom Remodel:
 - There are a few details that need to be addressed and a door & hardware yet to be installed.
 - The stage was built as a permanent component, which resulted in a lower cost.
 - The Foundation Board voted to contribute \$10,000 towards the remodel project.
 - A family had previously donated to the Foundation with the request that it be earmarked for that purpose.
 - Becky inquired about the Board’s thoughts on adding a decorating policy for those that wish to rent the room for a variety of purposes, that often include décor.

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- Previously, there has been no real policy in place.
 - Becky recommends following suit with many other places available to rent.
 - Nothing fixed to walls, rails, beams (not even command strips).
 - Limited to free-standing or table-top decorations, easels, poles and backdrops as well.
 - Laura expressed concern about losing rentals with such a strict policy.
 - Jen and Angie supported Laura's concern, as decorating the beams with strands of lights is very popular for various functions.
 - There was a brief discussion about possible, permanently fixed, LPD-installed hooks, which would allow limited hanging/stringing.
 - Dave stated that many places don't allow hanging decorations, not even tape on walls.
- Becky concluded her report by reminding everyone of the Foundation's Pork Chop dinner with Mama's Arcade on July 22nd, which is a drive through event.

PROGRAM REPORT – ALLISON BAKER

- Theater camp registrations have maxed out at 32.
- Nature Camp has 18 kids, which is more than last year. Dennis was able to schedule a couple of days at Creekside and the College donated some microscopes.
- Camp Invention has 19 registered, which is 4 more than last year. Currently, 9 of the 10 offered scholarships for girls have been claimed. The boxes of supplies have been received.
- Thursdays in July are Swing Dance Lessons, with 6 couples and 3 individuals.
- Baseball, Softball, and Tee ball have their end-of-season pool party for the players and their families on July 7th, and lots of families attended this year. Bella & Allison cooked and wrapped the hot dogs just before the event to save time. The 8U boys' team placed second in their tournament and the 12U boys claimed first in theirs.
- July 4th Celebration had LPD selling concessions under the Range Shed, including brats, hot dogs and pork chop sandwiches, which were cooked by the D.A.R.E. officers. Dave commented that they had a head start cooking and still couldn't keep up with the demand. Allison agreed that the table had many more patrons when compared to last year's sales.

FITNESS MANAGER'S REPORT – JENNIFER PRATHER

- Group Fitness class attendance in June was 1,073, which includes 221 attending the first free week. There were even a few new faces in the classes that week.
- The Health & Wellness event had a few attendees for social games.
- Allison and Jennifer met with 5 people at the most recent Meet and Mingle, and the parks were the main topic of discussion.
- Solid Strength has 7 participants, 1 of which is a non-member.
- Self-Care Foot Massage class had 10 participants, and another 5 on the wait list. Jennifer will be offering another session later this year.
- July is the last month for water fitness classes, due to instructor and guard availability.
- The annual Balloons Over 66 5K has 20 registrations, and the medals have been delivered.
- The mini triathlon has 3 registered and a few kids have signed up for the swim races.
- August will have a beginner's yoga class on the schedule.
- Jennifer is still working on scheduling an event in collaboration with Molly at LMH and Dr. Londe, who is trying to coordinate using the facility for a type of meet and greet for the community.

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AQUATIC CENTER – JENNIFER PRATHER

- Swim Lesson Session #2 had 66 kids registered and Session#3 has 24, which just started. Parent/Child lessons have 24 registered for the July sessions and 34 Private lessons have been purchased.
- July 3rd and 4th were a little slow at the pool, but the games were a success.
- June's Family Fun Day had around 178 people in the pool between 2 and 3 pm, and the donation for free admission was for the food pantry. The next event is this Friday, and the theme is USA day in correlation to the Olympics.
- Adult Trivia is held at the pool one Thursday evening in June and July, and raffle tickets to win a Circuit Pass are available for sale, with the proceeds going to the Foundation.
- Guards had an Inservice on July 5th, where their parents also attended, and the guards "saved" their parents. This was enjoyed by all, as the parents actively experienced their children demonstrating the skills learned for the job.
- There were a few requests during a Meet and Mingle for adult swim lessons, and after further discussion, it was decided that the need for a Water Safety Course existed. A class was scheduled for the week when there were no lessons for children, and there were 3 in attendance.

CORRESPONDENCE:

- There was a comment on Facebook, where a personal training client shared his progress and benefits of his sessions with Jennifer.

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: See Executive Director's Report.
4. North Parking Lot Improvement Project: See Executive Director's Report.
5. Fit Zone Parking Lot Landscaping Project:
 - a. Vern noticed that the rock color was off but thought that it was just dust.
 - b. Once cleaned, it was discovered that the same shade was not delivered.
 - c. Jason, of By Design Landscaping, offered to back fill if the Board wanted it done.
 - d. The Board decided that it is far enough away from the Front Entrance landscaping to notice the difference between the two, and that backfilling was not necessary.

B. Aquatic Center: NONE.

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:

1. Projector purchased in 2015, will only work if room is darkened.
2. Board approved the sale for a fair price to be determined by Becky.

NEW BUSINESS:

A. Credit Card Limit Increase, Heartland Bank & Trust.

1. Becky explained that the summer is extremely busy, and the current limit (\$12,000) is easily maxed out regularly.
2. Angie added that the bank's process is that even if you make an early payment on the balance, the status does not change until the end of the billing period.

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3. Laura inquired about purchases that may create such a situation.
 - a. Angie detailed how many businesses are going away from the Purchase Order method in favor of accepting payments via credit card.
 - b. Angie added that trips to Sam's Club for concessions inventory can easily charge an average of \$1,000 or more per week, which would be half the limit.
 - c. Other supplies and parts are also charged to the card routinely throughout the summer.
4. Laura asked if ACH payment was an option.
 - a. Angie stated that she was unsure if the Heartland site / account permissions would allow those transactions but would research that.
 - b. Becky stated that there have been a few times where payment was made electronically, but those transactions are rare.
5. Laura suggested that it may be time to investigate what other financial institutions have to offer if Heartland Bank & Trust are not meeting the needs of LPD.
6. Bob Thomas made the motion to increase the Credit Card limit to \$15,000.00.
 - a. Dave Perring moved to second the motion.
 - b. The motion passed unanimously, after a roll-call vote.
7. Dave stated that perhaps researching if a Debit Card would be a better option.

Executive Session: At 7:40 P.M., Bob Thomas made the motion to enter Executive Session to discuss an employee matter, which was seconded by Dave Perring. Executive Session ended at 7:54 PM. Dave Perring made the motion to keep the minutes from the previous 6 months' meetings closed. Bob Thomas moved to second the motion, which then passed after a unanimous, roll-call vote.

ADJOURNMENT: Seeing no further business, Bob Thomas moved to adjourn the meeting, Dave Perring moved to second the motion. Motion carried. Adjournment: 7:55 P.M.

NEXT MEETING: The next meeting will be held on Wednesday, August 14, 2024.